

# HOLMES

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# INSTITUTE



Work Based Training

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# **Guidelines for Work Based Training – Hospitality and Cookery Courses**

## What is Work Placement?

The term work placement is used to describe any type of placement or experience in the workplace that formally contributes to the assessment process. This includes the need to collect and use information from the work placement as part of the student's overall assessment. In the Hospitality sector, work requirements are expressed as service periods, occasions or hours in a commercial establishment.

Students participating in the

- SIT50416 Diploma of Hospitality Management - 36 occasions
- SIT40516 Certificate IV in Commercial Cookery – 48 occasions
- SIT31016 Certificate III in Patisserie – 12 occasions

are required to complete a number of service periods/occasions in an operating environment so that they can gain experience in the industry performing real tasks with real customers.

## Opportunities

For students, work placements are an opportunity to:

- learn in a workplace relevant to their future career
- talk, listen and learn from experienced workers who will help students put theoretical learning into practice, and answer questions about wider areas of work and future opportunities in the industry
- practice skills over a period of time in real life situations, in different contexts and with different individual clients
- have access to real work technologies, equipment, clients and procedures
- have exposure to both normal operating procedures and unplanned contingencies

For RTOs, work placements enable individual trainers and assessors to:

- keep up to date and tailor training and assessments to current industry practices
- develop networks and professional relationships with industry staff which increases the value and quality of the education provided to students
- engage industry and work with them to interpret and translate VET assessment requirements

For 'host employers' or individual organisations there are opportunities to:

- have more control over the quality of training and assessment outcomes
- provide the opportunity to make a positive contribution to the education and development of candidates
- improve consistency of learning outcome and skills of new entrants to the industry
- develop skills of internal staff in management – supervision, mentoring, training and assessment
- create opportunities for building employer/RTO partnerships for staff training purposes
- promotion of the sector and influencing career choices – dispelling unwarranted stereotypical views
- support good training & development outcomes – increased completion rates and productivity improvement
- increase of staff morale – increase motivation of employees

## **Responsibilities Of All Parties**

*Work Placement Coordinator at Holmes Institute*

- Organises placement with students and employers
- Works with the employer to plan a work program for the student
- Keeps in contact with students and employers during the placement
- De-briefs student and employer at the end of the placement

- Takes responsibility for documentation required by the training organisation including signed work placement agreement with an employer and student
- Follows the procedural requirements in relation to insurance and legal considerations
- Ensure all necessary student work placement checks have been obtained by students and workplace employers have confirmed the student will be allowed admission into the Workplace
- organises enough opportunities or time in work placement for employers to make confident reports about the skills of the students
- maintains the relationship with the employer to check and monitor the student's progress
- sufficiently plan for on-site assessment so as to cause minimal disruption to work procedures.

#### *Employer/Workplace Supervisor*

- Gives the student an introduction and induction on workplace policies and procedures
- Takes responsibility for the direction of the student during the placement
- Provides a safe workplace, free from bullying and verbal, physical, racial and sexual abuse
- Provides opportunities to develop knowledge and skills
- Fills in relevant sections of the student's workbook, including a student evaluation
- De-briefs the student at the end of the placement
- Follows legal and insurance requirements during the placement

#### *Student*

- Obtains consent for work placement from a parent or guardian, if under 18 years of age
- Acts in a professional and courteous way and respects the rights of other people in the workplace
- Follows the policies and procedures of the host workplace

- Keeps information about the host business confidential unless agreed to by the employer
- Pro-actively seeks to develop skills and knowledge during the placement to ensure readiness for workplace assessments
- Completes student workbook or other documentation required by the training

## Communicating with students and employers

It is the RTO's role to manage all communication with students and employers. In essence, this breaks down into three components:

1. Before the placement begins:
  - Finding the placement
  - Preparing students and employers and managing expectations
2. During the placement:
  - Visiting the workplace
  - Communicating by email or phone
  - Providing support and troubleshooting
3. At the end of the placement:
  - Organising a de-briefing

## Gathering evidence

The Holmes Assessors cannot be present the whole time a learner is on a work placement. They need to know what the student has learned, as well as what they have done. This will contribute to better learning outcomes for the student and also provide evidence for formal assessment. They must rely on the evidence gathered by those in the workplace. One way we do this is through the Log Book.

