



**SHAFSTON**

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## **VOCATIONAL PLACEMENT AGREEMENT**

*Made under the Vocational Education, Training and Employment Act 2000*

**CHC33015 Certificate III in Individual Support**

### **DEED OF AGREEMENT BETWEEN**

#### **Item 1: Student Details ('the Student')**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**AND**

#### **Item 2: Institute Details ('the Institute')**

Shafston International College; 46 Thorn street, Brisbane, Queensland, 4169 Australia; Phone: 07 3249 4111.

**AND**

#### **Item 3: Vocational Placement Provider Details ('the Vocational Placement Provider')**

Organisation Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Placement Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Item 4: Vocational Placement Details ('The Placement')**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Location (if different from Vocational Placement Provider's address given in Item 2): \_\_\_\_\_

Special Conditions (eg. clothing, equipment): \_\_\_\_\_

## VOCATIONAL PLACEMENT AGREEMENT

We agree to the Vocational placement under the CHC33015 Certificate III in Individual Support, ('the approved training scheme'), on the following terms, covenants and conditions:

1. The provisions of the Vocational Education, Training and Employment Act 2000 are adopted and incorporated into this Agreement and operate as terms, covenants and conditions of this Agreement.
2. The period of Vocational Placement stipulated in Item 4, with the duration being a minimum of 120 hours and no more than 120 hours in a calendar year.
3. All information regarding the institute, student and vocational placement provider is confidential and must not be discussed with a third party.
4. All parties have reviewed and agree to the training plan.
5. Shafston International College warrants that it has:
  - a) Approved insurance policy within the meaning of the Vocational Education Training and Employment Act (2000).
  - b) Satisfied itself that the vocational placement can provide or arrange to provide to the student the facilities, range of work, supervision and training required under the training plan.

**With respect to the placement described in Item 4 on the previous page, the parties named and described in Items 1, 2 & 3 on the previous page agree as follows:**

### 1. Student obligations

The Student:

- 1.1 Shall perform his/her placement duties, and complete tasks and activities set out in the Skills Journal to the best of his/her ability and comply with all reasonable directions of the vocational placement provider and its employees.
- 1.2 Advises that he/she has read the Student Handbook and the Vocational Placement Information and is aware of his/her rights, and responsibilities outlined in it.
- 1.3 Advises that there are not any known medical factors including medication or treatment that may impact on the student's ability to perform their duties safely during placement.
- 1.4 On any occasion where he/she becomes ill or is injured while on placement, consents to receiving such surgical or medical treatment (including the administration of an anaesthetic) as may be deemed necessary by a qualified medical practitioner.

### 2. Vocational Placement Provider obligations

The Vocational Placement Provider:

- 2.1 Agrees to supervise and train the student for the purposes of the placement, provide opportunities to complete tasks and activities set out in the Skills Journal and verify said tasks as they are completed by the student.
- 2.2 Agrees to act in accordance with workplace responsibilities, including those set in the Occupational Health, Safety and Welfare, Equal Opportunity and Anti-Discrimination Acts.



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- 2.3 Advises that its signatory to this agreement understands its responsibility within the Vocational Placement workbook and is aware of the Vocational Placement Provider/Supervisor's responsibilities outlined within.
- 2.4 Acknowledges that the Student is not a worker within the meaning of the relevant State/Territory's worker's compensation legislation.

**3. Institute's obligations**

The Institute:

- 3.1 Ensures that the student is prepared for the workplace in accordance with course requirements.
- 3.2 Agrees to support the Vocational Placement according to the model approach set in the Guidelines of the Vocational Placement Information Package.

**4. Variation/Cancellation**

The Parties Agree:

- 4.1 This Agreement may be varied or amended by further agreement in writing signed by the Institute and the host Vocational Placement Provider; and
- 4.2 May be terminated at any time by the Institute or the Vocational Placement Provider by giving notice in writing to the Vocational Placement Provider or the Institute.

**Agreed to**, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Student' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of the

Vocational Placement Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed on behalf of the

Institute (Inspire Education): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_