

**CHC33015 Certificate III  
in Individual Support  
Specialising in Ageing**



**Vocational Placement  
Student Information Pack**

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## VOCATIONAL PLACEMENT INFORMATION

*Welcome to the Vocational Placement component of your course with **Mercury Colleges**. Your vocational placement will give you the opportunity to put the theory and skills learnt through the study of your learning resources and completion of your assessment workbooks, into practice in a real workplace.*

*Within this Information Pack, you will be informed of your rights and responsibilities in relation to vocational placement. You will also be given a detailed breakdown of the process you should follow in carrying out your vocational placement.*

***Please be sure to read all this information carefully as it is crucial to ensuring you get the most out of your vocational placement.***

## HOW DO I BENEFIT?

Through your active involvement in vocational placement and completing this compulsory part of your training, you will:

- develop and apply important knowledge and skills relevant to the workplace;
- gain essential skills and experience that are recognised by industry;
- develop and refine skills that will assist you in seeking employment;
- gain valuable knowledge of the working environment and expectations of industry employers;
- build relationships and contacts with industry employers.

## WHO IS INVOLVED IN VOCATIONAL PLACEMENT

### **Mercury Colleges Vocational Placement Coordinator**

**Mercury Colleges** Vocational Placement Coordinator is responsible for ensuring vocational placement suitability with the student, the vocational placement provider, and the vocational placement supervisor. They will organise the placement documentation to ensure the relevant protections are in place prior to placement.

### **The Vocational Placement Provider**

The service, company or business which is granting students access to their workplace and experience to enable them to gain workplace-relevant skills.

### **The Vocational Placement Supervisor**

The Vocational Placement Supervisor has the necessary qualifications and is nominated by the vocational placement provider. The vocational placement supervisor facilitates opportunities for students to gain valuable workplace skills and experience a real workplace. They will complete the students Skills Workbook and observe students successfully completing the set skills.

### **The Student**

The Student is responsible for finding a Vocational Placement. Where needed, they may be supported by the Vocational Placement Coordinator in finding one.

The Student is to provide the Vocational Placement Coordinator with the contact details of the potential Placement Provider. They are also required to complete the skills in the Skills Workbook and ensure they are signed off by the Vocational Placement Supervisor and returned to **Mercury Colleges** for assessment.

## AN OVERVIEW OF THE PROCESS FOR ORGANISING VOCATIONAL PLACEMENT

The outline of steps below is an overview of the process that occurs in the organisation of vocational placement through **Mercury Colleges**.

1. The student completes all of the knowledge and skills assessments (non-placement tasks) prior to vocational placement.
2. The student organises their police checks, First Aid, and other required certification.
3. The student makes contact with the vocational placement provider/supervisor of a service to discuss vocational placement potential.
4. Student provides the interested vocational placement provider with the vocational placement provider/supervisor information pack.
5. Student advises their vocational placement coordinator of the contact details of the interested potential vocational placement provider.
6. Vocational Placement coordinator contacts the placement provider and checks their willingness to participate and suitability for placement.
7. Vocational placement provider is suitable based on approval criteria. **If vocational placement provider is NOT suitable, return to step 2.**
8. Vocational placement coordinator sends the training plan and vocational placement agreement to the student. The vocational placement provider and the student sign these documents, and the student returns them to the vocational placement coordinator for sign off.
9. **ONLY once the vocational placement agreement is signed by all parties, can students start vocational placement. The vocational placement coordinator will provide the student and the vocational placement provider/supervisor with a copy of the vocational placement agreement signed by all parties, prior to placement commencing.**
10. Student begins vocational placement, and the vocational placement supervisor completes the Skills Workbook.
11. Once all skills have been observed, and vocational skills log successfully completed, the student submits the Skills Workbook for assessment.  
**IMPORTANT: The vocational placement time must not be greater than 240 hours in a calendar year and not more than 38 hours per week.**
12. The assessor reviews the Skills Workbook, including supervisors observations and feedback and publishes the student's assessment results for the student to view.

## ORGANISING YOUR POLICE CHECK AND FIRST AID

**A person who has access to care recipients in an aged care service may be required to undergo a national criminal history record check (also known as a police check), which must be renewed every three years.**

It is important you allow plenty of time to organise the police check if you haven't already done so, prior to your vocational placement because it could take up to two weeks to be processed.

We have included a list of all the different states and the process for obtaining a police check in each state for you in the table below.

