# Work Placement Agreement

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<tr>
<td><strong>Student Name:</strong></td>
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<td><strong>Host Name:</strong></td>
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<tr>
<td><strong>Date of Work Placement:</strong></td>
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<td><strong>RTO Contact Person:</strong></td>
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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 into 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 three times) 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.

11. Host Employer will ensure that at least three Host Employer Checklists are completed for each student undertaking Work Placement with them.

**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.
# HOLMES INSTITUTE

## WORK PLACEMENT AGREEMENT

### COURSE INFORMATION

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<tr>
<th>Course/Qualification:</th>
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<tr>
<th>Units/Modules requiring Work Placement:</th>
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### STUDENT INFORMATION

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<thead>
<tr>
<th>Student’s Name:</th>
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<table>
<thead>
<tr>
<th>Student’s Phone No.:</th>
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<table>
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<th>Student Email:</th>
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<tr>
<th>If under 18, name of parent/legal guardian:</th>
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### HOST SITE INFORMATION

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<table>
<thead>
<tr>
<th>Email:</th>
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<table>
<thead>
<tr>
<th>Contact Person at Workplace:</th>
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<table>
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<tr>
<th>Contact Phone No. at Workplace:</th>
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### INSTITUTE INFORMATION

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<th>Contact Person at Holmes Institute</th>
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<th>Contact Phone No.:</th>
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<th>Contact Email:</th>
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<tbody>
<tr>
<td>Proposed Start Date</td>
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<tr>
<td>Proposed Completion Date</td>
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<td>Commencement Time Each Day</td>
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<td>Finish time Each Day</td>
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<tr>
<td>Payment Arrangements</td>
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<tr>
<td><strong>Tasks to be Completed in the Workplace</strong></td>
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