



## Student Placement Record

Original to be held by the school  
Copy 2: for the student

Copy 1: for host employer  
Copy 3: for the parent or carer

Student's Name:

The Riverina Anglican College

Host Business:

Tick more than one if applicable:

- ☐ HSC VET work placement ☐ Work experience ☐ Other ☐ Accommodation away from home

### Section 1: Student placement details

Start date \_\_\_\_\_ Finish date \_\_\_\_\_ Total number of days \_\_\_\_\_ Related course/activity \_\_\_\_\_

Student's starting time \_\_\_\_\_ Finishing time \_\_\_\_\_ Lunch break \_\_\_\_\_ Student's total hours \_\_\_\_\_

Tick where relevant: ☐ Block ☐ One day per week ☐ Split shifts

Details/Location between split shifts: \_\_\_\_\_

Host employer 'onsite' address \_\_\_\_\_ Contact person \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Student information

Name \_\_\_\_\_ Year (e.g. 10) \_\_\_\_\_ Date of birth \_\_\_\_\_

Student's mobile no. \_\_\_\_\_ Medicare no. \_\_\_\_\_

**Details below (or attached) of any adjustment, medication or medical condition** (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), **disability, learning and support need or factors the school or employer should know:**

Please tick where applicable:

I am at risk of an anaphylactic reaction and will carry an adrenaline auto-injector, e.g. EpiPen and relevant ASCIA Action Plan.

☐ Yes ☐ No

☐ The placement includes out of normal business hours, e.g. 6-9pm \_\_\_\_\_

Name of student's emergency contact out of normal business hours \_\_\_\_\_

Parent/carer/other \_\_\_\_\_ Home Ph \_\_\_\_\_

Mobile \_\_\_\_\_ Work Ph (if relevant) \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> I have completed all pre-placement activities.  | <input type="checkbox"/> I know who to contact in case of emergency.  |
| <input type="checkbox"/> I am aware of my rights and responsibilities.   | <input type="checkbox"/> I am aware of the contents of the Privacy Notice on Page 3.  |
| <input type="checkbox"/> I understand my responsibilities during the placement to support work health and safety in the host workplace. I know I must not do anything to jeopardise the safety of myself or others.                            | <input type="checkbox"/> I will comply with all reasonable directions of the host employer and their employees.   |
| <input type="checkbox"/> I understand that if I feel unsafe during the placement, I have the right to not undertake the task and report the issue as soon as possible.   | <input type="checkbox"/> If I have access during the placement to business or personal information which is private and confidential, I will not convey that information to any person outside the host employer's workplace. |
| <input type="checkbox"/> I understand my safety is of the highest importance during the placement and there are no negative consequences to me in reporting health and safety issues to my school, the host employer or to my parent(s)/carer. | <input type="checkbox"/> I will not use any mobile devices to record conversations, video or take photos without permission from the host employer or supervisor. I   |
| <input type="checkbox"/> I know I must contact my school if I have any concerns about my placement.  | <input type="checkbox"/> will inform my supervisor and the school promptly of any injury or accident that involves me.  |
| <input type="checkbox"/> I will inform both the host employer and my teacher as soon as possible if I am unable to attend the workplace.   |   |

Student signature \_\_\_\_\_

Date \_\_\_\_\_

### Section 2: School details

School: **The Riverina Anglican College**

Address:

**Farrer Road**

**Boorooma**

**Wagga Wagga NSW 2650**

Email: **careers@trac.nsw.edu.au**

School phone number: **02 69331811**

Front office hours: **8.30am to 4pm**

**School's nominated contact during normal business hours:**

**Marie Knight, Careers Advisor - 0407019398**

The school undertakes to ensure that:

- ☐ the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- ☐ the employer is provided with a copy of *The AISRTO Workplace Learning Guide for Employers*
- ☐ the student's parents or carers are provided with a copy of *The AISRTO Workplace Learning Guide for Parents and Carers*
- ☐ if the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed and attached.

Student's Name:	The Riverina Anglican College	Host Business:
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### Section 3: Host employer details *(This first section may be completed by the student)*

Name of organisation or trading name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Contact person \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Location of placement (if different from above address) \_\_\_\_\_

**Request is for:** ☐ HSC VET work placement or ☐ Work experience or ☐ Other \_\_\_\_\_

#### Dear Host Employer:

Please complete all the following responses to give the school important information about the proposed placement. This will assist the school to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

#### Overview

Type of industry \_\_\_\_\_ Main activity \_\_\_\_\_

Approx. no. years in current operation \_\_\_\_\_ Approximate no. employees at proposed worksite \_\_\_\_\_

☐ Government enterprise ☐ Private enterprise ☐ Self-employed ☐ Other \_\_\_\_\_

☐ Tick only if you have hosted school students for work experience or work placement in the last 12 months.

#### Supervision and student hours

Name of the experienced employee who will provide on-going supervision of the student. **The supervisor would not be a trainee or an apprentice.**

Supervisor's name \_\_\_\_\_ Position \_\_\_\_\_

Student's starting time \_\_\_\_\_ Finishing time \_\_\_\_\_ Lunch break \_\_\_\_\_ Student's total hours \_\_\_\_\_

**Tick where relevant:** ☐ Block ☐ One day per week ☐ Split shifts Details \_\_\_\_\_

**Please note: there are a number of hazardous activities which are prohibited for students undertaking placements. These are listed in page 12 of the Employer Guide to Workplace Learning.**

#### Description of the proposed placement – in detail

Activities/duties to be undertaken by student \_\_\_\_\_

**Any activities or tasks the student is not to undertake** e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate.

**Indicate any risks to the student in the planned activities** e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles.