<p><b>New South Wales</b></p>	<p>Complete an application either online or contact the Criminal Records Section for a paper application and lodge in person at a Police Station. You are required to provide proof of identity with your application. There may be an application fee.</p> <p>Further information can be found at <a href="http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section">http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section</a></p> <p>Phone: (02) 8835 7888</p>
<p><b>Victoria Police</b></p>	<p>Download an application from <a href="http://www.police.vic.gov.au/policecheck">www.police.vic.gov.au/policecheck</a></p> <p>Forward your documents with certified copies of proof of identity to;</p> <p>Public Enquiry Service Victoria Police GPO Box 919 MELBOURNE VIC 3001</p> <p>There may be an application fee.</p> <p>Further information can be found at <a href="http://www.police.vic.gov.au/content.asp?Document_ID=274">http://www.police.vic.gov.au/content.asp?Document_ID=274</a></p> <p>Phone: 1300 881 596</p>



<p><b>Queensland</b></p>	<p>To seek a National Police Certificate, you must make application at any police station in Queensland. Applicants will require sufficient identification</p> <p>There may be an application fee.</p> <p>Further information can be found at <a href="http://www.police.qld.gov.au/services/purchase/polcert.htm">http://www.police.qld.gov.au/services/purchase/polcert.htm</a></p> <p>Phone: (07) 3364 6705</p>
<p><b>Western Australia</b></p>	<p>Application forms are available at participating Australia Post outlets or download an application form from <a href="http://www.eletter.com.au/npc/index.php">http://www.eletter.com.au/npc/index.php</a></p> <p>Once you complete the form, lodge it at a participating Australia Post outlet with proof of identity.</p> <p>There may be an application fee.</p> <p>Further information can be found at <a href="http://www.police.wa.gov.au/ABOUTUS/OurServices/ClearanceCertificates/tabid/1202/Default.aspx">http://www.police.wa.gov.au/ABOUTUS/OurServices/ClearanceCertificates/tabid/1202/Default.aspx</a></p> <p>Phone: (08) 9268 7645</p>
<p><b>South Australia</b></p>	<p>Read the Fact Sheet from the Department for Communities and Social Inclusion (DCSI) Screening for Aged Care Sector Employment screening by clicking this link:</p> <p><a href="http://www.dcsi.sa.gov.au/_data/assets/pdf_file/0016/21292/Fact-Sheet-Aged-Care-Sector-Employment-Screening.pdf">http://www.dcsi.sa.gov.au/_data/assets/pdf_file/0016/21292/Fact-Sheet-Aged-Care-Sector-Employment-Screening.pdf</a></p> <p>Further information about the screening and background checks, as well as the application forms and payment, can be found at:</p> <p><a href="http://www.dcsi.sa.gov.au/services/screening">http://www.dcsi.sa.gov.au/services/screening</a></p> <p>You may contact the Screening Unit by emailing them at <a href="mailto:screening@dcsi.sa.gov.au">screening@dcsi.sa.gov.au</a></p> <p>Postal address Screening Unit, Department for Communities and Social Inclusion GPO Box 292 ADELAIDE SA 5001</p>

<p><b>Tasmania Police</b></p>	<p>Download an application form from  <a href="http://www.police.tas.gov.au/uploads/file/Templates%20(Microsoft%20Word)/Consent%20to%20Check%20and%20Release%20a%20National%20Police%20Certificate%20July%202010.pdf">http://www.police.tas.gov.au/uploads/file/Templates%20(Microsoft%20Word)/Consent%20to%20Check%20and%20Release%20a%20National%20Police%20Certificate%20July%202010.pdf</a></p> <p>Forward your documents with copies of proof of identity to;</p> <p>CRIMINAL HISTORY SERVICES  TASMANIA POLICE  GPO BOX 308  HOBART TAS 7001  Email: criminalhistoryservices@police.tas.gov.au  Fax: 03 6230 2927</p> <p>There may be an application fee.</p> <p>Further information can be found at  <a href="http://www.police.tas.gov.au/services-online/police-history-record-checks/">http://www.police.tas.gov.au/services-online/police-history-record-checks/</a></p> <p>Phone (03) 6230 2928</p>
<p><b>Northern Territory</b></p>	<p>To seek a National Police Certificate, you must make application at a police station in the Northern Territory. Applicants will require sufficient identification</p> <p>There may be an application fee.</p> <p>Further information can be found at  <a href="http://www.nt.gov.au/pfes/index.cfm?fuseaction=page&amp;p=87&amp;m=20&amp;sm=37">http://www.nt.gov.au/pfes/index.cfm?fuseaction=page&amp;p=87&amp;m=20&amp;sm=37</a></p> <p>Phone: 1800 723 368</p>

## First Aid Certificate

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Unless you have previously obtained HLTAID003 prior to starting this course, you will need to undertake the first aid course at your own expense prior to doing the vocational placement.

Your CPR component must have been obtained within the last twelve (12) months.

## Manual Handling Certificate

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Depending on the discretion and the nature of the Vocational Placement Provider, you may be required to complete a manual handling certificate prior to commencing vocational placement.

### **IMPORTANT:**

**You should touch base with your nominated vocational placement provider and determine AS EARLY AS POSSIBLE the certifications you are required to complete prior to commencing vocational placement. Doing so will give you ample amount of time to prepare and organise for these requirements.**

## FINDING A VOCATIONAL PLACEMENT PROVIDER

The first thing you will need to do is create a list of vocational placement providers in your area. You may do this by doing research online or offline.

### Researching online

Below is a website that may help you find vocational placement providers in your area.

<http://www.myagedcare.gov.au/service-finder?tab=help-at-home>

### Researching offline

You may also be able to find vocational placement providers through your contacts who are already working in an approved and registered aged care centre, or from local advertisements, bulletins, information board, and other similar resources in your area.

