

VOCATIONAL PLACEMENT INFORMATION



Vocational Placement is a required component of a qualification as a whole or of an individual unit of competency of a course for a minimum specified period of time. Placement is assigned to students to implement theoretical knowledge and skills in a professional workplace in accordance with their elected qualification, which is observed and monitored using a student placement logbook and or workplace diary.

1. DOES THE COLLEGE PROVIDE VOCATIONAL PLACEMENT?

Yes, the College provides Vocational Placement. A Placement Fee of \$500 must be paid at the time of enrolment.

2. WHEN WILL THE COLLEGE PROVIDE PLACEMENT FOR STUDENTS?

Placement is provided usually towards the end of the course so that students can apply all learned skills in a real working environment.

- Students must maintain satisfactory course progression. Students with unsatisfactory course progression will not be selected for placement.
- Students should be aware that placement is organised based on the College's agreement with the placement provider and availability of a place within the placement facility.
- Students will be notified by email prior to placement.

3. CAN STUDENTS LOOK FOR THEIR OWN PLACEMENT?

Yes, however, students who wish to organise their own placement must obtain a placement agreement from the College and should commence their placement only upon approval from the School Manager or any assigned person from the College.

4. WHAT IF A STUDENT IS WORKING WITHIN AN INDUSTRY RELEVANT TO THE PLACEMENT? CAN A STUDENT DO THEIR VOCATIONAL PLACEMENT AT THEIR WORKPLACE, AND WILL THEY BE ELIGIBLE FOR A REFUND?

- Yes, however it is advised that students discuss this option with their School Manager or the College.
- Students may be eligible for a refund. Please refer to the mandatory criteria stated in question 7.

5. CAN THE COLLEGE ASSIST A STUDENT IN FINDING A DIFFERENT PLACEMENT PROVIDER IF THE STUDENT DOES NOT LIKE THE PLACEMENT PROVIDER OFFERED BY THE COLLEGE?

Unfortunately, no, as there are many students requiring placement and limited placement facilities available.

6. DOES A STUDENT HAVE TO PAY THE VOCATIONAL PLACEMENT FEE IF THEY ORGANISE THEIR OWN PLACEMENT?

- The Vocational Placement fee of \$500 must be paid at the time of enrolment, regardless of whether the College or the student finds the placement.
- If students find their own placement, they may be eligible for a refund. Please refer to the mandatory criteria stated in question 7.



7. IF A STUDENT FINDS THEIR OWN PLACEMENT, WILL THEY RECEIVE A REFUND?

Yes, a student may receive a \$500 placement fee refund if the Vocational Placement fee of \$500 was paid at the time of enrolment; however, the following criteria must be met:

- Students must obtain a placement agreement from the College and should commence their placement only upon approval from the School Manager or any assigned person from the College.
- Students must then submit the placement documents such as logbook and/or workplace diary within seven working days after completing the placement.
- Students must rectify any gaps identified by the College and re-submit the diary within the given timeframe to successfully complete the placement.

A refund will be processed only once the placement logbook/diary has been approved by the college. Please note, this usually occurs towards the end of the qualification once all course requirements are met.

8. WHAT IF A STUDENT FINDS THEIR OWN PLACEMENT, BUT DOES NOT LIKE IT AND/OR DECIDES THAT THEY WOULD RATHER DO PLACEMENT WITH THE COLLEGE? WILL THE COLLEGE STILL ASSIST THE STUDENT IN FINDING PLACEMENT?

Yes, however, please note that the student will be on a waiting list. The College will try its best to find a placement provider as soon as one becomes available.

9. WILL A STUDENT BE ELIGIBLE FOR A PARTIAL REFUND IF THEY COMPLETE PART OF THEIR PLACEMENT WITH ANOTHER PROVIDER OR PLACEMENT FACILITY?

No, unfortunately, once placement is organised for a student and the student accepts the placement, the placement facility will be paid for the full duration of the placement, as per the facility agreement. A partial refund will not be provided.

10. WHAT IF A STUDENT ACCEPTS PLACEMENT WITH THE COLLEGE, BUT THEN FINDS THEIR OWN PLACEMENT PROVIDER AND WISHES TO CHANGE PLACEMENT PROVIDERS? ARE THEY ABLE TO CHANGE PLACEMENT FACILITIES, AND WILL THEY BE ELIGIBLE FOR A REFUND?