Essential features of a log book are:

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- details of the student, their supervisor, the location, time and length of practical placement
- detailed record of day to day activities on specific days

- work activities broken into specific steps
- space for sign off and comments/feedback from the supervisor or manager observing the workplace activities.

It is important that the Lob Book is carefully completed and not simply ticked off without ample details.



## Summary of Work Based Training Procedures

Work Based Training (WBT) is a requirement in Hospitality, Patisserie and Cookery courses derived from the SIT 16 Hospitality and tourism Training package. It is a necessary part of the course and no student can receive a qualification until the WBT is completed.

In order to meet our regulatory obligations and in order to ensure all aspects of the course are correctly and completely assessed there are many documents required. They are listed below with their current version numbers.

### Memorandum of Understanding

This is the initial document to be signed by Holmes and the Host Employer prior to the commencement of any student at the establishment. If a host employer has several students either simultaneously or consecutively only one MOU needs to be signed. It is current for 2 years.

### Host Employer Site Assessment Form

This form is completed by the Holmes Assessor prior to the commencement of any work based training at the establishment.

This needs to be completed for each student who is participating in WBT. If there are 2 students at the same establishment a copy should be placed in each student's file/folder.

### Host Employer Site Monitoring Form

This form is to be completed by the Holmes Assessor on each visit made to the Host Employer Site.

### Information Letter

This is used to confirm the placement and introduce the Student to the Host Employer.

### Agreement

This is a three way agreement between Holmes, Host Employer and Student. It outlines the responsibilities of all 3 parties and details the requirements for each student in each placement.

The section regarding the individual course needs to be highlighted/completed.

### Holmes Assessor Checklist

This checklist is used on each occasion when a Holmes Assessor visits the student in the workplace for assessment purposes. On completion of WBT there must be at least two checklists representing the two assessment visits. Some students may require more than two visits.

### Host Supervisor Checklist

This checklist is completed by the designated Host Supervisor and given to the Holmes Assessor at each assessment visit. On completion of WBT there must be at least two checklists representing the two assessment visits. Some students may require more than two visits.

### Work Based Training Log Book

The Log Book is used to record the activities of the student on each of the required occasions.

## Guidelines

## Summary

### Employer Spreadsheet

### WBT Contact Log

This log records the contact made between Holmes Assessor, Student and the Host employer. It must record any issues which may arise and show that contact has been made at least fortnightly with student and employer.

### Types of Workplace

- A. If student is employed and wishes to use the workplace as the WBT venue. It is essential the workplace is approved and contact established with the employer prior to the commencement of WBT. It may be the case that only a limited number of occasions can be provided from the workplace. Student may need to participate in WBT at a second venue in order to ensure the breadth of experience mandated by the Training Package.
- B. If a student is not currently employed in a suitable venue Holmes will provide the placement.

### Sequence of Events

1. Send an Information Letter to the employer advising of the proposed WBT dates, provide information on WBT and propose a time to meet the Host Employer. This may be after an initial phone call/email. Include: Letter, Guidelines, MOU and Agreement.
2. A Memorandum of Understanding is required to be signed by the Host Employer and Holmes. Larger venues may require the HR Department to be included in the initial discussions. The MOU provides the basis of the agreement between the two organisations. It is not student specific. Larger venues, or organisations where Holmes has an ongoing relationship will already have an MOU – check for currency.
3. Record the MOU on the WBT Employer Spreadsheet.
4. Site Assessment. The Holmes Assessor or WBT coordinator must assess the workplace for suitability prior to the commencement of the WBT. Complete a Host Employer Site Assessment Form.
5. Agreement. Agreement needs to be signed by Holmes, Student and Host Employer. Each party needs to retain a copy.
6. Create Student File: Include Agreement, Host Employer Site Assessment, any correspondence.
7. Maintain contact with student and employer. At least fortnightly during the placement make contact the student and employer. Purpose of contact is to ensure student is gaining the experience required. Contact to be logged in student file. See Checklist to follow.
8. Assessment visits. At least two visits must be made per student. Complete a Holmes Assessor Checklist, a Host Employer Site Monitoring form and receive a Host Employer Checklist. File all documents in student file.

