



PRACTICAL PLACEMENT

STUDENT PRACTICAL PLACEMENT HANDBOOK

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Australis
College

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Practical Assessment Overview

This handbook has been designed to guide and assist you with your practical placement and practical workshops that you are completing as part of your studies with Australis College.

What is practical placement?

This is an essential activity linked to your training with the College. You will be required to spend a predefined amount of time in a real workplace. The timeframe will be dictated by the course that you are studying, and the activities that you need to complete, which your Trainer will have already discussed with you. Again this is an essential part of the learning and assessment experiences here at Australis College. This is your chance to show that you can use your skills and knowledge you gained in your previous training in a real working environment and can handle the challenges and opportunities for growth that these scenarios bring.

The practical placement will need to be set up, by you primarily.

Why?

Well that way you get to speak with local experts and network in the industry that you are studying, see what workplaces are local to your home base, explore career options and professional pathways and also get practice at handing out a resume and being interviewed for roles.

If you find it difficult to set up this placement we are here to help. We have a number of industry contacts that we can approach to see if we can arrange sessions for you, so just let us know. It is essential that you do try hard to investigate your own options and extend your network into the industry that you are becoming an expert in, and maybe where your dream job awaits.

Remember that this networking opportunity allows you to see what the industry is really like on the ground, see what a difference you can make to people every day, and for you to make a decision about the direction in which you want to take your career. Who knows the workplace may like you that much that they can recommend you to fill a position, or to another organisation in the industry. You should view this practical placement in the same way that you would view any job.

What is a practical training workshops?

Some courses require you to attend a practical training workshop which is designed specifically to give you knowledge about a wide range of topic areas as well as practical experience. Throughout the duration of your course you are required to attend intensive training sessions at a training centre or workplace. These are to provide you with an opportunity to meet your Trainers, observe them as they teach you practical skills, tips and tricks, and to share the experience with your fellow students. A key part of this process is also your chance to practice these skills in front of your Assessor, and your peers to show that you can demonstrate the information that you have learned. This practical aspect of the course is essential to show competency. It will also be an essential experience that will provide an advantage as you look to move through to your new job role in the industry that you have chosen to move into.

What is required?

Your commitment

We fully understand that having to come to a training venue, perhaps live away from home for a short while and coming to a workplace can be daunting. Please don't worry – we all feel the same when we start anything new. You will very quickly realise that this is the best, and most fun, way to ensure that your learning is solid and that what you take away from your course (alongside your qualification) is an experience and you will also attain a network of contacts to support you. Your ability to agree to and commit to training is a big step to self-improvement and to making your new role or career a reality. So next is your commitment to see this through.

Ensure that you get yourself organised and allow enough time to frequently review your progress. Allow enough time to prepare, in order to get the most out of it. Take your notes, your questions, and most of all your enthusiasm and energy to step up and give it a go!

We are here to help at every stage of the process and as always you have a Trainer either directly on hand or at the other end of the phone or email, just waiting to see that this is best experience that you can get as you learn to put your new skills to work.

Accommodation and travel for practical training workshops (if applicable)

Some of our practical workshops may be run at facilities that are not close to your home base. Where this is the case you will need to arrange travel to the site and back, as well as accommodation during the workshop. We will assist in every way we can with recommendations etc., but it will be your job to organise and pay for the 'stay away'.

If the centre is close to you, daily travel will be required, again this will be your responsibility to arrange and see this through each day that the training and assessment occurs.

Please bear in mind that costs such as these cannot be claimed on your VET FEE-HELP loan. Therefore an amount of financial and life planning will be involved to make the practical workshop and the practical work placement happen for you.



Practical placement

Time in a real workplace, will allow you to practice your new skills and work to build upon your knowledge. This will give you a chance to really use all that learning and studying, to make a real difference to somebody.