Yes, a student may change from their agreed placement provider to a placement provider that they have found; however, they must first:

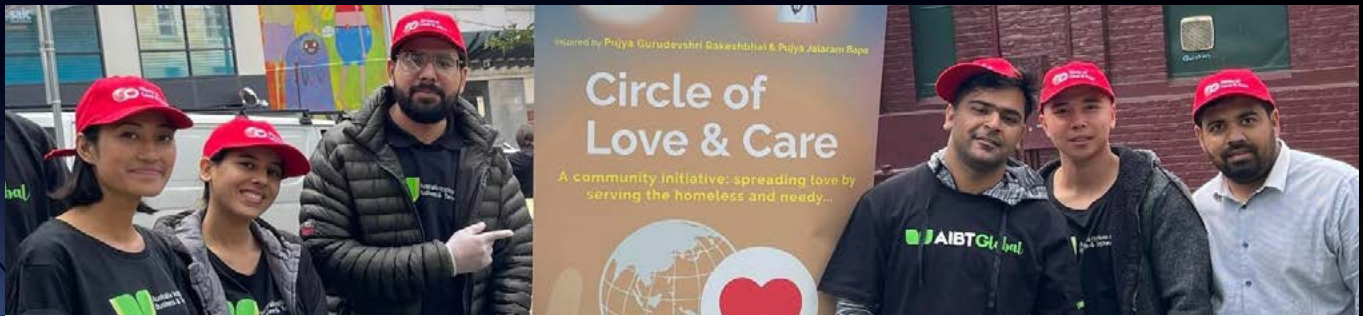
- Contact the College and advise them of their decision.
- Obtain a placement agreement from the College and should commence their placement only upon approval from the School Manager or any assigned person from the College.
- Students must be aware that this may affect the duration of the placement.
- Please note that this may impact other students who are waiting to commence placement.
- Students will not be eligible for any refund.

11. WHAT IF A STUDENT CANNOT ACCEPT/ATTEND PLACEMENT ALLOCATED BY THE COLLEGE IN THE EMAIL? WILL THEY BE ELIGIBLE FOR A REFUND?

- The student must immediately reply to the College to let them know that they will not be able to accept/attend their placement, so the College may allocate the time slot for another student.
- No, they will not be eligible for a refund.
- The College will arrange another placement as soon as it becomes available at no extra cost; however, please note the student will be on a waiting list.

12. CAN STUDENT'S COMPLETE PLACEMENT PART-TIME. IS IT FLEXIBLE?

- No, unfortunately, placement days and times are organised based on the College's agreement with the placement provider and availability of a place within the placement facility.
- The number of hours/days per week are allocated by the placement provider and cannot be changed to suit each student's needs.
- Students should follow the placement provider's schedule.



13. HOW WILL A STUDENT GET TO AND FROM THE PLACEMENT FACILITY?

Students will be required to arrange, at their own expense, transportation to and from their placement facility.

14. CAN STUDENTS REQUEST TO GO TO A DIFFERENT PLACEMENT FACILITY/PLACEMENT LOCATION?

- No, the placement location is subject to availability and cannot be predetermined or changed to suit student's needs or location.
- Once a student accepts placement, the placement facility will be paid and cannot be transferred to another placement facility in a different location.

15. HOW DOES A STUDENT ACCEPT PLACEMENT FROM THE COLLEGE?

- Students will be notified by email when a place becomes available.
- Students must respond in a timely manner to the email and accept the placement.

16. WHAT HAPPENS IF A STUDENT DOES NOT RESPOND OR SEE THEIR EMAIL REGARDING AVAILABLE PLACEMENT?

The student will also receive a phone call to notify them about the placement opportunity.

17. DO STUDENTS GET PAID FOR WORKING DURING THEIR PLACEMENT?

No, Vocational Placement falls under the Fair Work Act 2009 (the FW Act) and is lawfully unpaid.

18. DOES THE COLLEGE PROVIDE UNIFORMS FOR PLACEMENT?

College T-Shirts are available. Please check with the School Manager or College.