**WBT Checklist:**

**Student Name** **ID**

**Host Venue Contact:**

**Address:**

Has student completed Induction Session at Holmes?

Is workplace approved?

Is there a current MOU?

Host Employer Site Assessment Satisfactory?

Agreement Signed? Student

Host

Holmes

Confirmed insurance details?

Site Assessment 1

Monitoring Workplace 1

Site Assessment 2

Monitoring workplace 2

Log of Contact:

Date	Phone/Email	Student/Host	Comments	Holmes Assessor

# Memorandum of Understanding

## THIS AGREEMENT

is made on

between

**Holmes Institute Pty Ltd**

trading as Holmes Institute (*hereafter referred to as HI*)

of

185 Spring Street Melbourne Victoria 3000 Australia

**And**

Host Organisation \_\_\_\_\_

**Of**

\_\_\_\_\_

### **AGREEMENT PROVIDES:**

The intention of the agreement is to document a strategic alliance beneficial to both parties.

Holmes Institute is involved in the provision of education and training, in particular in the areas of Hotel Management and Commercial Cookery. HI requires work placement for students studying programs which are delivered in Melbourne, Sydney, Gold Coast, Brisbane and Cairns.

Host organisation can provide work placement for students in accordance with the Work Placement Agreement which identifies the student and the tasks to be completed by that student.

### **Duration**

1. This Agreement will commence on \_\_\_\_\_ and shall continue for 2 years with a view to renew the contract for a further determined period of time subject to Clause 4.

### **Obligation of HI**

#### ***Before the Placement***

- 2.1 Provide equal opportunity to all students in accessing placements and provide for reasonable adjustment where necessary. If a student is under 18 years of age, make sure that parent or guardian approval is obtained to enter into a work placement agreement.
- 2.2 Make contact with host organisations and negotiate the work placement program, including the student selection process and the type of training placed students will undertake.
- 2.3 Discuss student safety with the host organisation and ensure that a student is not placed in a work situation where there are:
  - (a) General unacceptable workplace risks or working conditions.
  - (b) Identified OH&S risks or issues
  - (c) Specific unacceptable risks or hazards due to the student's age, maturity, ability, disability or medical condition.
- 2.4 Advise the host organisation in writing of any relevant medical or other factors that may affect the student's health and safety or the health and safety of others while on placement.
- 2.5 Ensure that both the host organisation and student (and if applicable, parent/guardian) have a copy of, and fully understand, the work placement support materials and the approved work placement agreement.
- 2.6 Ensure a work placement agreement is completed, signed and held at the Institute prior to the student starting their placement. The host organisation and student should also be given copies.
- 2.7 Make sure the student has fulfilled any industry specific requirements, for example police checks.
- 2.8 Ensure that the host organisation certifies in the work placement agreement that they have their own public liability insurance and lists the insurance company responsible for the cover in the agreement.
- 2.9 Assist the student to prepare for the placement, ensuring a full understanding of the work placement requirements is understood.

- 2.10 Provide the host organisation and student with the contact details of a suitable contact person at Holmes Institute.
- 2.11 Provide all required documentation to students and host organisations such as Agreements, Work Placement logs, and any other required documentation to support the work placement.

