

P-1.19 WORK PLACEMENT

1.19.1 Purpose

ECTARC is committed to supporting all students throughout their work placements and practicum and ensuring that the requirements of relevant training packages are met for each student prior to a qualification or Statement of Attainment is issued.

1.19.2 Scope

The policy sets out the responsibilities of ECTARC, students and host employers for the practical experience component of any program offered by ECTARC.

1.19.3 Definitions

The term '*work placement*' may refer to the following:

- practicum
- work placement in place of employment
- simulated industry experience conducted on an ECTARC training site
- service site visits

Where the student is an existing worker in a regulated education and care service, work placement requirements may be achieved in their workplace. Where requirements cannot be achieved in their workplace, the student will be required to complete a practicum in another service.

Students who are not currently working in a service are required to complete all work placement hours as a practicum in one or more regulated education and care services of their choice. Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care services. Students can search for services by postcode.

ECTARC maintains a register of services who have indicated through consultation that they are willing to have an ECTARC student complete a practicum at their service. If a student calls and identifies they cannot find a service they may suggest a service from this register.

1.19.4 Deployment

1.19.4.1 Student Rights and Responsibilities

A student undertaking practical experience for the purposes of their studies must not be used to replace a paid employee in a childcare service.

Students undertaking practical experience must not be left alone/solely responsible for the care of a child(ren). He/she must be supervised at all times.

Students undertaking practical experience are volunteers and must not receive payment. If a student receives a payment from the host employer, the student will be reclassified to the status of employee and no longer be covered by ECTARC

P-1.19 WORK PLACEMENT

Insurance. Responsibility would then revert to the host employer's Worker's Compensation cover.

The hours worked by a student undertaking practical experience should not exceed the hours specified in the relevant award for the service in which he/she is placed.

Work experience may be undertaken at any time provided consideration is given to the age and/or ability of the student, the services ability to support the student and the requirements as set out in the program of study.

1.19.4.2 Rights and Responsibilities

The Manager–Distance Programs ensures all host employers, students and relevant staff are aware of their responsibilities when practical experience is to be undertaken as a requirement of a program.

The Manager–Distance Programs provides host employers with a copy of ECTARC's Insurance Cover where appropriate or upon request.

The Manager–Distance Programs liaises with the service about the placement of student.

All arrangements between the host employer and ECTARC must be in writing.

Students may arrange their own practical experience; however responsibility for confirming the details remains with the Manager- Distance Programs.

Wherever possible the Manager–Distance Programs should be familiar with the service to ensure suitability – with particular regard to WHS guidelines.

Should a student be injured whilst undertaking practical experience, the Manager – Distance Programs should apply the ECTARC Injury/Illness Policy and complete any forms (eg. Statutory Declarations) as required by the ECTARC Insurance Policy.

Where possible, the student will receive a visit from an ECTARC employee while on practical experience for workplace observation.

1.19.4.3 Host Employer Rights and Responsibilities

The host employer must adhere to relevant WHS practices.

The host employer must ensure adequate supervision of the student whilst in their workplace.

The host employer must not leave the student alone/solely responsible for the care of a child(ren) and ensure that the student is supervised at all times.

1.19.4.4 Insurance Cover

ECTARC maintains insurance at all times and includes cover for students undertaking unpaid practicum.

P-1.19 WORK PLACEMENT

New Policy <input type="checkbox"/>	Reviewed Policy <input type="checkbox"/>
-------------------------------------	--

Approved by: _____ Date : ___/ ___/ ___