

P-1.19 WORK PLACEMENT HOURS

1.19.1 Purpose

ECTARC is committed to supporting all students throughout their work placements and practicum and ensuring that the requirements of relevant training packages are met for each student prior to certification documentation being issued.

1.19.2 Scope

The policy sets out the responsibilities of ECTARC, students and host employers for the work placement component of any program offered by ECTARC.

1.19.3 Definitions

The term '*work placement*' may refer to the following:

- practicum
- work placement in place of employment
- simulated industry experience conducted in an ECTARC training site
- service site visits

Where the student is an existing worker in a regulated education and care service that covers all required ages/groups, work placement requirements may be achieved in their workplace. Where all requirements cannot be achieved in their workplace, the student will be required to complete a practicum in another service.

Students who are not currently working in a service are required to complete all work placement hours as a practicum in one or more regulated education and care services of their choice. ACECQA website publishes a National Register that lists all of the approved education and care services.

ECTARC maintains a register of services who have indicated through consultation that they are willing to have an ECTARC student complete a practicum at their service. If a student calls and identifies that they cannot find a service, ECTARC may suggest a service from this register.

1.19.4 Deployment

1.19.4.1 Student Rights and Responsibilities

A student undertaking practical experience for the purposes of their studies must not be used to replace a paid employee in a childcare service.

Students undertaking practical experience must not be left alone/solely responsible for the care of a child(ren). He/she must be supervised at all times.

Students undertaking practical experience are volunteers and must not receive payment. If a student receives a payment from the host employer, the student will be reclassified to the status of employee and no longer be covered by ECTARC insurance. Responsibility would then revert to the host employer's Worker's Compensation cover.

The hours worked by a student undertaking practical experience should not exceed the hours specified in the relevant award for the service in which he/she is placed.

Work experience may be undertaken at any time provided consideration is given to the age and/or ability of the student, the service's ability to support the student and the requirements as set out in the program of study.

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1.19.4.2 ECTARC Rights and Responsibilities

The Manager – Distance Programs and/or the Distant Student Training and Development Officers (TDOs) ensure all host employers, students and relevant staff is aware of their responsibilities when practical experience is to be undertaken as a requirement of a program.

The Manager – Distance Programs and/or and the Distant Student TDO's liaise with the service about the placement of student.

ECTARC will provide host employers with a copy of ECTARC's Insurance Cover where appropriate or upon request.

Students may arrange their own practical experience; however responsibility for confirming the details remains with the Manager - Distance Programs and/or the Distant Student TDO's.

Wherever possible, the Manager – Distance Programs and/or the Distant Student TDO's should be familiar with the service to ensure suitability – with particular regard to Work Health and Safety (WHS) guidelines.

Should a student be injured whilst undertaking practical experience, the Manager – Distance Programs should complete any required forms (e.g. Statutory Declarations, Illness/Accident Forms) as required by the ECTARC Insurance Policy.

Where possible, the student will receive a visit from an ECTARC employee while on practical experience for workplace observation and practical assessment to be undertaken.

1.19.4.3 Host Employer Rights and Responsibilities

The host employer must adhere to relevant WHS practices.

The host employer must ensure adequate supervision of the student whilst in their workplace.

The host employer must not leave the student alone/solely responsible for the care of a child(ren) and ensure that the student is supervised at all times.

1.19.4.4 Insurance Cover

ECTARC maintains insurance at all times and this includes cover for students undertaking unpaid practicum.

New Policy

Reviewed Policy

Approved by: _____ Date : ___/___/___