### *During the Placement*

- 2.12 Ensure that the student undergoes an appropriate induction at the workplace
- 2.13 Make regular contact with the host organisation and student during the placement to monitor progress and provide support as required. This may include developing the host organisation's capacity to coach and train the student.
- 2.14 Visit the workplace to monitor the student's progression (at least once every two weeks) and working conditions. Assessments will also be conducted to confirm student progress.
- 2.15 If the Institute's contact person is made aware of any accident or incident they are required to ensure that the student and host organisation complete an incident form for the accident or incident that occurs within the workplace during the Work Placement.
- 2.16 Terminate the program immediately if there is any concern that the student's physical or emotional health and safety is placed at risk.

### *After the Placement*

- 2.17 Provide the host organisation with an evaluation form or other method of giving feedback on the work placement program and send a letter or call the host organisation to thank them for hosting the student.
- 2.18 Keep an accurate record of the work placements and make sure that this is kept in student file as evidence.

### *Obligation of Host Organisation*

*Before the Placement*

- 3.1 In consultation with the Holmes Institute contact person, participate in an appropriate process for selecting students for placement.
- 3.2 Plan for the student's time in the workplace, including discussing the learning needs of the student with the Holmes Institute contact person.
- 3.3 Notify the Holmes Institute contact person of any significant risks, restrictions or legislative requirements imposed in the work place so that the Institute is able to determine the appropriateness of the workplace for Work Placement purposes.
- 3.4 Complete and return to Holmes Institute a signed Work Placement Agreement for each student that will be conducting Work Placement within the host organisation's workplace.
- 3.5 Certify on the agreement that the workplace holds its own relevant public liability insurance cover. Please also list the company with which cover is maintained.

*During the Placement*

- 3.6 Ensure that the student receives an appropriate induction into the workplace, including tour of premises, introduction to work colleagues, identification and explanation of all OH&S requirements, confirmation of hours, duties, and reporting procedures
- 3.7 Provide supervised training and relevant learning experiences as discussed with the Holmes Institute trainer and as contained in the student's learning plan.
- 3.8 Provide a safe working environment where the student is:
  - (a) Adequately supervised by the host organisation and their staff;
  - (b) Fully informed of the risks associated with the work environment;
  - (c) Provided with protective clothing and safety equipment as needed;

- (d) Safeguarded from injury or risks to health as employees are under relevant Occupational Health and Safety legislation.
  
- 3.9 Participate in the training and assessment processes as required and directed by the Holmes Institute trainers and assessors. This will involve providing support and guidance in the development of specific skills and knowledge and providing support in the assessment process.
  
- 3.10 Ensure that students can contact their parent/guardian or Holmes Institute representative if necessary.
  
- 3.11 Provide the student with ongoing feedback and complete any assessments of the student where these have been negotiated with Holmes Institute staff.
  
- 3.12 Understand that if the student is paid while on placement the student may be deemed to be an employee of the host organisation and may be covered by the host organisation's workers compensation scheme.
  
- 3.13 Ensure that students participating in work placements are not subjected to any form of sexual harassment, victimization or discrimination, in accordance with equal opportunity and anti-discrimination acts and other similar legislation, and at common law.
  
- 3.14 Report all incidents/accidents immediately to the Holmes Institute contact person. Complete an incident report for each incident/accident on the form provided by the Institute.
  
- 3.15 Verify all hours the student completes as part of the Work Placement via a student's Work Placement Log Book.

### ***After the Placement***

- 3.16 Complete an evaluation of the work placement program to provide Holmes Institute with feedback on the Work Placement program and the student's outcomes.

### ***Termination***

- 4.1 This Agreement may be terminated by either party by giving 30 days written notice



- 4.2 Either party may terminate this Agreement by written notice to the other, such notice to be effective immediately, if
- (a) either party commits or allows to be committed a breach of any material obligation of this Agreement and does not within fourteen (14) days of receipt of notice in writing from the other party make good the breach (where such breach is capable of being remedied);
  - (b) either party is the subject of winding up or liquidation proceedings, whether voluntary or compulsory; or
  - (c) either party becomes insolvent or has a receiver appointed or enters into an arrangement with its creditors.

