

Policy Rationale

To provide a safe environment within which CCAE students can complete modules by demonstrating their practical skills in an industrial setting using Structured Workplace Learning and Assessments.

Policy Aim

To enable CCAE students to complete modules to industry standard via Structured Workplace Learning whilst at the same time providing employers with an opportunity to view and assess potential employees without committing to employment contracts.

Procedure

CCAIE Organisation of Work Placements:

- Facilitators will provide each student with instruction in job seeking and interview practices, and with contact details prior to students contacting the workplace supervisor.
- Facilitators will provide each student with a letter of introduction prepared and signed by the student's facilitator.
- Each student, once in receipt of their letter of introduction, is to contact the workplace supervisor and arrange an interview and inform their facilitator of the agreed date/time.
- During interview, student is to inform the workplace supervisor of tasks to be completed during work placement, plus show and explain other essential documents that are to be completed by the workplace supervisor.
- At the interview the workplace supervisor will set out the work placement times and OHS practices and procedures, including workplace dress code, required of the student.
- After the interview, the course facilitator will contact the work placement supervisor to confirm that the organisation is satisfied with arrangements and clarify concerns, if any.
- Facilitators will debrief each student on their interview, discuss strengths, weaknesses, areas for improvement, record times/dates for work placement, tasks to be undertaken by the student to confirm they meet requirements.
- Workplace supervisor will acknowledge, in student's workbook: attendance, tasks, progress in task completion. Judgements of the workplace supervisor are not assessments. Only TAA qualified CCAE assessors can sign off.
- Where a work placement organisation agrees, facilitators will visit a student for support, training and assessment.

CCAIE students on Work Placement are expected to:

- Maintain a weekly based reflective journal.
- Adopt a professional attitude towards confidentiality.
- Participate in the workplace as a team member.
- Adhere to all OHS practices and procedures including dress code. If no dress code exists, students will adopt the CCAE's dress code for students on work placement.
- Adopt a responsible attitude towards attendance and punctuality.
- Be polite and courteous at all times.
- Use initiative but be certain what is required of tasks before undertaking them.
- Have all relevant workbook materials with you at all times.

Reflective Journal:

Students on work placement are to maintain a journal to help focus on their long term vision and set short term goals supportive of this ultimate vision, direction and destination.

- *Develop a Personal Creed:* a statement of your core vision and personal values.
- *Review Key Roles:* personal relationships and areas of responsibility in your life.
- *Identify Role Goals:* Set weekly tasks and goals to help achieve what is important to you.
- *Plan Weekly:* organise and prioritise the *physical, social/emotional, mental* and *spiritual* areas of your life. Care for yourself and your relationships whilst also working toward the completion of tasks and goals to attain your long term vision, direction and destination.
- *Exercise Integrity:* put First Things First to achieve your most important goals.
- *Evaluate:* reflect on accomplishments and setbacks for the week and refocus on the areas: *Identify Role Goals, Plan Weekly, Exercise Integrity.* Sometimes a short term sacrifice is needed to achieve a long term goal, but in caring for yourself, sacrifices that impact upon *Key Roles* in your life should be avoided or minimised. Your mind and energy must be free to focus on your *Role Goals* without conscience and sub-conscience feelings of guilt.

Confidentiality:

It is a student's responsibility to respect the confidentiality of workplace observations, interactions, debriefing and class discussions. Critiques are essential for learning, but must be confined to the CCAE facilitator, CCAE class discussions, and the workplace supervisor. Written notes made by students cannot identify the names of clients/carers/fellow students.

Proven breaches of confidentiality will result in removal of a student from the CCAE and issuing of a Statement of Attainment for units completed to that date. Any CCAE reference will specifically cite breach of confidentiality as the reason for termination.

Participation:

- CCAE students are guests in the workplace facilities. It is important to socialise with fellow workers and work with them as a team. It is inappropriate for a CCAE student to challenge practices and procedures applying to employees.
- Students must respect the work placement organisation's **smoking policy** and, if a smoker, restrict smoking to the designated areas during authorised work breaks.
- Students are not to drive any vehicle involving the transportation of clients.

Occupation, Health and Safety:

- Clothing, jewellery and footwear must be comfortable, practical, safe and comply with the organisation's OHS requirements. It should allow easy, quick movement and not hamper interaction with work colleagues and clients. The CCAE regards the following as inappropriate dress when on a work placement:

Plunging necklines on tops	Shoe-string straps on tops
Bare midriffs	Short skirts or short shorts
Thongs or slides	Dangling jewellery

- It is expected that long hair will be tied back whilst on work placement unless otherwise stated by the work placement supervisor.

Attendance and Punctuality:

If a student is ill, delayed or unable to attend their work placement, it is the student's responsibility to:

- Contact the workplace supervisor immediately and give their apologies.
- Contact their CCAE facilitator and inform the facilitator of their situation.
- Negotiate with their workplace supervisor new dates and times to complete, in their own time, the required work placement hours mandated in their program.

Courtesy:

If a student feels they have been unfairly treated, they are to remain courteous at the time of the incident but raise the matter with their CCAE facilitator or, if unavailable, with the CCAE Manager. The CCAE will seek a satisfactory resolution of the matter with the work placement organisation.

Initiative:

- Ask questions when unsure what is expected. Never do a task whilst ignorant of what is actually required. To complete tasks correctly the first time, sometimes it is necessary to clarify in one's mind what is expected. Don't be embarrassed to ask.
- When tasks are completed, politely seek additional tasks from the supervisor.

Work Placement Workbook:

Workbooks must be signed weekly by the workplace supervisor. Students are to note dates, times, tasks performed and outcomes. The supervisor acknowledges the truth of these entries and can add their own comments. This is NOT assessment, but may assist the CCAE assessor to decide what is: **Competent** and **Not Yet Competent**.

Withdrawal:

A student's failure to comply with CCAE's **Code of Conduct** and/or the **Work Placement Policy and OHS requirements of the Work-placement Business** may result in the termination of their work placement and withdrawal from course enrolment on the recommendation of the Manager of CCAE.

Evaluation

This policy will be reviewed bi-annually

Adoption Date: 13/12/2013

Review Date: 01/12/2015

Version Control: V1-09/02/07

V2-07/06/10

V3-01/06/12

V4-7/12/13