

Holmesglen Institute

Practical Placement Guidelines (Learners)

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1. Introduction

Practical placement activities include 'clinical placement', 'clinical practicum', 'clinical practice', 'field work', 'internship', 'workplace based learning' or 'work experience' that form part of the course assessment requirements.

Practical placement is an essential part of your learning and progress towards the qualification in which you are enrolled. What you learn during practical placement is related directly to the outcomes of the qualification, the relevant skills required to be developed, reinforced and/or assessed as part of that qualification and is at your appropriate skills level.

1.1 Learner obligations

Holmesglen organises/approves practical placement activities for learners and, as an enrolled learner, it is your [obligation](#) to ensure the placement activities allocated are accepted and completed.

Learners who refuse to undertake an available and organised practical placement or do not complete all pre-placement requirements within the specified timeframe, including submission of required documents and/or completion of induction/orientation programs, may be required to attend a progress review with the Head of Department and may be withdrawn from the relevant unit/s or subject/s.

1.2 What is practical placement

Practical placement is a structured workplace learning program that prepares you for the workforce by giving you the opportunity to observe, interact, and perform set tasks to demonstrate skills related to your course of study under the supervision of a workplace supervisor.

The placement provides an opportunity for you to:

- develop competency in completing tasks related to your specific course of study,
- link knowledge and skills with jobs,
- better understand theory you have learnt by putting it into practice, and
- have hands-on experience in the workplace.

Practical placement enables you to undertake tasks in a range of circumstances and environments to a standard that may be reasonably expected in the sector. The duration of your placement is in accordance with the requirements of your qualification.

Within these guidelines, a corporation, employer, company, or firm which agrees to take part in practical placement programs is referred to as the 'host organisation'.

2. Benefits of practical placement

Practical placement provides you with a better understanding of the work situation and in particular the demands of the work environment, e.g. times, disciplines, attitudes, and responsibilities. During the practical placement you will be:

- provided with information about the specific job areas
- assisted to develop a realistic job skills and work ethic
- developed the ability and confidence to relate to people of different ages and stages in a meaningful way
- provided with a stimulus for purposeful studies to enhance your learning experience
- provided with other experience consistent with the course of study.

Practical placement allows you to have the opportunity to showcase yourself for potential employment and can make informed choices about career pathways as well as future training and employment opportunities. The learning obtained during practical placement will enable you to:

- feel comfortable knowing what is expected of you and the specific job areas,
- feel confident you are developing skills relevant to the work environment,
- understand the practical application of theoretical terms such as ‘workplace culture’ and ‘teamwork’,
- successfully manage risk, through knowledge of your expected duties and performance.

3. The practical placement agreement

A written practical placement agreement is a mandatory component of any practical placement. It is a legal agreement which stipulates the rights, obligations and duties of Holmesglen, the host organisation, and yourself.

Prior to commencement of practical placement, you must discuss with the Holmesglen Practical Placement Coordinator and the host organisation the details of the placement (including times, duration of attendance, placement location, relevant skills to be developed/assessed, and payment if any) and sign the practical placement agreement form. If you are under 18 years old, the agreement must also be agreed and signed by your parent or guardian.

If the agreement is not fully completed and signed, you will not be entitled to the insurance arrangements covered by the Department of Education and Training in the event that an injury occurs during the placement.

If any details of the placement change, eg you are ill and not able to undertake the placement on the scheduled dates, a new or revised agreement must be generated and signed by all parties.