### ***Whole Agreement***

6. The parties acknowledge that:
- (a) the whole of the agreement between the parties is contained in this Agreement; and
  - (b) there are no agreements, understandings, other terms whether expressed or implied, or collateral agreements enforce or effect between the parties that are not contained in this Agreement

### ***Variations***

7. No variation to this Agreement shall be binding unless that variation is in writing and signed by both parties to the Agreement

### ***Waiver***

8. Any waiver shall be an effective waiver only if the waiver is expressly set out in writing and signed by the party making the waiver

### ***Costs***

9. Each party will pay its own costs and incidentals to the preparation and execution of this Agreement

### ***Applicable Law***

10. This Agreement is made in and is subject to the exclusive laws in Australia.

### ***Service of Notices***

11. Any notice to be given or served by one party upon the other pursuant to this Agreement shall be sufficiently served if:

Work Based Training

- (a) sent by prepaid post to the office of the party appearing upon this agreement, or to the address of the party last known to the party serving such notice;
- (b) sent by facsimile transmission
- (c) sent by e-mail transmission

## **SIGNATURE OF PARTIES**

Signed by

For and on behalf of

Host Organisation

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For **Host Organisation**

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Witness

Signed by

For and on behalf of

Holmes Institute Pty Ltd

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For **Holmes Institute Pty Ltd**

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Witness

# HOLMES

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# INSTITUTE



## Work Placement Agreement

Student Name:	
Host Name:	
Date of Work Placement:	
RTO Contact Person:	

## Introduction:

This Agreement is required for any Work Placement undertaken as part of a course within Holmes Institute. All parties (Holmes Institute, Student, and Host Organisation) must sign this agreement to initiate this approved work placement agreement. This agreement is required where the work placement:

- ❖ Is directly related to the course of study being undertaken by the student;
- ❖ managed and organised by Holmes Institute;
- ❖ undertaken under the supervision of a host organization.

## Purpose of the Agreement:

This work placement agreement sets out the responsibilities of Holmes Institute staff, host organisations and students for programs delivered by Holmes Institute. This agreement must be completed and signed by all parties prior to the commencement of any work placement arrangement.

## Definitions of terms within this Agreement:

Practical Placement	Any structured workplace learning that is part of a written agreement between a training organisation (Holmes Institute) and an employing or host organisation. It includes work observation, work experience and other forms of workplace learning.
Host Site/Organisation	Workplace providing practical placement activity
Workplace Supervisor	Employee or owner of host organisation identified as contact person for student and Holmes Institute.
Practical Placement Agreement	Written agreement signed by student, host organisation and Holmes Institute to specify hours of placement and activate insurance cover.

## STUDENT RESPONSIBILITIES

### BEFORE THE PLACEMENT

1. Be aware of the information in this agreement.
2. Participate in the work placement selection process used by Holmes Institute and the host organisation.
3. If student is under 18 years of age obtain a parent's or guardian's approval to enter in to the agreement.
4. Provide accurate and timely information where requested to satisfy any host organisation or legislation requirements prior to commencing a work placement.
5. Advise Holmes Institute of any medical or other factors that may adversely affect personal health and safety or the health and safety of others while on placement.
6. Ensure all learning requirements while on placement are understood.
7. Understand all conditions of employment while on placement (inc. payment, hours, and uniforms etc.)

