

Practical Placement Agreement

CHC43115 Certificate IV in Disability

Purpose

This Agreement is a Practical Placement Agreement made pursuant to and subject to the Education and Training Reform Act 2006, Part 5.4. This agreement is made between the Training Provider, the Host Employer and the Student for the purpose of enabling the Student to undertake the practical training required for this qualification

All details and signatures below must be completed. Each party must sign to accept roles and responsibilities outlined in this agreement:

Student Name: <i>Heather Sheppard</i>	Placement start date: <i>24/9/18</i>	Expected completion date: 20/11/18 <i>30/11/18</i>
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Training Provider	
Name	Employ-Ease Pty Ltd
Address	Level 3, 990 Whitehorse Road Box Hill 3128
Phone	(03) 9761 2156
Contact/Representative	Mim Ring Placement Coordinator (Disability)
Email	mim@employease.com.au
Signature	

Roles and responsibilities of the Training Provider -EmployEase

- to make initial contact with possible Host Employers regarding placement
- to confirm in writing the numbers and names of students who will be undertaking placement with each Host Employer
- to provide the Workplace Assessment. This will be carried out by an Assessor and arranged with the Host Employer
- to be available to liaise with Host Employer, Staff and Students in any areas of concern or conflict
- to monitor the students' performance throughout the duration of the Practical Placement

Host Employer	
Organisation Name:	CRANHAVEN LODGE
Address	A3-45 LYALL STREET, CRANBOURNE
Phone	5996 4551
Contact Name	RUKSHANA ALI
Email	Casey.cavers.2017@gmail.com

Work Placement Venue/Location (Site where the student will be located if different from above)	
Name of Service	SAME AS ABOVE.
Address	
Contact Name	
Phone	
Email	

Host Employer Representative	
Name	RUKSHANA ALI
Title	PERSONAL SUPPORT COORDINATOR
Signature	<i>R Ali</i> Date 21/05/18

Roles and responsibilities of the Host Employer Supervisor

- to provide an orientation of the facility to students
- to provide students with details of any emergency procedure to be followed
- to provide clear guidelines for the tasks the student is required to carry out
- to provide clear guidelines for your expectation of the student
- to provide clarification and direction to students where required
- to sign this Student Practical Placement Agreement
- to provide supervision for student whilst on placement
- to provide sufficient information about the clients to enable the students to competently carry out their assigned tasks
- to provide to the student at no cost with Personal Protective Equipment required to perform specific duties
- to sign attendance record to verify attendance times
- to complete Third Party evaluations of the students' performance
- to contact EmployEase if they have any concerns regarding any aspects of the Student Practical Placement

Student	
Name	Heather Sheppard
Address	9 Wendy Crt Hampton Park 3976
Phone	9413 829 390
Signature:	<i>Heather Sheppard</i> Date: 21/9/18

Parent/Guardian (if student under 18 years of age)	
Name	
Relationship	
Signature	Date

Roles and responsibilities of students on placement

- to negotiate with the Host Employer Supervisor on how and when your placement times will be carried out
- to be punctual and work your allocated hours
- to contact the Host Employer Supervisor if you are unable to attend due to illness. Times missed due to illness will need to be made up. These additional hours are to be negotiated between yourself and the Host Employer Supervisor
- to perform under direction of the Host Employer Supervisor
- to ensure that your attendance record is signed by appropriate staff at the completion of each shift
- to ensure privacy and confidentiality is maintained always. Breaches of confidentiality are a violation of professional ethics
- to ask for support when you require it
- to never transport client or administer medication
- to complete your assigned Practical Placement tasks within the agreed timeframe of your Practical Placement duration
- raise concerns about the Practical Placement facility directly with the Host Employer Supervisor

Emergency Contact details		
Contact (1) Name	Rod Sheppard	Phone 9799 3925 87878740(01)
Relationship	Husband	
Contact (2) Name	Nathan Sheppard	Phone 0425 836 722
Relationship	Son	

Important Information

A minimum of 120 hours must be completed by the student. Students are not permitted to work more than 38 hours per week.

Students hold a current National Police Check and Working with Children Check (Volunteer).

Prior to placement students are assessed and must be deemed satisfactory in infection Control, Emergency Procedures and Manual Handling-Unit HLTWHS002 Follow safe work practices for direct client care.

EmployEase Pty Ltd has Certificates of Currency for WorkCover, Professional Indemnity, and Public and Products Liability Insurance. Copies are available upon request.

Termination of Practical Placement

The Practical Placement Agreement is deemed terminated upon an overall 'Satisfactory' result by the student and at completion of 120 hours (minimum).

A Practical Placement may be terminated prior to an overall 'Satisfactory' result and or prior to the completion of 120 hours under the following circumstances:

- at request of the Student
- at request of the Host Employer
- at request of the Training Provider