



Australian National Institute of Business and Technology

Practical Placements – Student Information

When you undertake work-based training and assessment you are participating in what is known as practical placement. The following information details the requirements and your rights and responsibilities while you are on practical placement. It will help you get the most out of your placement.

What is a practical placement?

A practical placement is structured workplace learning that helps prepare you for the workforce. It is part of your course and it is designed to help you better understand what you have learned by putting it into practice in the workplace for a specific period of time.

What are the advantages?

As a student, participation in practical placement will give you the opportunity to:

- apply knowledge and skills learned from your course in the workplace;
- gain skills that are recognised by industry;
- get to know employers' expectations;
- increase your employment options and employability skills; and
- make contact with employers.

How is a practical placement found?

Often, the practical placement coordinator at your registered training organisation will find placements and match you to a host employer. However, some students may find their own placements. If you have a particular employer in mind, talk to your practical placement coordinator about it. In selecting your placement, you need to take into account the following:

- the skills that you need to acquire for your course;
- the skills that the work place can offer;
- any logistical issues, such as travelling to and from the workplace.



What responsibilities are involved?

During the placement, you will be expected to behave like a new employee, following the rules of the workplace and the directions of the workplace supervisor and other employees. You will need to comply with all safety and OH&S policies and procedures, as well as other protocols that are practiced by the host employer.

Attitude

To benefit from the practical placement, the right attitude is very important. You will need to:

- be willing to learn;
- complete the tasks assigned to you by the workplace supervisor;
- listen to instructions and ask questions;
- be polite, courteous and well-mannered with all staff members;
- dress appropriately; and
- follow all workplace policies and procedures.

Attendance and punctuality

Employers expect you to be punctual. You will be required to:

- start your placement on time each day;
- take only the allocated time for lunch and tea breaks, returning promptly to your work; and
- contact your workplace supervisor and your practical placement coordinator immediately if you are unable to attend your placement.

Safety

Your personal safety in the workplace is of utmost importance. You must comply with any occupational health and safety requirements of the host employer, including:

- wearing protective clothing and safety equipment;
- working in a safe manner;
- reporting any hazards or unsafe practices that you observe; and
- reporting any accidents to your workplace supervisor and practical placement coordinator immediately.

Medical condition

Let your practical placement coordinator and workplace supervisor know if you suffer from any medical condition or disability that may affect your work performance. For some placements, you may be required to undertake a medical check or police check prior to beginning your placement. Your coordinator will notify you if this is required.



What about assessment?

Assessment is an important part of your practical placement. During your placement your coordinator/assessor may conduct a workplace visit. Assessment of the skills you have learned in the workplace counts toward your final results. For some courses, you may be required to maintain a logbook. Your placement coordinator/assessor will discuss this with you. Your placement coordinator/assessor will also give you information on the way your assessments will be conducted and recorded.

What about Work Cover insurance?

Signing the practical placement agreement referred to above is of great importance because it activates WorkCover insurance for you. The institute has a WorkCover insurance policy with **OAMPS Insurance Brokers Ltd** that provides insurance coverage for host employers providing work placements should you sustain an injury while on placement. The institute meets the premium costs.

If there is no practical placement agreement between your registered training organisation and your host employer and you are injured during a placement, you may not be entitled to receive compensation and legal proceedings.

Note: WorkCover does not cover any employee, including practical placement students, travelling to or from work.

Return to placement

If you are injured during a placement and are later able to return to the placement, your host employer should provide placement in the same or an equivalent position for the remaining portion of the original agreement. The host employer is not obliged to provide you with permanent paid employment.

Before you return to placement, your registered training organisation should satisfy itself that the workplace is safe and that you will not be at further risk. If the registered training organisation is not satisfied about the safety of the host employer, then an alternative placement should be organised.

Occupational Rehabilitation

The WorkCover Authority advises that the purpose of rehabilitation programs should be to return the injured student to a position of general employability (either in the field of training or in an alternative area) rather than to the host employer.

How is a WorkCover claim lodged?

If you are injured during a placement, the procedure below should be followed for lodging a WorkCover claim:

- the **student** completes and signs a **Worker's Claim for**



Compensation form with the assistance of the host employer and/or registered training organisation (if required);

- the **employer** completes and signs the **Worker's Claim for Compensation** form as required;
- the **employer** completes the **Employer Claim Report** in full, signs and dates the form and forwards both the Worker's Claim for Compensation form and Employer Claim Report, together with any accompanying medical certificates or accounts, to the registered training organisation; and
- The registered training organisation then forwards the originals of all forms except the practical placement agreement which is retained by the registered training organisation. Instead a certified copy of the practical placement is forwarded to:

OAMPS Insurance Brokers Ltd
ABN 34 005 543 920 AFSL No.238312
289 Wellington Parade South
EAST MELBOURNE VIC 3002
VIC 3002
PO Box 852
EAST MELBOURNE VIC 8002
T (03) 9412 1555
F (03) 9412 1666
www.oamps.com.au

Despite these procedures, nothing prevents any of the parties in law from lodging claims directly with **OAMPS Insurance Brokers Ltd**

The registered training organisation must forward these forms to **OAMPS Insurance Brokers Ltd within 10 days** of receiving the forms from the host employer. Copies of all forms and records should be permanently filed in case legal or insurance proceedings arise.

The Worker's Claim for Compensation and the Employer Claim Report forms are available from any post office. Host employers are also encouraged to keep copies that are readily available.

Note: The above is necessary to establish any entitlement to compensation that you may have under the institute's insurance policy.



What if you have a problem with your placement?

Problems with your placement should be resolved as early as possible. Your practical placement coordinator and employer have agreed dispute resolution procedures. Do not hesitate to contact your placement coordinator if you experience any difficulties or problems while on your practical placement.

Most importantly, you should enjoy your practical placement. It is a great opportunity for you to experience real working life, while you gain valuable skills and experience to help you gain employment in the future.