You will be given a logbook to keep a record of your hours and a list of tasks and activities that you must complete during your time at placement. These items have been especially chosen to show to your Assessor that you can apply your skills in a consistent and professional manner, in real life situations. It is the student's responsibility to ensure they have a copy of their logbook with them throughout the placement and that their supervisor signs their hours on a daily basis.



A nominated practical placement supervisor

Your practical placement will be supervised by a member of staff at the establishment to provide you support and guidance every day, and also to teach you the tips and tricks of the trade. Your supervisor will direct your activity and supervise you on a daily basis. Your supervisor is required to:

- Have a senior role in the organisation or is an experienced practitioner
- Have at least two years relevant experience in the industry
- Does not have any other relationship with you (e.g. family, personal friend, etc.)

The College will be in touch with your supervisor regularly to check your progress and to gain their approval for the tasks that have been identified to you. They will have received training and support themselves around the course that you are completing and the objectives of this placement. Your Training Support Officer will also contact you regularly, as they have done through your training, to ensure that you are happy with progress and that all is running smoothly as you apply your learnings.

Remember this is your chance to shine, and a chance for Australis College and the workplace to work as a team to support you in your success.



Registering a placement

Students cannot start placement until the Student practical placement agreement, Student Confidentiality, Medical information forms have been formally approved by the Training Support Officer at Australis College. When you commence your placement, please ensure that you complete the Orientation Form which confirms that a staff member within the placement organisation has inducted you and explained Workplace Health & Safety requirements. Your supervisor has been provided with this form, however, we have also included it at the end of the handbook.



Working with Children Check

Prior to the placement you must have an approved Working with Children Check, as you may be working with people under the age of eighteen (18). Each state has their own application process. Please see the links for each state and territory provided below to facilitate the application process. For example, in Queensland students can apply for a new [Blue Card](#) or to renew their Blue Card to the Public Safety Business Agency online by completing the Blue Card Application. For additional information please read [Information Sheet – Trainee Students](#).

Blue Card Application Links	
QLD	Working with Children Check Queensland
NSW	Office of the Children’s Guardian
VIC	Working with Children Check Victoria
SA	Department of Communities and Social Inclusion
WA	Working with Children Check Western Australia
NT	Northern Territory Policy
TAS	Currently there are no legal requirements for people working with children to undertake a police check in Tasmania, however, organisations that require employees/volunteers to work with children may have their own policies regarding this. There are proposals for the Government to introduce screening procedures for Tasmanian organisations.
ACT	Justice and Community Safety



You will need to organise this from your relevant state or territory authority and should apply for volunteer status approval. If there is any cost associated with this you will be responsible for settling that cost.



National Criminal Check

You are required to have a National Criminal Check for your practical placement. Australis College will organise a ‘Fit to Work’ check for you, and pay for the process. If you have a disclosable result, you will need to discuss the findings with your Trainer to assess whether this will impact your entry into workplaces in your industry area. In some cases, findings may mean that you are unable to work in the industry or be registered with peak bodies in that industry. It is better that you disclose this information before you commence your training and placement.



Immunisation

Australis College believes that immunisation is a personal choice, however some practical placements, depending upon your chosen industry, will require you to undergo a series of vaccinations to ensure your health and safety when interacting with potentially infectious situations.

Where this is the case, immunisation is recommended and may be an essential requirement for some workplaces. If an immunisation program is required you will be responsible for organising and executing the program so that you are fully covered before the commencement of the placement. You are responsible for covering any costs associated with this, and Australis College is unable to take any responsibility for any outcomes from such actions.

Remember that immunisation is one the most effective public health measures for the control of communicable diseases, protecting the individual and the community as a whole. For the protection of the student and clients, evidence of vaccination is required to be submitted prior to placement commencement. This can be either in the form of a signed Statutory Declaration or other documentation from a Doctor.

If you choose not to complete your vaccination program by the time you commence your practical workshop and/or practical placement; you will need to inform the College in writing to ensure that you hold full responsibility for any consequences that such a decision as non-immunisation may lead to.



Smoking

You will be required to follow the smoking/non-smoking rules of any facility that you are training or placed at.