4. Learner responsibilities and acceptable behaviour

Your role in a quality practical placement is to perform appropriate tasks safely and to the best of your ability, behaving in a manner that maximises your learning opportunity. The practical placement program requires you to meet the following code of behaviour while on placement:

- Medically fit for duty
- Punctuality and appropriate dress
- Behave in a professional, ethical, and respectful manner
- Strictly adhere to Holmesglen and the workplace policies and procedures in relation to OHS, confidentiality, privacy and other obligations
- Comply with safe and reasonable directions. Advising immediately if designated tasks appear beyond your current capability
- Ask if you are unsure what to do
- Accept instructions readily
- Ask the host organisation for time off if required for special arrangements (eg dental appointment)
- Notify the host organisation and Holmesglen supervisor of absence due to illness, prior to the 'regular' commencement time at the host organisation
- Notify the host organisation's supervisor immediately of any fault which occurs whilst equipment is being used, and any accident, injury or incident that may occur.
- Maintain confidentiality of information relating to the host organisation, their clients, co-workers and visitors, unless there is an issue of concern, which should then be raised with the supervisor or another appropriate person involved with the practical placement
- Take care not to misuse or damage property of the host organisation, employees and volunteers or clients
- Complete all the required assessment tasks, including placement diary/logbook, written assignment, presentation, report, etc. Assessment requirements may vary for each qualification and will be explained by the Practical Placement Coordinator before the practical placement takes place.
- Conduct surveys, research, and behaviour on placement in an ethical and safe manner:
 - Seek individual's consent before engaging in activity or involving the individual in any study/survey
 - Fully inform the individual of the outcomes of the project, and how their input/data will be used and/or presented
 - Maintain individual's right to confidentiality.
- Where required, obtain the appropriate regulatory requirements or licences in order to participate in the practical placement, for example, Police Check, Working with Children Check and Immunisation Certificates. Some courses/qualifications or host organisations may require you to provide additional documentation or satisfy additional requirements.

4.1 Unacceptable behaviour

The following behaviours are unacceptable – it's not ok to be treated this way, it's not ok to behave this way.

- Bullying (including cyber bullying) – physical, verbal, psychological. Bullying is a pattern of repeated physical, verbal, psychological or social aggression that is directed towards a person by someone more powerful and is intended to cause harm, distress and/or fear.
- Stalking - when a person does something repeatedly that causes another person harm or to fear for their safety.
- Victimisation - subjecting, or threatening to subject, someone to something detrimental.
- Sexual assault - sexual activity that a person has not consented to.
- Sexual harassment - unwanted, unwelcome or uninvited behaviour of a sexual nature.

If you experience any form of inappropriate conduct, you should contact your Practical Placement Coordinator at Holmesglen and your Workplace Supervisor immediately. However, if for some reason you cannot contact them or don't feel comfortable to do so, you should contact Holmesglen Security on (03) 9544 2000.

5. Withdrawal from unit/s of competency, subjects or the full qualification

If you are unable to continue to undertake study in the unit/s of competency, subject/s or the full qualification in which you have enrolled, you must discuss this with the Holmesglen Practical Placement Coordinator and seek to officially withdraw from the relevant unit/s, subject/s and /or the qualification.

On withdrawal from the unit/s, subject/s and/or qualification, the practical placement activities will cease and the Practical Placement Agreement will be terminated.

You must not attend the host organisation workplace for practical placement activities as this is illegal and, you will not be covered by Holmesglen insurance arrangements, or the host organisation insurance in place under the ceased agreement.

6. Health and safety considerations and evidence requirements

It is the responsibility of Holmesglen to ensure that the placement venues provide safe and appropriate work environments. During the placement, you will be working under the supervision of a suitability qualified worker and/or experienced supervisor, who will be on site for the full duration of the placement.

A workplace induction will be provided at the commencement of your placement. You should also be prepared prior to placement via your learning program, e.g. OHS, safe handling of equipment, etc. During this pre-placement briefing, you need to familiarise yourself with workplace procedures such as the location of fire exits, emergency procedures, etc.

You may not be permitted to commence your placement if you have not passed all pre-requisites including academic and assessments relevant to the practical placement.

You must also provide the necessary evidence requirements including immunisations records, National Disability Insurance Scheme Workers Screening Check, Working With Children Check, Police Checks, Licenses and Registrations that may be required for the placement.