How will those risks be eliminated or controlled? \_\_\_\_\_

**Special conditions** e.g. clothing, footwear, equipment, pre-training, transport, multiple sites, routine car travel and individual student needs.

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Student's Name:	The Riverina Anglican College	Host Business:
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### Section 3: Host employer details *(Continued from page 2)*

Please tick if these are available to the student

<b>Essential</b>	<input type="checkbox"/> First aid facilities	<input type="checkbox"/> Suitable toilets	<input type="checkbox"/> Drinking water
Other	<input type="checkbox"/> Lunch room	<input type="checkbox"/> Staff canteen	<input type="checkbox"/> Lockers

Links to all documents mentioned below can be found at <http://www.trac.nsw.edu.au/co-curricular/careers-at-trac/>

#### Host employer/workplace supervisor to complete the following declaration:

- ☐ I have read *The AISRTO Workplace Learning Guide for Employers* and am aware of the employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- ☐ I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- ☐ I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)*.
- ☐ I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of a medical event i.e. where the student will keep their medication, e.g. an adrenaline auto-injector-EpiPen.
- ☐ I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses.
- ☐ I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- ☐ I acknowledge that the student will not be paid in relation to the placement.
- ☐ I will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- ☐ I will notify the school immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- ☐ I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in *The AISRTO Workplace Learning Guide for Employers*. I understand students must report incidents to their school.
- ☐ I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- ☐ I have informed employees of their responsibilities when working with children and young people.
- ☐ Tick this box if you wish the student's school to contact you prior to the placement e.g. to provide you with information about the student such as their experience, skill level, any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

\_\_\_\_\_  
Signature of host employer/workplace supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Position

#### Privacy notice-for all parties

Approved work placement is an educational program of this school. Personal information collected is for the purpose of program management, including the discharge of the school's duty of care inclusive of statutory child protection requirements.

All personal information is collected in accordance with the school Privacy Policy. For further information contact the School Principal.

Student's Name:	The Riverina Anglican College	Host Business:
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## Section 4: Parent/carer permission *(Must be completed for students aged under 18 years)*

Name _____	Relation to student _____
Address _____	Mobile _____ Work Phone _____
_____	Home Phone _____ Medicare no. _____
_____ Post code _____	Contact phone number after normal business hours _____

Links to all documents mentioned below can be found at <http://www.trac.nsw.edu.au/co-curricular/careers-at-trac/>

- ☐ I have read *The AISRTO Workplace Learning Guide for Parents and Carers* and understand my responsibilities
- ☐ I will immediately notify the school if I have any concerns and the school will follow up and action.
- ☐ I am aware of the contents of the Privacy Notice on Page 3.
- ☐ Tick if the placement includes out of normal business hours e.g. 6-9pm. \_\_\_\_\_  
If ticked, please respond to either 1 or 2 below:

1. **Years 11-12:** where relevant: ☐ I agree to make myself available as a contact for my child after normal business hours in the event of an emergency **OR** I nominate \_\_\_\_\_ on telephone \_\_\_\_\_ to be the willing and reliable contact out of normal business hours.  
Their relationship to my child is \_\_\_\_\_ and they have accepted these responsibilities.

2. **Years 9-10:** contact arrangements must be negotiated with the Principal by the parent/carer and student or contact the Careers Adviser directly.

- ☐ My child has the following medication, medical condition (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability or learning and support need that may affect their safety during the placement. or ☐ N/A

If so what support or adjustment do you think your child will need to make their placement successful? \_\_\_\_\_  
*If more space is needed, please attach the information.*

**I understand that if my child is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for my child for the placement.**

My child has a ASCIA Action Plan or individual health care plan ☐ YES ☐ NO

If Yes, I consent to a copy being provided by the school to the host employer e.g. health care plan cover sheet ☐ YES ☐ NO

- ☐ Tick if the placement choice includes overnight accommodation away from home. I understand this will need special approval and additional documentation.

- ☐ I consent to my child in Year \_\_\_\_\_ undertaking the placement outlined on this Student Placement Record.

\_\_\_\_\_  
*Signature of parent/carer* *Date* *Years 11-12: signature/date of adult approved by the parent to be the after normal business hours contact*

## Section 5: School approval of the placement

- The student has been prepared for the workplace by the school to optimise the student's safety and achievement during their placement.
  - The placement is supported according to the *AISRTO Employer, Parent and Student Guides to Workplace Learning*.
  - The student has been issued with a personal Student Safety and Emergency Contact Card and trained how to use it.
  - If medical information, support or adjustments are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector for their child for the placement.
  - The School has provided a copy of the student's ASCIA Action Plan or health care plan cover sheet to the host employer and has discussed it with them.
- Tick: ☐ N/A or ☐ YES ☐ NO
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
  - Where the employer has asked to be contacted, the employer has/has not been contacted by phone/visit. See last tick box on page 3.
- ☐ I am satisfied that all of the above have been completed and that all parts of this Student Placement Record are complete and signed as required and that the placement is suitable for this student.

\_\_\_\_\_  
*Signature of Principal/nominee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Position in School*