It is your responsibility to introduce yourself to the vocational placement supervisor of your chosen vocational placement provider. You should approach your organisation with a Letter of Introduction that has been written by the Vocational Placement Coordinator.

## **IMPORTANT:**

**When looking for a nominated vocational placement provider, you must ensure that they will be able to provide you access to the following resources needed for you to complete the assessment activities in your Skills Workbook:**

- Vocational workplace supervisor(s) to supervise and confirm candidate's completion of the required tasks included in the Skills Workbook. The workplace supervisor must:
  - Have adequate knowledge and understanding of the provision of aged care
  - Have the ability to effectively supervise and manage aged care services
  - Have the necessary experience and qualification(s) in the area of individual support specialising in aged care (e.g. you have the relevant VET qualification/s, Certificate III in Individual Support Specialising in Aged Care or higher)
- Aged care clients including:
  - Three (3) clients and access to their care plans
  - Two (2) clients living with dementia, their family and or carers
  - Two (2) clients whom you can provide with personal support care
  - Three (3) clients receiving palliative care
  - One (1) client with disability

- Two (2) clients (and or colleagues) from two (2) different cultural backgrounds
- Clients' individualised plans, health management plans, personal healthcare checklists, and personal healthcare diaries, where relevant to the client's needs
- Clients' family and or carers

- Organisational policies, protocols, and procedures including but not limited to:
  - Work health and safety
  - Safe work practices
  - Manual handling
  - Infection control
- Workplace equipment and resources normally used by care workers (i.e., as needed: patient hoists, standing lifter, wheelchair, other client assistive devices and mobility aids, and PPE)
- Workplace to conduct a work health and safety inspection
- Opportunities to participate in meetings and discussions with clients and colleagues including but not limited to:
  - One (1) work health and safety meeting/debriefing
  - Continuous improvement meeting with the supervisor and at least one (1) colleague
  - Two (2) meetings, one for each client, living with dementia and their family and or carers
  - One (1) meeting with client and supervisor for the person-centred planning.
  - Discussions with supervisor and or colleagues relevant to student's workplace performance.

## **Making Initial Contact with Vocational Placement Provider**

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Once you have a list of potential placement providers, you will need to contact them about allowing you to complete your vocational placement with them.

We recommend that you make an appointment because the Vocational Placement Provider will probably want to meet you before making a decision regarding your placement. Included in this pack is a letter of introduction that you can take with you when you first meet with potential Vocational Placement Providers. Please also take your Vocational Placement Provider/Supervisor Information Pack with you. If the vocational placement provider indicates interest in hosting you for vocational placement, you will need to give them this information.

It is important to make a good impression because the Vocational Placement Provider/Supervisor will be trying to ascertain if you will be a valuable member of their team during your vocational placement. Treat any conversations or correspondence like a job interview and remember to sell yourself as an asset to their organisation.

**Some things to consider:**

- Be polite and respectful
- Dress as you would for a Job Interview (consider the nature of the workplace)
  - E.g. Excessive jewellery or extremely high heels would not be appropriate.
- If you have an appointment, allow for traffic problems and make sure that you are there on time.
- Remember that the people at the organisation are busy.
- Remember that you are asking for the opportunity to learn from experienced people.

You can organise your future vocational placement dates straight away if you like. When choosing dates, remember that are required to satisfactorily complete all three (3) assessment workbooks prior to commencing placement. Your training plan contains information regarding subject completion and timing of vocational placement. Making early contact with vocational placement providers regarding vocational placement will alleviate stress later and allow you to make a first impression when you are not pressured by a deadline. Generally, you will also have more chance of your vocational placement being allowed by the vocational placement provider if you are prepared to give a reasonable amount of notice.

## Before Starting Your Vocational Placement

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### **Prior to starting your placement check that you have:**

- Submitted the Language, Literacy and Numeracy Evaluation
- Completed all of the knowledge and skills assessments (non-placement tasks) prior to vocational placement.
- Obtained Police Check and have the current First Aid Certificate
- Reviewed your Training Plan
- Have received back from **Mercury Colleges** your Vocational Placement Agreement (Completed and Signed).

In addition, the student is required to complete all the performance evidence covered in the unit **CHCAGE001 Facilitate the empowerment of older people** prior to the commencement of their vocational placement. Specific performance evidence are covered in Case Study 2: Katie Devaney of Subject 4 Workbook: Support and Empowerment of Older People

### **\*IMPORTANT:**

**You MUST NOT commence your Vocational Placement until you have submitted and received back a copy of your Vocational Placement Agreement from Mercury Colleges that has been signed by ALL Parties.**

**If the Vocational Placement Agreement is not completed, you will not be covered by insurance.**

If we receive an incomplete Vocational Placement Agreement, we usually get it back to you so that you can complete it. Please make sure that you keep us updated with any changes to your postal and email addresses so that no correspondence is lost.



