



ACCLM

Australasian College of Care Leadership and Management

CHC52015 Diploma of Community Services (Case Management)

WORK PLACEMENT AGREEMENT

Record your work placement details here:

Organisation Name	
Street Address	
Email Address	
Phone Number	
Fax Number	
Supervisor's Name	
Supervisor's Position	
Supervisor's direct line or email	

Student Conduct Agreement

By agreeing to undertake your work experience placement with the organisation listed above you are agreeing to the following terms, including but not limited to the following.

As a student you agree to:

- Attend any pre-placement briefings as directed by your host organisation.
- Actively participate in the management of your placement – arrange days and times you will attend prior to commencement.
- Be punctual and inform the supervisor and trainer if you will be late or cannot attend the placement for any reason (NB: consistent lateness or absences may result in your placement being cancelled).
- Undertake all activities associated with the successful completion of your placement efficiently, effectively and to the best of your abilities.
- Actively participate in the learning process and take responsibility for your learning. This includes ensuring you obtain adequate feedback on your performance from your supervisor.
- Uphold standards of professional behaviour and presentation, including appropriate dress standards.
- Be respectful and polite in your communications with all persons you interact with.
- Act honestly and in good faith.
- Respect the rights, beliefs and values of others.
- Maintain professional boundaries at all times.
- Discuss issues as they arise with the supervisor and contact person and act to resolve problems cooperatively.
- Seek assistance if you are not confident with an activity/task, or lack understanding in an area.
- Provide client care under professional supervision only and always practice in a manner that is safe, respectful of clients and consistent with your level of competency.
- Maintain confidentiality and protect the privacy of clients and colleagues.
- Adhere to rules, bylaws, policies and procedures of the organisation, including dress code.
- Adhere to legislative requirements.
- Adhere to occupational health and safety requirements.
- Adhere to any and all security requirements.
- Ensure that all work is completed in a timely manner to satisfy organisation's requirements.
- Be responsible for any travel costs, or any other costs incurred directly as a result of attending placement.

- Take responsibility for your personal belongings.

- Ensure that you have a zero blood alcohol level and avoid consuming drugs which may adversely affect your performance whilst on placement (including psycho tropic prescription medication). Please advise your trainer if you are required to take prescribed medication that causes drowsiness or other adverse effects.

You must not:

- Undertake client care without professional supervision.
- Participate in any activities that misrepresent your status or level of skill or knowledge.
- Participate in behaviours that potentially may cause injury to others.
- Participate in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
- Participate in any relationship in which there is a potential for exploitation of the trust relationship inherent in the human service professional/client relationships (Consent by the client, or the fact that the client initiated the conduct or behaviour is not an acceptable explanation).
- Accept gifts or any form of benefit from a client.
- Remove or misappropriate any resources from either RTO or your work placement organisation. Resources may only be removed with the express consent of the supervisor.
- Make public comment on behalf of the RTO or work placement organisation.

Please tick each box below and sign to confirm your agreement with the terms:

- I confirm that I have read and understood the terms of the Student Conduct Agreement.
- I agree to comply with the terms of the Student Conduct Agreement.
- I understand that there may be additional terms associated with my work placement which will be discussed with me on commencement of my placement.

Student Name: _____

Student Signature: _____ **Date:** _____

Work Placement Agreement

The work placement organisation agrees to:

- Appoint appropriately qualified and experienced personnel (Registered Nurse level) to undertake the role of overall supervisor and to complete Skills Assessments.
- Ensure appropriate supervision of the student throughout the placement and promote safe systems of work.
- Provide adequate facilities and experiences for participating students.
- Provide an orientation program for the student and provide training in safe work procedures.
- Ensure the student's physical and psychological health is not placed at risk during the placement.

Placement Supervisors will:

- Act as a role model introducing students to acceptable professional behaviour.
- Maintain standards of professional practice.
- Abide by relevant Codes of Professional Conduct.
- Ensure students are made aware of legislative requirements, occupational health and safety requirements, security requirements, workplace confidentiality and privacy requirements and any other workplace policies and procedures related to their placement.
- Adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the placement requirements.
- Provide a positive learning environment. This includes orientation of the student to various settings.
- Arrange for and obtain client consent for students to provide services to the client and to have access to client records. Client consent may be freely withheld.
- Ensure that students who have access to clients are competent to perform their tasks and that they conduct themselves in a safe and professional manner.
- Arrange regular and sufficient meetings with the student to discuss goals, progress and/or difficulties.
- Clarify expectations with the student and make adequate observations of the student's work and provide ongoing feedback, both verbal and written, to ensure learning progress. Documents will be provided by the RTO for this purpose.

Supervisor Name: _____ **Role:** _____

Supervisor Signature: _____ **Date:** _____

Registered Training Organisation Agreement

The ACCLM (RTO 40829) will:

- Be in regular contact with placement organisation and support the workplace supervisor as needed or requested.
- Be accessible by telephone and email for communication on placement issues and return calls/emails as soon as possible (normally within 24 hours).
- Co-ordinate the student's pre-placement requirements including student briefing, student orientation checklists, criminal history checks.
- Provide both the student and the placement supervisor with information about the placement and placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- Undertake to negotiate reasonable adjustments to cater for students with special needs.
- Manage assessment grievances.
- Manage the academic aspects of the placement program.
- Maintain suitable Public Liability and Professional Indemnity insurance cover for students during the term of the placement.

ACCLM Manager Name: _____

ACCLM Manager Signature: _____

Date: _____