6.1 Your personal details and emergency contact details

You are required to ensure that personal details including any change to your name, address, email contact details and your emergency contact details are updated through My Holmesglen Portal at:

<https://my.holmesglen.edu.au/cas/login?service=https%3A%2F%2Fbeisprod.holmesglen.edu.au%2Fssomanager%2Fc%2FSSB>

6.2 COVID-19 immunisation

You may be required to confirm your immunisation status for COVID-19 with the provision of a COVID-19 Digital Certificate prior to undertaking practical placements activities.

6.3 Immunisation and health screening

Some organisations have immunisation requirements and, you will need to provide evidence of meeting the immunisation requirements to undertake practical placement activities (eg clinical placements in health-care settings). Sometimes placements outside Australia may require vaccinations and other medical precautions.

You are responsible for all costs associated with meeting the immunisation and health screening costs.

6.4 National Disability Insurance Scheme Workers Screening Check

The National Disability Insurance Scheme (NDIS) Workers Screening Check is a requirement within the disability and support industries. This will apply to you if you are undertaking practical placement activities in such industries, relevant to the course of study in which you are enrolled.

You will be required to provide evidence of your NDIS Workers Screening Check prior to the commencement of the practical placement agreement. You should discuss these requirements with your Holmesglen Practical Placement Coordinator.

You are responsible for all costs associated with obtaining the NDIS Workers Screening Check and will be required to present this prior to commencing practical placement with the organisation.

6.5 Working with Children Check

Some organisations may require you to complete a Working With Children Check (WWCC) in order to undertake practical placement activities.

This check focuses on specific types of offences that relate to children and assesses a person's suitability to work with children. It is a legal requirement for those undertaking paid or voluntary child-related work in all Australian states and territories.

- You must obtain a WWCC, as required and, you are responsible for all costs in obtaining a WWCC.
- You are required by law to list Holmesglen Institute as the organisation through which you will be undertaking child-related study and work
- If you already have a WWCC for employment purposes, you must add Holmesglen Institute as a volunteer organisation.
- If you pass the WWCC you will receive a current WWCC card that is valid for a specific period unless suspended or revoked.
- You should take your WWCC Card to the first day of placement in case you are required to present it prior to commencing practical placement with the organisation.
- You may not be able to undertake practical placement if you are unable to obtain a Work With Children Check.

6.6 National Police Checks

Some organisations may require you to complete a National Police Check before you commence the Practical Placement activities. This may be because you will be in a position of trust such as having access to prescription medication or working with children, the elderly and those with disabilities or handling large amounts of money.

You may not be able to undertake practical placement if the National Police Check provides a negative outcome.

If you are required to complete a National Police Check:

- You must organise your own police check and pay the associated costs
- You should take your certificate to the first day of placement in case you are required to present it prior to commencing with the organisation.
- As an overseas learner (studying in Australia with a Student Visa) you must apply for a National Police Record Check in Australia through the Australian Federal Police.

6.7 International Police Check

In some instances an International Police Check may be required. This may be relevant to the industry in which you undertake practical placement activities and will support you in accessing the National Disability Insurance Scheme (NDIS) Workers Screening Check.

You may not be able to undertake practical placement if the International Police Check provides a negative outcome.

6.8 Other licensing requirements

You may also be required to hold other licenses prior to undertaking practical placement activities as relevant to the industry. Some examples of such licenses may include but are not limited to:

- Construction Induction Card
- First Aid Certificate
- Forklift Licence.

7. Learner duty of disclosure

If you have a personal circumstance or religious or cultural considerations or other health conditions that you believe may impact your practical placement and for which you may require support, it is recommended that you notify your Holmesglen Practical Placement Coordinator during your initial discussion and seek advice from Student Wellbeing.

As a learner you have the right not to disclose information. However, if you have a pre-existing health condition and you have not made a disclosure, you may not be entitled to compensation in the event of an incident.

7.1 Personal circumstances

- Speak directly with your Holmesglen Practical Placement Coordinator if you are pregnant or have a temporary injury that may impact your placement.
- It is important to speak with your Holmesglen Practical Placement Coordinator if you feel that consideration of cultural or religious background / needs may be required during your placement. Considerations may be made in relation to prayer times and locations, required clothing and so on.

