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RTO & PRACTICAL PLACEMENT DETAILS

Registered Training Organisation (RTO) Name:	CEAV Institute		
RTO Code:	22523	RTO CAN or ABN:	
Address:			
Phone:			
Email:			
Student's qualification code and qualification name:			
Student's unit of competency code and name:			
Skills relevant to unit or qualification to be developed/reinforced/assessed on practical placement (if insufficient space, attach separate sheet):			
Total practical placement hours required for unit/course:			
Practical placement coordinator name:			



EMPLOYER DETAILS			
Employer (business) name:			
Address for practical placement:			
Telephone:		Workplace contact person:	
Activities the student will undertake:	<i>Please refer to the Student Placement Manual</i>		
From (commencement date):		To (completion date):	
Total hours:		Maximum hours per week:	

RTO RESPONSIBILITIES
<p>The RTO is responsible for:</p> <ol style="list-style-type: none"> 1. Ensuring there is a written practical placement agreement between the RTO and the host employer (this agreement). 2. Ensuring that the work experience undertaken by the student on practical placement is: <ul style="list-style-type: none"> • directly related to, and is at the appropriate skill level, for the training outcomes of the unit of competency or course it is providing, and • useful for vocation and employment outcomes of the course it is providing. 3. Ensuring that the maximum duration of its student's practical placement is <insert number> hours in total and a maximum of 38 hours to be worked in any one week. If more than a total of <insert number> hours, or 38 hours per week is required, the RTO is responsible for justifying that additional hours are required to meet the course outcomes for the particular student concerned, having regard to the welfare of the student concerned. 4. Keeping records detailing the reason for any decision to require its student to undertake more than a total of <insert number> hours or 38 hours per week, for the practical placement component of the course or unit of competency the student is undertaking. 5. Securely filing the signed original of this agreement and giving a copy to both the employer and the student. 6. Reading and understanding the Department of Education and Training Practical Placement Guidelines. 7. Maintain compliance as required by The Standards for RTOs, AVETMISS, Victorian Funding contract and other legislative authorities.



EMPLOYER RESPONSIBILITIES

The employer:

1. Will discuss with the RTO the type of activities which the student will undertake on practical placement to ensure they are:
 - relevant and directly related to, and at the appropriate skill level, for the training outcomes of the unit of competency or course the student is undertaking, and
 - useful for the vocation and employment outcomes of the unit or course.
2. Will plan and carry out the student's program of activities in accordance with the considerations set out in paragraph 1.
3. Has read and understood the Department of Education and Training [Practical Placement Guidelines](#).
4. Will consult with the practical placement coordinator if they consider it necessary to terminate the arrangement before the agreed practical placement end date.
5. Will nominate a supervisor (or supervisors) for the student.
6. Will comply with relevant occupational health and safety and workplace relations legislation and standards with respect to the student.
7. Will permit the RTO's practical placement coordinator or assessors to access the workplace and contact the student at any reasonable time during the practical placement.
8. Will ensure that the practical placement arrangement is not used as a substitute for the employment of employees or the engagement of contractors.
9. Will maintain the confidentiality of any health and personal information that has been disclosed in relation to the student and will only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
10. Will notify the practical placement coordinator as soon as practicable if the student is absent, injured or becomes ill in the course of undertaking the practical placement.
11. In case of an emergency, the employer will contact the student's emergency contact person and the practical placement coordinator.

INSURANCE ARRANGEMENTS

Where a student is injured while on work placement and undertaking a Nationally Recognised Training qualification the RTO must be informed of the incident and their insurers informed.

STUDENT DETAILS

Name:			
Telephone:		Mobile:	
Address:			
Email:			



Student's Emergency contact (name and telephone):	
PRIVACY INFORMATION: The student information provided in this agreement is for the administration of practical placement arrangements only and is not to be used for any other purpose unless required by law.	

SIGNATURES OF PARTIES TO THIS AGREEMENT

RTO Representative name, position/title:		Date:	
I, agree to take part in this practical placement agreement and understand and accept the RTO responsibilities outlined in this agreement.	Signature:		
Employer Representative name, position/title:		Date:	
I, agree to take part in this practical placement agreement and understand and accept the employer responsibilities outlined in this agreement.	Signature:		

STUDENT ACKNOWLEDGMENT

The student acknowledges that they:

- Agree to take part in this practical placement arrangement as part of their vocational training, and agree this does not constitute an employment relationship between the student and the employer.
- Will carry out all reasonable and lawful directions of the employer and perform their work to the best of their ability.
- Will comply with all reasonable workplace rules and requirements governing safety and behaviour.
- Will attend the workplace on each day at the agreed time.
- Will inform both the employer and the practical placement coordinator as soon as practicable if they are unable to attend work.
- Will promptly inform the employer and the practical placement coordinator of any accident, injury or incident that may occur.
- Will dress in accordance with workplace guidelines.
- Will inform the practical placement coordinator and employer of any necessary health information, including details of any known medical condition which may affect them and any medication or treatment which may be necessary.
- Will be responsible for their transport to and from the workplace.

Student name:		Signature:		Date:	
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DEFINITIONS

The following definitions apply for the purposes of this agreement:

- **'Department'** means the Department of Education and Training Victoria.
- **'Employer'** means a person or organisation hosting a student on a practical placement.
- **'Employ'** and **'Employment'** refer to the engagement of a student to undertake a Practical Placement. There is no requirement that a contract of employment be in place with the student for the purposes of employment laws at common law or under statute.
- **'ETRA'** means the Education and Training Reform Act 2006 (Vic).
- **'Practical placement'** refers to the placement of a student of an RTO with an employer pursuant to a practical placement agreement under section 5.4.14 of ETRA.
- **'RTO'** means a vocational education and training organisation or further education organisation registered by the VRQA as a training organisation [CEAV Institute].