## WHAT ARE MY RESPONSIBILITIES?

*Your Vocational Placement Supervisor will expect you to behave like a new employee as much as possible, by following the rules of the workplace and their directions as well as those of other employees.*

### **You Need to Have the Right Attitude**

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**You will be required to:**

- ✓ **Assist in the planning of your program.**
- ✓ **Show eagerness and initiative.**
- ✓ **Complete all duties planned by your Vocational Placement Supervisor.**
- ✓ **Show a willingness to learn.**
- ✓ **Listen carefully to all instructions and ask questions when you are unsure.**

**REMEMBER!** It is always better to ask a question than to make a silly mistake.

- ✓ **Follow any advice given by Vocational Placement Supervisors.**
- ✓ **Always ask for jobs when you have nothing to do.**
- ✓ **Be well-mannered with all clients, families and staff members throughout the vocational placement.**
- ✓ **Ensure you avoid distracting other employees unnecessarily from their work.**
- ✓ **Dress appropriately to industry standards and the workplace.**

## Attendance and Punctuality

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### **You will be required to:**

- Start each day of your vocational placement on time.
- Ensure you only take the allocated breaks for morning/afternoon tea and lunch.
- Always contact your Vocational Placement Supervisor and Vocational Placement Coordinator if you are unable to attend due to illness or other extenuating circumstances.
- Make up any lost time from absences due to unforeseen circumstances.
- Ensure you attend your vocational placement for the normal hours of work for that job, unless you have negotiated otherwise with your Vocational Placement Provider and Vocational Placement Coordinator.

## Safety

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### **You must abide by all workplace health and safety guidelines at all times.**

### **Please ensure you:**

- Work in a safe manner to ensure the safety of yourself and others.
- Report any hazards you see to your Vocational Placement Supervisor.
- You must immediately report any accidents to your Vocational Placement Supervisor and Vocational Placement Coordinator (*Please see the section on Accidents within the Student Information on the following pages*).
- Wear protective clothing and safety equipment where required.

## Confidentiality

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You are required to maintain the confidentiality of the business and clients at all times. You will maintain their privacy by not repeating any of this information to anyone. In some cases, your Vocational Placement Supervisor may want you to sign a confidentiality agreement.

If you are unsure of requirements, please ask your Vocational Placement Supervisor which information is considered confidential in their organisation.

## WHAT ARE MY VOCATIONAL PLACEMENT PROVIDER'S RESPONSIBILITIES?

Supervision in the vocational context includes oversight, direction, guidance, and support either directly or indirectly.

**Direct supervision** - is when your Vocational Placement Supervisor is actually present and personally observes, works with, guides and directs you.

**Indirect supervision** - is when your Vocational Placement Supervisor works in the same facility as you but does not constantly observe your activities. Your Vocational Placement Supervisor must be available for reasonable access. What is reasonable will depend on the task you are performing, the needs of the client and your needs. If you feel the task you are performing should require direct supervision, please speak to your Vocational Placement Supervisor or Vocational Placement Coordinator.

### **Your Vocational Placement Provider will be responsible for:**

- providing supervised learning opportunities, within a safe environment, which meet the objectives of the training plan, and the tasks/activities set out in the Skills Workbook
- keeping all of the student's personal details confidential and providing them with the same privacy and confidentiality afforded to staff
- carrying out a thorough and documented orientation and induction of the student at the commencement of the vocational placement
- familiarising the student with the worksite, amenities, equipment, relevant staff, reporting structure, and coaching support
- selecting learning experiences for the student in accordance with the training plan
- completing the Assessment Facilitation and providing feedback to the student on their progress

# STUDENT INFORMATION

## Medical Conditions

Please ensure you advise both your Vocational Placement Supervisor **and** Vocational Placement Coordinator prior to your vocational placement if you suffer from any medical condition or disability that may impact on your ability to perform your duties safely during vocational placement.

If you develop a medical condition during your vocational placement, you must also advise both your Vocational Placement Supervisor **and** Vocational Placement Coordinator immediately.

## Vaccination

We strongly recommend that you ensure your vaccinations are up to date before commencing your placement.

Following is a list of the recommended vaccinations for healthcare workers from *Occupational immunisations* from the [Queensland Government website](#):

Healthcare workers	
All healthcare workers and students directly involved in patient care or the handling of human tissues	<a href="#">Hepatitis B</a> <a href="#">Influenza</a> <a href="#">Measles</a> <a href="#">Mumps</a> <a href="#">Rubella (German measles)</a> <a href="#">Whooping cough (pertussis)</a> <a href="#">Chickenpox (varicella)</a>
Working in remote Indigenous communities or with Indigenous children	As above plus <a href="#">Hepatitis A</a>
At risk of exposure to drug-resistant cases of tuberculosis	As above plus consider need for <a href="#">tuberculosis (BCG)</a> vaccination

Carers	
Carers of people with developmental disabilities	<a href="#">Hepatitis A</a> <a href="#">Hepatitis B</a> <a href="#">Influenza</a>
Staff of nursing homes and long-term care facilities for people of any age	<a href="#">Influenza</a> <a href="#">Measles</a> <a href="#">Mumps</a> <a href="#">Rubella (German measles)</a> <a href="#">Chickenpox (varicella)</a>
Providers of home care to people at risk of high influenza morbidity	<a href="#">Influenza</a>

Other recommendations for aged care workers conducting placement in an aged care facility that is a part of a hospital can be found on this website:

(<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>).