7.2 Disability, long term illness and / or mental health conditions

Student Wellbeing at Holmesglen is a confidential service that provides support for learners living with disability, long term illness or mental health condition.

Holmesglen's Practical Placement Guidelines (Learners) provides you with the contact details of Student Wellbeing who will be able to assist you further on the information that may support you to undertake your practical placement activities.

Your Holmesglen Practical Placement Coordinator will refer you to Student Wellbeing if you disclose any health conditions with them.

A [Practical Placement Access Support Plan](#) may be developed by Student Wellbeing in consultation with you and your Education Manager/Course Leader and teacher to assist you while undertaking placement with the host organisation.

You may be required to provide a medical clearance certificate from your treating medical practitioner for the duration of the practical placement, depending on the health condition disclosed.

- It is suggested that you seek further assistance from Student Wellbeing at Holmesglen about your health conditions.

The sharing of health related information is a personal decision. Student Wellbeing at Holmesglen can provide you with information about the pros and cons of sharing personal and health related information. This information remains confidential, and you are under no legal obligation to share the nature of your condition with any other employee within Holmesglen.

- If you believe your condition could create a risk to yourself or to others during the placement, it is recommended that you discuss the potential impact with Student Wellbeing at Holmesglen and understand how the sharing of this information may support you during your practical placement.
- You should provide a set of instructions for someone to follow in the event of an emergency or deterioration in your health. This should include your doctor's contact details and any medications (including dosage) to be administered in an emergency.

7.3 Fitness for practice

You may be requested to receive a 'Fitness for Practice' assessment where a health concern is identified during the course of your study.

The Fitness for Practice assessment report must be obtained from your treating 'Medical Professional' to state that you are well enough to undertake the required practical placement activities that will inform the assessment requirements for the unit/s or subject/s that are part of the course in which you are enrolled for study.

7.4 Duty of care

As a learner you will have access to Student Wellbeing who will be able to assist with wellbeing support during the course of your study, where you have identified with support needs.

A [Learning Access Plan](#) will be established with you that may include recommendations for reasonable adjustments, to support you in the classroom or other campus activities. In some instances your medical professional may recommend adjustments that would not be deemed reasonable in the educational or practical placement context.

The practical placement agreement is an integral assessment component for the completion of your course of study. Where it is determined that you are unable to undertake the practical placement activities, Holmesglen may be able to assist you with a more suitable course of study, depending on your health or personal circumstances.

All personal information provided by you is managed in accordance with Holmesglen's Privacy Policy accessible at <https://holmesglen.edu.au/Privacy-Policy/>. Holmesglen also abides by the mandatory reporting requirements and will undertake certain activities where this is deemed necessary.

8. Practical placement preparation

Before commencement of practical placement, your teacher and Holmesglen Practical Placement Coordinator will provide you with sufficient information regarding your roles and responsibilities and what to expect in the workplace, including:

- the advantages of placements, the usefulness of on-the- job experience and contacts with the host organisation to secure jobs later
- your responsibilities in the workplace
- expected attitudes and behaviours
- communication and interpersonal skills
- who you are responsible to
- what you are expected to learn or demonstrate
- what will be assessed, how and by whom
- what to do in the event of an accident, including providing correct information to a medical practitioner
- who to contact if there is a problem
- occupational health and safety rights and obligations e.g. induction, training, hazard identification, risk assessment and control
- anti-discrimination and equal opportunity obligations.
- emergency contact details for Holmesglen and host organisation

You will also be provided a good knowledge about challenging behaviours you may encounter and understand your obligations under duty of care and mandatory reporting of client abuse.

The host organisation will ensure that all relevant by-laws, policies, manuals, guidelines, protocols, procedures and any other relevant information is made readily available to you, including details of any emergency procedures to be followed. You must comply with these at all times.

9. Orientation and workplace induction

9.1 Orientation

This is provided by the host organisation, is about familiarising yourself with the worksite, amenities, equipment and reporting structure, and also the people with whom you will interact during the placement.