Dress Code

Please be aware that you will be working in a real life workplace and therefore you will be required to adhere to any dress code that applies to that workplace. For safety reasons it is likely that you will not be able to wear unsuitable shoes and clothes such as thongs, high heels, tight skirts, shorts etc. and may also be required to wear overalls, medical coats or other items to protect yourself and the patients from cross contamination and any chemicals or substance you may be asked to work with.

These dress requirements are for your own safety and may also be part of the business dress for the workplace that you will be sharing. Please be respectful and adhere to these requirements. Any costs associated with this will need to be met by you, but Australis College and the workplace will work to keep the costs minimal.



Jewellery, makeup and nails

For some roles there may be restrictions and requirements on the jewellery, makeup and wearing of false nails etc. We know that you will understand that this is for safety reasons primarily, and will therefore respect any requirements that are requested of you. In addition you will be part of the work team of your host organisation and will therefore be expected to adhere to their policies and procedures.



Intellectual property and copyright

All materials and other documentation that you use and come across in your time at the practical placement will belong to the host organisation. You will not remove or use any such items unless you have been given direct permission from your supervisor. Anything that you use or remove will not be copied or replicated in any way.



Confidentiality and Privacy

You are bound by a few pieces of legislation to observe and respect the confidentiality of the work that you perform whilst at the practical placement. Any person that you come into contact with in your placement is to be treated with respect, and their information must not be disclosed to any other party unless you have specific permission to do so from that person.

The supervisor at the practical placement remains responsible for all clients seen by the student throughout the placement. Case notes must be kept and reviewed by the supervisor. Mandatory reporting of issues serious or otherwise, or other serious issues that arise in client work must be brought to the attention of the supervisor immediately. This is a key requirement in any professional workplace and especially in the industry that you are working within.

Placement Log Book

The placement logbook is a formal record of your skills practice that will be completed in your practical placement. You will receive a logbook prior to going on placement and you will be required to show that you are competent in a number of areas to support the assessments that you have already completed with the College.

It is your responsibility to ensure that your supervisor is aware of this list and that each item required is signed off by your supervisor once successfully completed. This can then be used as additional competency evidence for your assessment. If there are items listed which do not align with your practical placement activities you will need to inform your Trainer/Assessor so that alternative arrangements can be made.

Student Code of Practice

Australis College has a strong commitment to the success of each and every one of its students, and works closely with you to maximise any learning opportunities that you are given. However just like every step in life we all have choices. How you conduct yourself in this placement will affect the outcome of the sessions, and will lead to your success if you decide upon a professional approach. Remember you are wanting to enter into this industry, and this is your chance not only to learn, but also impress that you are right for the role awaiting you.

What type of behaviours are acceptable?

It is important to display professional behaviour at all times. Manners, confidence, enthusiasm and strong communication skills will stand you in good stead. Be willing to help where required, and stand back and soak up the experience. You will be observed and questioned about your skills, knowledge and abilities, so that your supervisor can get a fair assessment of your abilities. This is nothing to be afraid of. Remember that you completed your theoretical training around the activities you will be conducting and this is your chance to practice. Be proud, and do your best.

Obviously it goes without saying that the consumption of drugs and alcohol is not to occur. Similarly you must not attend the practical placement if you are under the influence of these substances. The College will be informed of any such incident immediately and further action will be taken in line with the Australis College Student Handbook.

If you have any questions about your placement at any time you can go to the supervisor, the Training Support Officer or your Trainer.

