



# Practical Placement Agreement

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

## Introduction

Work placement is a valuable and compulsory requirement of a student's course with Anderson. All students are required to complete tasks in a practical work environment in order to be deemed competent in various units from the qualification.

Whilst undertaking work placement students will have the opportunity to:

- Gain invaluable experience in a real work environment
- Complete practical tasks relevant to your future workplace role
- Conduct research into workplace expectations and practices
- Observe experienced staff completing tasks
- Develop an understanding of workplace policies and procedures
- Form networks that may assist with future job opportunities

## Student Responsibilities

Throughout a work placement students will be required to:

- Ensure they work safely in line with organisational policies and procedures
- Undertake tasks under supervision at all times ensuring these are within their abilities and training
- Notify their Supervisor if tasks are outside their skill/knowledge level or if they are having any issues with a task
- Advise their Supervisor of upcoming visits from their trainer/assessor
- Record hours worked in their Workplace Hours Logbook and have them verified by their Supervisor
- Advise their trainer/assessor and the Supervisor if they will be absent from a scheduled work day at least 2 hours before it commences
- Advise their trainer/assessor if there are any changes to their details or workplace (a new agreement must be signed with each workplace)
- Notify their trainer/assessor if any difficulties or issues arise

## Host Workplace Responsibilities

In agreeing to host a student for work placement the host workplace is required to:

- ♦ Provide a safe working environment for the student
- ♦ Provide an induction to the workplace and discuss work conditions
- ♦ Provide a job description for the student or advise Anderson if you require us to provide this
- ♦ Ensure the student is provided with adequate Supervision
- ♦ Allow Anderson trainers to conduct workplace visits with the student as required
- ♦ Ensure the student is provided time and opportunity to complete tasks relevant to their course requirements (as outlined in the Supervisors Booklet)
- ♦ Complete the Supervisors Booklet with details regarding skills the student has demonstrated throughout the work placement

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## Anderson Contact Details

Head Office:

Email: [info@andersoncollege.au](mailto:info@andersoncollege.au)

Phone: 0432 289 077

Address:

The following form is to be completed by all parties and a copy provided to the student, host workplace and Anderson.

Student Personal Details	
Full name:	
Contact number:	
Contact email:	
Date of birth:	
Do you have any medical conditions, disabilities or allergies that your host workplace would need to be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of this:	
Do you currently take any medication that your host employer would need to be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of this:	

Emergency Contact Details	
Emergency contact name:	
Relationship to student:	
Emergency contact phone number:	

Student Agreement	
In signing this you agree that you:	<input type="checkbox"/> Will provide your host employer with the following documents:  <input type="checkbox"/> Will conduct yourself professionally and work in line with organizational policies and procedures of your host employer  <input type="checkbox"/> Will maintain confidentiality of all information including clients, staff and any other workplace information

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	<input type="checkbox"/> Have read and understand your responsibilities when undertaking work placement <input type="checkbox"/> Will notify Anderson of any issues with your work placement		
Student Signature:		Date:	

Work Placement Details	
The student is enrolled in the following course with Anderson:	
The student is required to complete the following minimum number of work placement hours (note: these are able to be completed at a number of workplaces)	
Anderson Contact Person:	
Role:	
Contact Number:	

Host Workplace Details	
Workplace Name:	
Address:	
Contact name & position:	
Contact number:	
Contact email:	
Supervisor name:	
Supervisor title:	
Details of any other supervisors ( <i>note: if applicable, all Supervisors are required to sign the agreement in the Supervisors Booklet</i> )	

Host Workplace Agreement	
I, the Host Workplace:	<input type="checkbox"/> agree to provide the student as above with placement hours as outlined on the Work Placement Shifts Schedule (provided over-page) <input type="checkbox"/> will provide the student with a safe workplace that is suitable for work placement learning and assessment <input type="checkbox"/> will provide the student with a workplace induction outlining Workplace Health and Safety procedures and ensuring they are aware of any policies and procedures relevant to their work role <input type="checkbox"/> will ensure the student is adequately supervised at all times whilst undertaking work placement



# Practical Placement Agreement

	<input type="checkbox"/> have received a copy of, and read, the Supervisors Booklet and understand the students work placement needs <input type="checkbox"/> agree to notify Anderson immediately if there are any issues with the student or the work placement agreement		
Signature:		Date:	
Position:			

## Work Placement Shift Schedule

If work placement is to be broken into a number of blocks, please outline each block under each section below. If the placement is ongoing, please fill out the details under Work placement 1.

Work placement 1	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 2	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	

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Total number of hours:	
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Work placement 3	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 4	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

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Work placement 5	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 6	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	