### DURING THE PLACEMENT

1. Participate in an induction on the first day of the placement or as required.
2. Follow the host organisation rules and follow all reasonable instructions of the organisation and their staff.
3. Be punctual, courteous and act in a manner appropriate to a workplace. For example, telephone the host organisation if you are going to be absent, preferably in advance, otherwise as early as possible.
4. Complete any assessment requirements set by Holmes Institute trainers/assessors, including gathering evidence of competence.
5. Comply with all legislative requirements of the host organisation. Such requirements may include occupational health and safety matters, maintaining commercial confidentiality or privacy of personal information.
6. Comply with all occupational health and safety policies and legislation, including wearing protective clothing and using safety equipment as directed by the host organisation or their staff.
7. Take reasonable care to protect your own health and safety and the health and safety of others in the workplace. This includes not consuming alcohol or drugs, which may constitute a risk to personal safety or the safety of others.
8. Report all incidents and accidents to the host organisation and to Holmes Institute as soon as possible after the event. A Holmes Institute incident form must be completed to document this, as well as any other reporting requirements of the host organisation.
9. Obtain all medical treatment deemed necessary by a medical practitioner if you are injured while on placement. (Note that you are responsible for the cost of all medical expenses

covered by Medicare / OSHC, or a combination of Medicare and private health funds, in respect of injuries, including the gap between the cost of medical treatment and Medicare/private health fund payments).

10. If you receive payment from the host organisation while on placement, you may not be covered by your OSHC or the Holmes Institute personal accident insurance policy. You will need to make sure that you are adequately covered through your employment contract.

#### AFTER THE PLACEMENT

1. Complete an evaluation form for the placement if requested to do so by Holmes Institute or host organisation.
2. Write a letter of thanks to the host organisation for hosting the placement.

### HOLMES INSTITUTE RESPONSIBILITIES

#### BEFORE THE PLACEMENT

1. Provide equal opportunity to all students in accessing placements and provide for reasonable adjustment where necessary. If a student is under 18 years of age, make sure that parent or guardian approval is obtained to enter into a work placement agreement.
2. Make contact with host organisations and negotiate the work placement program, including the student selection process and the type of training placed students will undertake.
3. Discuss student safety with the host organisation and ensure that a student is not placed in a work situation where there are:
  - a. General unacceptable workplace risks or working conditions.
  - b. Identified OH&S risks or issues
  - c. Specific unacceptable risks or hazards due to the student's age, maturity, ability, disability or medical condition.
4. Advise the host organisation in writing of any relevant medical or other factors that may affect the student's health and safety or the health and safety of others while on placement.
5. Ensure that both the host organisation and student (and if applicable, parent/guardian) have a copy of, and fully understand, the work placement support materials and the approved work placement agreement.
6. Ensure a work placement agreement is completed, signed and held at the Institute prior to the student starting their placement. The host organisation and student should also be given copies.
7. Make sure the student has fulfilled any industry specific requirements, for example police checks.
8. Ensure that the host organisation certifies in the work placement agreement that they have their own public liability insurance and lists the insurance company responsible for the cover in the agreement.
9. Assist the student to prepare for the placement, ensuring a full understanding of the work placement requirements is understood.

10. Provide the host organisation and student with the contact details of a suitable contact person at Holmes Institute.
11. Provide all required documentation to students and host organisations such as Agreements, Work Placement logs, and any other required documentation to support the work placement.

#### DURING THE PLACEMENT

1. Ensure that the student undergoes an appropriate induction at the workplace
2. Make regular contact with the host organisation and student during the placement to monitor progress and provide support as required. This may include developing the host organisation's capacity to coach and train the student.
3. Visit the workplace to monitor the student's progression (at least once every two weeks) and working conditions. Assessments will also be conducted to confirm student progress.
4. If the Institute's contact person is made aware of any accident or incident they are required to ensure that the student and host organisation complete an incident form for the accident or incident that occurs within the workplace during the Work Placement.
5. Terminate the program immediately if there is any concern that the student's physical or emotional health and safety is placed at risk.

#### AFTER THE PLACEMENT

1. Provide the host organisation with an evaluation form or other method of giving feedback on the work placement program and send a letter or call the host organisation to thank them for hosting the student.
2. Keep an accurate record of the work placements and make sure that this is kept in student file as evidence.