Professional and Ethical Conduct

Students are required to exhibit professional behaviour at all times throughout their placement experience. Ethical standards of practice must be upheld. Professional conduct includes:

- Communicating both verbally and non-verbally in a professional and courteous manner
- Punctuality
- Advising your placement supervisor of late arrival or early departure
- Completing tasks that have been assigned to you
- Treating all staff and clients with dignity and respect at all times
- Attending to personal errands and phone calls during personal time
- Using resources such as the phone, internet or email for work purposes only
- Presenting yourself in professional clothing appropriate to the service
- Using discretion and respecting confidentiality
- Providing any feedback about the placement or service in a constructive and respectful manner
- Maintaining professional boundaries at all times

Student Support

If you observe, or directly experience, unprofessional behaviour and/or unethical standards of practice, please discuss with the Training Support Officer. Whilst students are encouraged to behave professionally, it is equally important that students be treated with respect and that their learning is actively supported within the placement environment.

Professional Boundaries

All healthy relationships require healthy boundaries, including the client-worker relationships. Boundaries are particularly relevant to the relationship between a student and their placement supervisor and also the relationships created with clients of the organisation.

Students will be working with a range of clients from all walks of life. Whilst some clients will have a good understanding of boundaries, others have a poor understanding of appropriate boundaries in the client-student relationship. Therefore, students in the placement must role model appropriate boundaries to their clients. Successful and ethical working relationships are based on a clear understanding of what the worker's role involves.

Boundaries are the limits that allow a worker to connect safely in a working relationship with a client. A boundary violation occurs when there is confusion between the professional's needs and the client's needs.

Frequently Asked Questions

How can I find out where to do my practice?

Your Training Support Officer will be able to assist you in finding a practical placement site. Australis College keep a list of local sites that may be of use to you, but it is not guaranteed that you can be placed in any of them. Our advice would be for you to look around locally, selecting a location that you can travel to daily, and speak with them about the opening that they may have to support you. Our Trainers and staff will also be able to speak with the business owner or manager to explain what is involved. For some courses you may also contact the peak industry bodies for your industry to find out who is registered with them. This will provide you a point from which to start your investigations.

Can I organise my own practical placement?

You may already be working or volunteering with an organisation that can offer you a practical placement. If so, you may be able to undertake your placement within the same organisation. You will need to provide detailed information about the organisation to your Trainer or Training Support Officer as soon as possible, so that a placement agreement can be considered.

If you don't have a practical placement in mind, the following points will assist you:

1. Research organisations in your local area who you are interested in working with.
2. Ensure that you have the appropriate paperwork such as Working with Children's card, National Police Check, Supervisor's Handbook and log book to discuss with the workplace.
3. If they agree to host you in your placement, complete the necessary forms and return prior to starting your practical placement.
4. Once you receive the acceptance of your placement from the Training Support Officer at Australis College you can start your placement.

How do I prepare for a placement?

The following strategies will help you to prepare for placement:

1. Research the organisation who will be hosting you and understand the client group that they support and the services provided.
2. Ensure that you have any paperwork that is required by the organisation such as, your Blue Card, National Police Check and logbook.
3. Read the materials provided by Australis College, such as the policies and procedures relating to your placement.
4. Check all transport options and map out your journey ahead of time.

Do I get paid for the practical placement?

This is training and support that is part of your training experience. You will be required to observe and complete a number of tasks and roles during your time at the venue. However because you are a student and still learning the role you will not be paid for your services. You will be expected to follow all of the workplace rules, including hours of attendance, agreed in advance. The host organisation is already doing you a huge favour by welcoming you into their team and allowing you this valuable experience in a real workplace. Who knows, you may even strike up a professional relationship and be offered a more permanent arrangement once your training is complete. It's all about networking!

Can I pick my hours and days to suit me?

Whilst any practical placement is for your benefit, ultimately you are still attending a workplace. As a result, you will need to work out with the site the hours and days that you will need to attend to meet the needs of your training program. For example, if you need to observe and take part in a procedure that only occurs on a Tuesday, you will need to make yourself available for that session. You should see the practical placement as your chance to impress your placement supervisor, and therefore work as you would in any employment situation, that includes attending the duty times requested.

What happens if travel or cost is an issue?

You should arrange practical placement in a location that you can reasonably attend each day of the placement. If travel is an issue, you should make all reasonable attempts to overcome the issue. You need to be aware that you cannot be marked as competent in this training unless you attend and complete your practical placement.