It is about ensuring you are comfortable with the support available and clarifying your expectations regarding what is expected, and what you can expect in return. Orientation will help you to understand the workplace and introduce the culture and values of the host organisation.

9.2 Induction

Induction provides you with clarity about your role, security about what you will be doing and how you should be doing it. The induction process therefore should, as a minimum, cover policies and procedures relating to:

- workplace code of conduct
- occupational health and safety standards
- bullying and harassment policies
- use of information technology
- use of illicit drugs and alcohol
- privacy and confidentiality
- clients' rights
- duty of care
- mandatory reporting.
- Child Safe and Wellbeing Policy and Procedure will also be made available to you if you are under 18 years of age at the time of the practical placement commencement.

9.3 Occupational health and safety

This is an important part of each step in the Orientation-Induction Settling sequence:

- During Orientation, you see the policies and procedures operating 'in the real world'
- During Induction, you are assessed on OHS competence and compliance appropriate to the level of responsibility and relevance to the course and placement objectives, and
- During Settling, you are monitored and guided to ensure the policies and procedures convert to practices.

9.4 Emergency contact details

You will be provided with emergency contact details prior to you commencing practical placement activities with the host organisation. You should use these contact details at any time you have any concerns or if an incident has occurred during placement.

Remember to inform your workplace supervisor of any incidents as well. These details will include:

- contact persons names from Holmesglen
- contact person names from the host organisation
- phone / mobile contact numbers for both entities
- email contact details for both entities.

9.5 Safe access to the host organisation at remote locations or working shift hours

Remote locations

Learners undertaking practical placement activities may be approved for placement activities at remote locations. Holmesglen's Practical Placement Coordinator will assess the suitability to undertake placement at such situations.

Shift hours of work (9.00 pm onwards)

Practical Placement for learners undertaking study in Health Courses Only

Learners undertaking practical placement activities in health courses may be approved for shift hours of work. Holmesglen's Practical Placement Coordinator will assess the suitability for undertaking placement when shift hours of work includes night duty.

10. During placement

Both Holmesglen and the host organisations expect high standards from learners in relation to honesty, integrity and general behaviour at all times. It is expected that you act in a manner consistent with the mission and values of the host organisation and according to reasonable and appropriate standards for a professional environment.

You must at all times:

- Comply with all elements of this Handbook and any reasonable instructions given by Holmesglen or by the host organisation, its employees, and representatives,
- Only participate in the work at levels commensurate with your stage of preparation and progress in your course while under supervision and as approved by the host organisation;
- Perform any task allocated to you as part of the practical placement with due care, skill and attention and in a proper and time efficient manner; and
- Comply with all applicable laws, protocols, procedures, policies and guidelines including, without limitation, all matters pertaining to OHS, privacy and confidentiality, personal information and records and any reasonable requirements as directed by the host organisation from time to time.

You must not at any time:

- Act in a manner which could disrupt or adversely affect the host organisation's reputation, interests or goodwill; or
- Improperly remove any property belonging to the host organisation (including, but not limited to, equipment and records); or
- Not put other employees or members of the public at risk of injury or illness; or
- Not work under the influence of drugs or alcohol.

10.1 Following instructions

If you are given instructions on a number of tasks, make notes on what you are required to do and the process to be followed. If you make a mistake, tell your supervisor immediately and ask for assistance in correcting the mistake. Ensure that any task you are given is completed. Check all work for accuracy and to ensure it is completed.

Ask for help

Don't be afraid to ask for help or advice; listen courteously, and don't criticise a procedure, particularly if it reflects on the present competency of those involved.

10.2 Appearance, punctuality and behaviour

Your personal appearance may be taken as a reflection of your attitude to the position, and consequently to the host organisation. If you hope to gain the cooperation of all those you come in contact with, be tidy in appearance and always punctual in your attendance.

Always be seen as cooperative, interested, and enthusiastic with the organisation's interests at heart. Show that you are willing to learn and that you are enjoying your placement. To make this easier, keep a diary for writing down the things you have done and are expected to do.