## **Dealing with Any Misunderstandings**

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If a misunderstanding arises while you are on your vocational placement, you should first discuss this with your Vocational Placement Supervisor and inform your Vocational Placement Coordinator.

Where you find you are unable to discuss any misunderstandings with your Vocational Placement Supervisor, you should speak directly with your Vocational Placement Coordinator.

### **Misunderstandings may include the following:**

- Unsafe work health and safety practices
- Unreasonable requests for work by the placement Vocational Placement Supervisor or other staff
- Inadequate supervision or learning opportunities provided in the workplace

## **Changes or Cancellation of the Vocational Placement Agreement**

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You will need to contact your Vocational Placement Coordinator if you wish to change or cancel your placement. You should do this writing.

## **What Happens If I Hurt Myself?**

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If you are involved in an accident while undertaking a vocational placement, you will need to take the steps below.

1. Seek medical attention immediately.
2. Notify your Vocational Placement Supervisor and Vocational Placement Provider as soon as possible.
3. Ask any doctor or medical practitioner who attends for a medical certificate.
4. Contact your Vocational Placement Coordinator at **Mercury Colleges** as soon as possible and let them know what has occurred.
5. Complete the Accident/Incident Report Form that is at the back of this information pack and send this to your Vocational Placement Coordinator at **Mercury Colleges**
6. Follow the Vocational Placement Provider's workplace procedures for dealing with any WHS incidents or Workcover issues if required.

## Returning to Placement after an Accident

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If a student injured during a vocational placement is later able to return, the vocational placement provider must ensure the same or an equivalent position for the remaining portion of the original vocational placement as per the agreement.

Before a student returns to their vocational placement, the Vocational Placement Coordinator must be satisfied that the workplace is safe and the student will not be at further risk. If the Vocational Placement Coordinator is not satisfied with the safety of the vocational placement, then an alternative vocational placement should be organised. Contact your Vocational Placement Coordinator to assist you in organising a new Vocational Placement Agreement (VPA).

## Vocational Placement and Industrial Relations Information

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### Mandatory Vocational Placement

During this time, there will be a requirement for students to initiate a vocational placement position (minimum of 120 hours) with an approved and registered aged care centre and complete a Skills Workbook. Furthermore, it is recommended that the duration of the vocational placement does not exceed 240 hours within a calendar year.

In particular, there is a mandatory requirement for students to demonstrate evidence that they have conducted assessments under the supervision of a qualified assessor within an approved and registered aged care centre in the following unit(s) of competency:

- CHCCCS023 Support independence and wellbeing

The students are also required to complete a skills workbook covering the other units that specifically require workplace assessments:

- CHCAGE001 Facilitate the empowerment of older people
- CHCCCS011 Meet personal support needs
- CHCAGE005 Provide support to people living with dementia
- CHCDIS007 Facilitate the empowerment of people with disability

**Please Note:** There are further assessment requirements that certain tasks are completed a number of times or must be completed involving the care of older people in the workplace.

## **A Student on Vocational Placement is Not a Replacement for Paid Work**

Students are placed with vocational placement providers to get on the job experience, learn and help with the workload. However they are not intended to replace paid employees, and their vocational placement should not directly result in the reduction of hours for which other workers would usually be paid to work.

According to the current Fair Work Act regarding Student Placements, students in vocational placement are **not** entitled to be paid remuneration for the vocational placement. However, a vocational placement provider may choose to pay students at their own discretion, if they wish.

In addition, the *Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Student undertaking Practical Placements* recommend the maximum duration of the practical placement is 240 hours with a maximum of thirty-eight (38) hours per week.



## YOUR SKILLS WORKBOOK

Accompanying this Vocational Placement Student Information Pack is your Skills Workbooks.

This workbook contains a series of tasks and activities that you must complete during your vocational placement. It is advised that you discuss the included tasks and activities with your Vocational Placement Supervisor on the first day of your vocational placement. Your Vocational Placement Supervisor will comment on skills they observe you over the duration of your placement.

On your completion of your vocational placement, you will need to ensure that your Skills Workbook is completed and signed by your Vocational Placement Supervisor. You will then need to sign on the Skills Workbook and submit it to your assessor at **Mercury Colleges**.

Your assessor at **Mercury Colleges** will review your completed Skills Workbook and any comments written by your Vocational Placement Supervisor. They will contact your Vocational Placement Supervisor to discuss your vocational placement and the skills achieved. They will then publish your assessment result in the student portal for you to view.

It is a good idea for both you and the Vocational Placement Supervisor to go through the skills being observed together. This will give both of you the opportunity to discuss the observation results.

**Before you start your vocational placement**, thoroughly read through the Skills Workbook requirements and locate the vocational workplace forms and templates. Where required, contact your trainer for assistance.

**Before you approach your supervisor for review of your Assessment Facilitation Log**, please ensure you are ready to direct them to the appropriate sections because they may be very busy and this will make the process easier for you.