### HOST SITE RESPONSIBILITIES

#### BEFORE THE PLACEMENT

1. In consultation with the Holmes Institute contact person, participate in an appropriate process for selecting students for placement.
2. Plan for the student's time in the workplace, including discussing the learning needs of the student with the Holmes Institute contact person.
3. Notify the Holmes Institute contact person of any significant risks, restrictions or legislative requirements imposed in the work place so that the Institute is able to determine the appropriateness of the workplace for Work Placement purposes.
4. Complete and return to Holmes Institute a signed Work Placement Agreement for each student that will be conducting Work Placement within the host organisation's workplace.
5. Certify on the agreement that the workplace holds its own relevant public liability insurance cover. Please also list the company with which cover is maintained.

### DURING THE PLACEMENT

1. Ensure that the student receives an appropriate induction into the workplace, including tour of premises, introduction to work colleagues, identification and explanation of all OH&S requirements, confirmation of hours, duties, and reporting procedures
2. Provide supervised training and relevant learning experiences as discussed with the Holmes Institute trainer and as contained in the student's learning plan.
3. Provide a safe working environment where the student is:
  - a. Adequately supervised by the host organisation and their staff;
  - b. Fully informed of the risks associated with the work environment;
  - c. Provided with protective clothing and safety equipment as needed;
  - d. Safeguarded from injury or risks to health as employees are under relevant Occupational Health and Safety legislation.
4. Participate in the training and assessment processes as required and directed by the Holmes Institute trainers and assessor's. This will involve providing support and guidance in the development of specific skills and knowledge and providing support in the assessment process.
5. Ensure that students can contact their parent/guardian or Holmes Institute representative if necessary.
6. Provide the student with ongoing feedback and complete any assessments of the student where these have been negotiated with Holmes Institute staff.
7. Understand that if the student is paid while on placement the student may be deemed to be an employee of the host organisation and may be covered by the host organisation's workers compensation scheme.
8. Ensure that students participating in work placements are not subjected to any form of sexual harassment, victimization or discrimination, in accordance with equal opportunity and anti-discrimination acts and other similar legislation, and at common law.
9. Report all incidents/accidents immediately to the Holmes Institute contact person. Complete an incident report for each incident/accident on the form provided by the Institute.
10. Verify all hours the student completes as part of the Work Placement via a student's Work Placement Log.

### AFTER THE PLACEMENT

1. Complete an evaluation of the work placement program to provide Holmes Institute with feedback on the Work Placement program and the student's outcomes.



## GENERAL INFORMATION

### TERMINATION

1. This agreement may be terminated immediately where any party (student, host organisation or Holmes Institute staff) feels any party is being placed in a position of unreasonable risk or danger.
2. Where the host organisation or student believe the placement has become untenable for any reason they should contact the Holmes Institute contact person and seek further advice.
3. Termination must be communicated verbally to each party immediately upon its occurrence, followed up by notice in writing to each party giving the reasons for the termination.
4. Where appropriate options such as replacing students or workplaces may be possible and shall be determined by Holmes Institute on a case by case basis.

<b>HOLMES INSTITUTE WORK PLACEMENT AGREEMENT</b>	
<b>COURSE INFORMATION</b>	
Course/Qualification:	
Units/Modules requiring Work Placement:	
<b>STUDENT INFORMATION</b>	
<b>Student's Name:</b>	
Student's Phone No.:	
Student Email:	
If under 18, name of parent/legal guardian:	
<b>HOST SITE INFORMATION</b>	
<b>Name:</b>	
Address:	
Email:	
Contact Person at Workplace:	
Contact Phone No. at Workplace:	
<b>INSTITUTE INFORMATION</b>	
<b>Contact Person at Holmes Institute</b>	

Contact Phone No.:	
Contact Email:	

Proposed Start Date	
Proposed Completion Date	
Commencement Time Each Day	
Finish time Each Day	
Payment Arrangements	
Tasks to be Completed in the Workplace	This section needs to list the activities that the student needs to undertake in the workplace, eg Prepare and serve 6 different breakfast menus

Work Based Training

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