As the practical placement venue is an extension of your classroom, you are expected to honour the same standards of behaviour. Mobile phones should be turned off/on silent and kept in your bag, not carried on the person. If there is a need for you to remain in contact, for example with a caregiver of a sick child, the situation should be discussed with your supervisor. Smoking is not permitted on placement premises.

The success of your practical placement will depend on the relationships you are able to establish with employees at the host organisation. The impressions you create may affect the future success of the placement program, so be careful that your conduct does not deny the same opportunity to others.

10.3 Attendance

You must attend your placement for the hours agreed with your host organisation and Holmesglen.

Observe the normal working hours of the position at all times. If you are unsure, find out what these are. Check when lunch and tea breaks are taken and the length of these breaks.

- If you are unable to attend on any day, telephone the host organisation before your normal start time. Explain the reason for your absence and let them know when you expect to be back at work.
- Ring your Practical Placement Coordinator at Holmesglen to let them know also.

10.4 Safe use of equipment

You must follow all safe operating procedures.

Do not attempt to use equipment of any sort unless you fully understand how to do so. If necessary, ask to be supervised by an observer on the first few occasions you use the equipment. Write down the steps involved and check them off as you progress.

10.5 Personal safety, using personal protective equipment (PPE)

The wearing of personal protective equipment (PPE) such as safety helmets, glasses, gloves, appropriate footwear including boots, high visibility vests, life jackets and even sunscreen is designed to protect you and must be used, as required.

Always use personal protective equipment (PPE) where required and, ensure these are used correctly or fit properly. If problems do occur, stop using the equipment and inform your supervisor.

11. Dealing with issues

You are encouraged to contact your teacher and Practical Placement Coordinator at Holmesglen if you are experiencing any problems or issues whilst on placement. For example, you may feel that you are not being given enough training opportunities or are being asked to perform tasks you feel are outside your level of competency or relevance to the course requirements.

Involving your teacher and Practical Placement Coordinator early will not only enhance your learning outcomes in the current placement and assist in obtaining an early resolution, but also facilitate Holmesglen continuous improvement for future learner placements.

If you experience any issues in relation to child safe matters or those that may impact on your fitness to work in an environment with vulnerable people, you must notify Holmesglen Practical Placement Coordinator and the host organisation immediately.

You may be withdrawn from the placement if it is not possible to resolve the problem and other arrangements will be organised.

12. Complaints and unsatisfactory performance

If a complaint is received by the host organisation in relation to any learner or learner placement, they are required to notify Holmesglen.

If the host organisation reasonably believe that you are not competent to perform allotted tasks, fail to conduct yourself in a safe and professional manner, or fail to comply with any law, protocol, policy, procedure, guideline or reasonable instruction of the host organisation, they must notify the Holmesglen Practical Placement Coordinator who may, in discussion with the host organisation, terminate or restrict/limit the practical exercise in which you are participating.

13. Hazard, incident and accident in the workplace

During the worksite induction prior to your placement, you must clearly understand the host organisation's procedures for handling and reporting of serious incidents such as bullying, harassment or client abuse (of employees or clients), as well as hazards, accidents, injuries or near misses.

- If you are involved in or witness a serious incident you must report this immediately to your placement supervisor or other appropriate senior person to allow prompt action from the host organisation.
- In the event of an accident/incident, the host organisation will ensure that you obtain immediate medical treatment (if necessary), and your emergency contact is alerted.
- If you witness or experience bullying or harassment while on placement or have a different concern that you wish to raise, you should contact your Practical Placement Coordinator at Holmesglen immediately.
- You must notify Holmesglen as soon as possible if there is an accident (or an incident) and provide Holmesglen and host organisation with a copy of any documentation e.g. the hazard and incident report, medical certificates, preferably within 24 hours. Holmesglen employee will discuss the incident with you and assist you in accessing appropriate support services.

14. Legal liability and insurance cover

Holmesglen has insurance in place to protect its legal liability.