## **IMPORTANT:**

**It is your responsibility to ensure that your Skills Workbook is passed on to the Vocational Placement Supervisor. Make sure your skills are signed off and dated in the Skills Workbook and that the Skills Workbook is submitted to your Assessor on completion of your vocational placement.**

### **Performing Skills in the Workplace**

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Your Skills Workbook sets out a series of tasks and activities that are designed to allow you to demonstrate your skills as you gain experience in the workplace.

Completion of the Skills Workbook is critical to successful completion of your course. You may wish to discuss with your Vocational Placement Supervisor when particular skills may be covered during your placement. Where you have trouble finding the opportunity to demonstrate the required skills, please contact your Vocational Placement Coordinator at **Mercury Colleges** to discuss these issues.

### **Do I Receive Feedback?**

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Your Vocational Placement Supervisor will provide comments about your progress in your Skills Workbook. It is important that you receive feedback on your progress from your Vocational Placement Supervisor throughout the vocational placement and not just at the end.

Any comments made in your Skills Workbook should be taken as constructive feedback and not as personal criticism. Feedback is an opportunity to reflect on your performance and target areas for future professional growth.

It is also a great idea to ask your Vocational Placement Supervisor to comment verbally on your progress as you go.

## **When is My Vocational Placement Finished?**

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Your vocational placement is finished once you have successfully completed all of the tasks and activities set out in your Skills Workbook.

It is recommended that **do not exceed** 240 hours of Vocational Placement in a calendar year, and render not more than 38 hours per week.

Once your Skills Workbook is completed and signed as required, it needs to be forwarded as soon as possible to **Mercury Colleges** for assessment.

**REMEMBER – Always thank your Vocational Placement Provider, Vocational Placement Supervisor, and staff for supporting you in your vocational placement. Having a great relationship with all the staff at the vocational placement provider may lead to employment in the future!**

## **Resources Required during Vocational Placement**

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**IMPORTANT: As mentioned earlier, you will require access to various workplace resources to complete the assessment activities. You must confirm the accessibility and availability of these resources with the vocational placement provider before starting placement. Specifically, you will need access to the following:**

Due to the nature of the requirements of the unit of competency contained in this course, the student's nominated vocational placement provider must allow the student access to the following to be able to complete the Practicum Assessments:

- Vocational workplace supervisor(s) to supervise and confirm candidate's completion of the required tasks included in the Skills Workbook. The workplace supervisor must:
  - Have adequate knowledge and understanding of the provision of aged care
  - Have the ability to effectively supervise and manage aged care services
  - Have the necessary experience and qualification(s) in the area of individual support specialising in aged care (e.g. you have the relevant VET qualification/s, Certificate III in Individual Support Specialising in Aged Care or higher)
- Aged care clients including:
  - Three (3) clients and access to their care plans
  - Two (2) clients living with dementia, their family and or carers
  - Two (2) clients whom you can provide with personal support care
  - Three (3) clients receiving palliative care
  - One (1) client with disability
  - Two (2) clients (and or colleagues) from two (2) different cultural backgrounds
- Clients' individualised plans, health management plans, personal healthcare checklists, and personal healthcare diaries, where relevant to the client's needs
- Clients' family and or carers
- Organisational policies, protocols, and procedures including but not limited to:
  - Work health and safety
  - Safe work practices
  - Manual handling
  - Infection control
- Workplace equipment and resources normally used by care workers (i.e., as needed: patient hoists, standing lifter, wheelchair, other client assistive devices and mobility aids, and PPE)
- Workplace to conduct a work health and safety inspection

- Opportunities to participate in meetings and discussions with clients and colleagues including but not limited to:
  - One (1) work health and safety meeting/debriefing
  - Continuous improvement meeting with the supervisor and at least one (1) colleague
  - Two (2) meetings, one for each client, living with dementia and their family and or carers
  - One (1) meeting with client and supervisor for the person-centred planning.
  - Discussions with supervisor and or colleagues relevant to student's workplace performance.

## PLACEMENT PROVIDER INFORMATION

***Please complete this form prior to your vocational placement so that you can refer to this information when necessary during your vocational placement.***

*Please contact your Vocational Placement Coordinator if you have any concerns regarding the information collected*

<b>Vocational Placement Provider Name</b>	Click here to enter text.
<b>Vocational Placement Provider Phone No.</b>	Click here to enter text.
<b>Vocational Placement Supervisor Name</b>	Click here to enter text.
<b>Hours of work: (start and finish times)</b>	Click here to enter text.
<b>Security Arrangements</b>	Click here to enter text.
<b>Confidentiality Arrangements</b>	Click here to enter text.
<b>Safety Requirements</b>	Click here to enter text.
<b>Dress Requirements</b>	Click here to enter text.
<b>Parking or public transport details</b>	Click here to enter text.
<b>Time and duration of breaks</b>	Click here to enter text.
<b>Who do I contact if I am absent?</b>	Click here to enter text.