19. WHAT IS REQUIRED FROM STUDENTS PRIOR TO PLACEMENT?

- Students are required to organise all relevant documents such as National Police Check, Blue Card/Working with Vulnerable people check etc., as per the instructions from the College.
- The documents may vary as per state requirements and placement facility requirements and must be organised at the students' own expense. Please follow the instructions provided by the College.
- Students are required to attend any training or workshop organised by the College prior to commencement of their placement.
- Students must maintain satisfactory course progression. Students with unsatisfactory course progression will not be selected for placement.
- Students will be required to collect a logbook, workplace diary, ID badge, school t-shirt etc., before the commencement of their placement.

20. WHAT IS EXPECTED OF STUDENTS DURING PLACEMENT?

- Students are required to conduct themselves in a professional manner during placement.
- Students must attend orientation organised by the placement provider.
- Students must carry their Student ID with them during placement.
- Students should attend the given shifts on time.
- Students should wear professional attire as suggested by the placement provider.
- Students must at all times abide by the College Student Code of Conduct.
- Students are required to abide by the placement provider's rules regarding confidentiality and privacy.

21. CAN A STUDENT ATTEND PLACEMENT IF THEY ARE FEELING SICK?

No. Students should not attend placement if they are sick and, in particular, showing any symptoms of COVID-19. If students are sick, they should contact their placement provider and College to inform them as soon as possible.



22. CAN A STUDENT ATTEND PLACEMENT IF THEY HAVE BEEN IN A HOTSPOT, EXPOSURE SITE OR HIGH-RISK AREA?

No, students who have been in a hotspot, exposure site or high-risk area should contact their placement provider and College to inform them as soon as possible and keep updated via the appropriate Government COVID-19 websites.

23. IF A STUDENT CANNOT ATTEND PLACEMENT DUE TO THEM BEING SICK OR HAVING VISITED A HOTSPOT, EXPOSURE SITE OR HIGH-RISK AREA, WILL THEY BE ABLE TO COMPLETE THEIR PLACEMENT?

Yes, however, students should contact the College to inform them as soon as possible so that the College may organise another placement arrangement.

24. IF A STUDENT HAS ACCEPTED PLACEMENT AND/OR DURING THEIR PLACEMENT ARE SICK OR HAVE VISITED A HOTSPOT, EXPOSURE SITE OR HIGH-RISK AREA, CAN THEY RECEIVE A REFUND?

- No, unfortunately, once a student accepts placement, the placement facility will be paid and cannot be refunded.
- The College will arrange another placement as soon as it becomes available at no extra cost.

25. WHAT SHOULD A STUDENT DO IF THEY ARE INJURED DURING PLACEMENT?

- If students are injured during their placement, they must immediately advise their placement supervisor and the College.
- For any medical/emergency leave, students must inform both the College and placement provider along with supporting evidence such as a medical letter.

26. WHAT SHOULD A STUDENT DO IF THEY HAVE ANY CONCERNS ABOUT THE PLACEMENT PROVIDER DURING THEIR PLACEMENT?

- Where a student has any concerns regarding the placement provider, they should contact their School Manager or any other assigned person first.
- Where the placement provider raises a concern regarding a student's conduct, operational competency, organisational fit or any other relevant matter, the School Manager or any other assigned person is to organise a meeting to seek appropriate rectification of the matter.
 - ⊖ If the concern is able to be rectified within this discussion, the student will continue their vocational work placement.
 - ⊖ If the concern is unable to be rectified, it is at the placement provider's individual discretion to discontinue the vocational work placement arrangement.

27. WHAT SHOULD STUDENTS DO AFTER THEY HAVE COMPLETED THEIR PLACEMENT?

- Students should return any equipment or device issued by the placement facility, such as locker key, parking key, upon completion of placement.
- Students must submit the placement documents such as logbook and/or workplace diary within seven working days after completion of the placement.
- Students must rectify any gaps identified by the College and re-submit the diary within the given timeframe to successfully complete placement.

28. WHO SHOULD STUDENTS CONTACT IF THEY HAVE ANY FURTHER QUERIES?

Students can email Diana School of Community Services: dianaschool@aibtglobal.edu.au