To safeguard any host organisation whose business premises are made available for learners to undertake practical placement, it is essential that the host organisation be covered by its own public liability insurance.

No organisation should agree to take part in practical placement without public liability insurance cover.

14.1 Changing work times – legal liabilities

You must ensure you do not work any additional hours other than what is stipulated on the signed Practical Placement Agreement. It is illegal and you will not be covered under the insurance arrangements. If you are required to change your work hours schedule, you must check with your Holmesglen Practical Placement Coordinator prior to making any changes.

All changes to the agreement times and locations for practical placement must be approved by the Practical Placement Co-ordinator prior to agreeing to these with the host organisation.

14.2 Injuries and insurance cover

Learners undertaking study in Senior Secondary or Foundation Secondary Courses, who are injured whilst undertaking a practical placement are eligible to make a claim under the

worker's compensation insurance policy held by the Department of Education and Training.

VET learners who are injured while undertaking a practical placement are eligible to make a claim under other insurance arrangements the Department of Education and Training has in place if they are assessed as eligible by the Department's workers' compensation insurer.

- In the event of claim, you are required to complete and sign a Worker's Injury Claim form, with the assistance of the host organisation and/or Holmesglen if necessary.
- Forward the completed and signed form to Holmesglen's Practical Placement Coordinator who will complete the claim process in consultation with the host organisation (if necessary) and Human Resources Department at Holmesglen.

15. Feedback and placement debrief

Holmesglen is committed to providing the best possible learning experience for your learners. To integrate the placement experience and the learning experience, Holmesglen and the host organisation may organise a debriefing session for you to finalise assessment and to give and receive feedback about your performance in the workplace. The key purpose of the debrief is to identify:

- what worked especially well during the placement?
- was there anything that didn't work as expected?
- what lessons were learned from the things that didn't go so well?
- were there any opportunities missed?
- what can be done to ensure these opportunities are realised in the future?
- were any risks identified during the placement that should be captured in future planning processes?

Your feedback will provide valuable insights and ascertain where improvements to the placement arrangement are possible.

16. Payment to learners undertaking practical placement when studying in Senior Secondary and Foundation Secondary Courses

If you are undertaking study in a Senior Secondary or a Foundation Secondary Course at Holmesglen, the minimum rate of payment for undertaking structured workplace learning or work experience is \$5.00 per day. A host organisation may elect but is not required to make payment to you that is more than that minimum payment. This minimum payment is to reimburse you for expenses incurred during placement such as daily travel and incidental costs incurred.

If the host organisation is engaged wholly or mainly in an educational, charitable or community welfare service not conducted for profit, you may determine that the whole of

your payment will be donated back to that organisation (with written consent from your parent/s if you are under 18 years).

17. Payment to VET learners on practical placement

If you undertake practical placement as part of your VET course, you are not required to be paid for the work on that placement. However, the host organisation may choose to pay you, and this should be discussed between the host organisation, yourself, and Holmesglen as part of the development of the practical placement agreement.

Appendix 1 – Student Wellbeing Contact Details

Contact Student Wellbeing at Holmesglen to help you achieve your educational, career and personal goals and other support services.

Student Wellbeing information is also accessible from the Holmesglen Website at [Contact Student Wellbeing | Melbourne TAFE Courses & Degrees, Victoria \(holmesglen.edu.au\)](https://www.holmesglen.edu.au/contact-student-wellbeing).

[Chadstone campus](#)

Corner of Batesford and Warrigal Roads, Chadstone VIC 3148
Contact: 03 9564 1649
Email: studentwellbeing@holmesglen.edu.au

[Moorabbin Campus](#)

488 South Road Moorabbin VIC 3189
Contact: 03 9209 5680
Email: studentwellbeing@holmesglen.edu.au

[Glen Waverley campus](#)

595 Waverley Road Glen Waverley VIC 3150)
Contact: 03 9564 6317
Email: studentwellbeing@holmesglen.edu.au

[Bourke Street campus](#)

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