*Adapted from the personal learner checklist form, from the Vocational Placement Information Package – Copyright Australian National Training Authority 1997*

## STUDENT PLACEMENT CHECKLIST

Complete before the placement	
<input type="checkbox"/>	Completed all of the knowledge and skills assessments (non-placement tasks) prior to vocational placement.
<input type="checkbox"/>	Organise and complete your police check, First Aid, and other required certification.
<input type="checkbox"/>	Find a potential Vocational Placement Provider and make contact.
<input type="checkbox"/>	Once the Vocational Placement Provider has expressed that they wish to host your placement give them the Vocational Placement Provider/Supervisor Information Pack and Letter of Introduction
<input type="checkbox"/>	Inform your Vocational Placement Coordinator of the details of the interested Vocational Placement Provider.
<input type="checkbox"/>	Ensure that both you and the Vocational Placement Provider have viewed the training plan and complete and sign the vocational placement agreement form.
<input type="checkbox"/>	Send both the completed vocational placement agreement form and the training plan to your Vocational Placement Coordinator at <b>Mercury Colleges</b>
<input type="checkbox"/>	Complete the Placement Provider Information for your own record
<input type="checkbox"/>	Check you have a copy of the fully completed Vocational Placement Agreement Form and Training Plan from <b>Mercury Colleges</b> (signed by all parties)
<input type="checkbox"/>	Ensure you have your Skills Workbook ready to take with you to your vocational placement.
Complete during the placement	
<input type="checkbox"/>	Ensure you are covering the appropriate skills in the workplace and that your Vocational Placement Supervisor is recording their observation of these skills in your Skills Workbook along with other required documents.
<input type="checkbox"/>	Ask your Vocational Placement Supervisor for verbal feedback where necessary.
Complete at the end of placement	

<input type="checkbox"/>	Make sure that all achieved skills are signed off and dated in your Skills Workbook by your Vocational Placement Supervisor and that comments have been recorded.
<input type="checkbox"/>	Submit the Skills Workbook along with other required documentation to the assessor at <b>Mercury Colleges</b>
<input type="checkbox"/>	Give your Vocational Placement Coordinator feedback regarding your placement experience.
<input type="checkbox"/>	Thank your Vocational Placement Provider, Vocational Placement Supervisor and staff verbally and perhaps in writing. You may wish to ask for a reference.

*Adapted from the employ checklist form, from the Vocational Placement Information Package – Copyright Australian National Training Authority 1997*



# INCIDENT/INJURY REPORT FORM

## What should be reported?

- Incident/accident
- Injury, work caused illness and significant first aid treatment
- Dangerous event or near miss (an incident which could have caused serious injury or extensive property damage but did not)
- Property damage or hazardous activity observed.

## What do you do with this form?

1. Either complete this form digitally or print the form and complete it manually
2. Send the completed form to your Vocational Placement Coordinator

**If incident only: sections A and D are compulsory.**

**If an injury has occurred: the entire form must be completed**

For assistance in completing this form contact your Vocational Placement Coordinator.

## Section A: Details of Incident

<input type="checkbox"/> Injury	<input type="checkbox"/> Vocational Placement related illness	<input type="checkbox"/> Non-Vocational Placement-related illness
<input type="checkbox"/> Property damage	<input type="checkbox"/> Dangerous event	<input type="checkbox"/> Electrical incident
<input type="checkbox"/> Environmental incident	<input type="checkbox"/> Near miss	<input type="checkbox"/> Other

## Name of person completing report:

Name:		Contact telephone:	
Date incident occurred:		Time incident occurred:	am / pm
Signature:			

(Continuation of Section A: Details of Incident)

**Incident occurred while:**

Location		Details	
<input type="checkbox"/>	On Vocational Placement		
<input type="checkbox"/>	Travelling to or from Vocational Placement or on meal break		
<input type="checkbox"/>	Other		
Date reported:		Reported to:	

**Site of Incident:**

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**Exact location details:** (external area / building & room etc.)

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**What happened?** (What occurred at the time of the incident? Briefly, describe how it happened.)

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**Were any government agencies called to the incident?** e.g. Police, Fire Services, etc.

☐ No ☐ Yes (if yes provide details)

*(Continuation of Section A: Details of Incident)*

**List any witnesses:** (names, telephone contact details, ID No if applicable)

Witness Name	Witness Contact No.

## Section B: Details of Injured Person and Injury

Family Name		Given name/s	
Given name/s		Gender	
Date of birth		Telephone	

**Name of injured person's supervisor**

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### Nature of injury:

<input type="checkbox"/> Allergy or sensitivity	<input type="checkbox"/> Exposure effects heat/cold	<input type="checkbox"/> Occupational overuse injury
<input type="checkbox"/> Amputation	<input type="checkbox"/> Fainting	<input type="checkbox"/> Poisoning/toxic effects
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Post - traumatic shock
<input type="checkbox"/> Bruising	<input type="checkbox"/> Fracture/dislocation	<input type="checkbox"/> Psychological disorder/stress effects
<input type="checkbox"/> Burn/scalds	<input type="checkbox"/> Hearing loss	<input type="checkbox"/> Puncture
<input type="checkbox"/> Communicable disease	<input type="checkbox"/> Hernia	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Concussion or other neuro injury	<input type="checkbox"/> Internal injuries	<input type="checkbox"/> Skin condition e.g. dermatitis/ eczema
<input type="checkbox"/> Contusion/crush	<input type="checkbox"/> Laceration/deep cut	<input type="checkbox"/> Superficial wound or abrasion
<input type="checkbox"/> Damage to artificial aids	<input type="checkbox"/> Multiple injuries	<input type="checkbox"/> Sprain/strain
<input type="checkbox"/> Electric shock or effects	<input type="checkbox"/> Nausea/vomiting	<input type="checkbox"/> Vision impairment

(Continuation of Section B: Details of Injured Person and Injury)

Part of body affected	<input type="checkbox"/> Left	<input type="checkbox"/> Right
<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Ear
<input type="checkbox"/> Forearm	<input type="checkbox"/> Chest	<input type="checkbox"/> Upper arm
<input type="checkbox"/> Buttock	<input type="checkbox"/> Shin/calf	<input type="checkbox"/> Internal
<input type="checkbox"/> Face	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hand
<input type="checkbox"/> Wrist	<input type="checkbox"/> Back	<input type="checkbox"/> Stomach/trunk
<input type="checkbox"/> Thigh	<input type="checkbox"/> Ankle	<input type="checkbox"/> Knee
<input type="checkbox"/> Foot/toe	<input type="checkbox"/> Eye	<input type="checkbox"/> Elbow
<input type="checkbox"/> Fingers/thumb	<input type="checkbox"/> Groin/hip	
<b>Other (Give Details)</b>		

**Further description of injury/illness (if required):**

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**Details of treatment required:**

☐ None ☐ Self First aid \*\* ☐ Medical Centre/ Seen by Medical Doctor Hospital

\*\*Describe first aid treatment given:

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**Agency of injury (what?)**

<input type="checkbox"/> Animal/Insect	<input type="checkbox"/> Mobile plant/equipment	<input type="checkbox"/> Radiation
<input type="checkbox"/> Biological agent (e.g. pathogens)	<input type="checkbox"/> Needle/sharp	<input type="checkbox"/> Repetitive work
<input type="checkbox"/> Chemical	<input type="checkbox"/> Noise	<input type="checkbox"/> Situation – violence, assault
<input type="checkbox"/> Electrical	<input type="checkbox"/> Non-power tool	<input type="checkbox"/> Surface (slippery/rough)
<input type="checkbox"/> Explosion/implosion	<input type="checkbox"/> Objects	<input type="checkbox"/> Thermal (heat/cold)
<input type="checkbox"/> Lifting/ Carrying	<input type="checkbox"/> Power tools	<input type="checkbox"/> Vehicle/transport
<input type="checkbox"/> Machinery/fixed plant	<input type="checkbox"/> Psychological/social	<input type="checkbox"/> Workstation design
<input type="checkbox"/> Other (please specify)		

(Continuation of Section B: Details of Injured Person and Injury)

**Action/ mechanism which caused injury (how?)**

<input type="checkbox"/> Exposure to biological material	<input type="checkbox"/> Hit by/trapped in moving object	<input type="checkbox"/> Needle stick: non-contaminated
<input type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Hitting object	<input type="checkbox"/> Needle stick: potentially contaminated
<input type="checkbox"/> Exposure to electricity	<input type="checkbox"/> Insect/animal bite	<input type="checkbox"/> Noise
<input type="checkbox"/> Exposure to heat/cold	<input type="checkbox"/> Mental stress factors	<input type="checkbox"/> Pressure
<input type="checkbox"/> Exposure to radiation	<input type="checkbox"/> Muscle stress- loads	<input type="checkbox"/> Slip/trip ( <i>requires further investigation</i> )
<input type="checkbox"/> Fall from height	Other (please specify):	

## Section C: Incident Investigation

### Office Use Only

This section is to be completed by the **Mercury Colleges** WHS officer for any incident involving personal injury, and for a serious incident or near misses where required.

#### Identify any factors contributing to the incident.

<i>Number in order from most direct cause (1) to other underlying causes (2, 3, etc.)</i>	
Design issues	
Inadequate supervision	
Environment (e.g. floor/ground surface)	
Inadequate/lack of training	
Failure to follow work procedures	
Lack of appropriate Personal Protective Equipment	
Improper use/storage of materials	
Lack of experience	
Inadequate equipment functioning	
Personal factors-stress, fatigue	
Inadequate equipment maintenance	
Poor housekeeping	
Inadequate safety procedures	
Poor/lack of suitable equipment	
Inadequate space	
Unforeseeable event	
Other environmental conditions (e.g. weather, lighting, ventilation, temperature)	

#### Preventative/Corrective Actions:

Describe the follow-up actions planned or taken to prevent a similar incident.

Please attach extra pages, if required, for investigation and actions.

Action/s (Short Term and Longer Term)	Who	Completion date

## Section D: Acknowledgements

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### Office Use Only

*(This signature confirms that notification of the above incident has been received)*

<b>Vocational Placement Coordinator</b>			
Name			
Comments			
Date		Telephone	
Signature			

<b>Mercury Colleges WHS Officer</b>			
Name			
Comments			
Date		Telephone	
Signature			

END OF DOCUMENT