If the cost of travel and other expenses (e.g. vaccinations) is an issue for you, this will need to be factored into your practical placement planning. Placement costs are not covered under your VET FEE-HELP funding loan, and Australis College is unable to provide you any support in this matter. Remember to plan ahead, to budget and to think this through as you arrange your placement.

What happens if I decide not to get immunised?

If you chose not to have vaccinations performed you will need to let your Trainer or Training Support Officer know in writing that you accept full responsibility of any consequences as a result of that decision.

What happens if I am sick?

You will be expected to follow the rules of the normal employees of the practical placement venue. You will need to submit a medical certificate, as outlined in their policies and procedures. In addition, you will need to make alternative arrangements to complete the practical placement so that your competency can be reviewed in order to complete the training.

What happens if I get injured on my placement?

Once you submit your paperwork to the Training Support Officer, Australis College will organise your insurance cover for your placement. If you injure yourself at your practical placement it is essential that you report the injury or incident to your supervisor who will document it on a Critical Incident Form. Once this has been done please forward the form to your Training Support Officer at Australis College.

Can I go on holidays?

When you plan your practical placement, you will need to complete all activities before you are signed off from your training course. If you need to take leave, you will need to go through the usual process of negotiation and a notice period with the practical placement supervisor. You will also need to let your Trainer know that there will be a delay in you completing your activities. Try to book your practical placements around any leave that you think you have to take. Again its all about making the right impression on people who you may one day end up working alongside professionally.

What happens if I don't complete my practical placement?

As this is an essential element of your study at Australis College you will need to find an alternative way to provide us with the information that we need to sign off your training. Not completing the practical placement does not mean that you are exempt from the assessment activities. You will need to make alternative arrangements until each aspect requested by your Trainer and Assessor is completed.

Final Practical Placement Approval

Once you have finished your practical placement please ensure that you send all evidence collected at placement to support the competency decision for the listed units in your training to your Trainer at Australis College.

Contact Details & Support Services

Internal Contact Information

Contact details			
	Department/Person	Phone	Email address
Extension requests	Student Services	1300 887 991	student.services@australiscollege.edu.au
Send certified copies of qualifications	Student Services	1300 887 991	student.services@australiscollege.edu.au
Transferring courses/units	Student Services	1300 887 991	student.services@australiscollege.edu.au
Replacement qualifications	Student Services	1300 887 991	student.services@australiscollege.edu.au
Requesting copies of student records	Student Services	1300 887 991	student.services@australiscollege.edu.au
Change of details	Student Services	1300 887 991	student.services@australiscollege.edu.au
Privacy issues	Quality	1300 887 991	quality@australiscollege.edu.au
Complaints and/or appeals	Quality	1300 887 991	quality@australiscollege.edu.au
Access and Equity breaches	Quality	1300 887 991	quality@australiscollege.edu.au
Course information	Course Consultants	1300 887 991	info@australiscollege.edu.au
Student Support	Student Support	1300 887 991	support@australiscollege.edu.au
National Training Manager	Wendy Webber	1300 887 991	wendy.webber@australiscollege.edu.au
Industry Coordinator Community Services	Wendy Webber	1300 887 991	wendy.webber@australiscollege.edu.au
Industry Coordinator Natural Health	Martin Stone	1300 887 991	martin.stone@australiscollege.edu.au
Head of School for Beauty	Phillipa Byrne	1300 887 991	phillipa.byrne@australiscollege.edu.au
iTrain	http://training.intellitrain.net.au/		

External support and welfare services contact information

National	For	Phone	Website
Police, ambulance, fire	Emergencies	000	
Lifeline	Personal crisis issues and suicide prevention services	13 11 14	https://www.lifeline.org.au/
Aboriginal Family Support Services Inc.			http://www.afss.com.au/
Australian Government Indigenous Initiatives			http://www.indigenous.gov.au/
Centrelink	Support services- links to support programs/practical placements		http://www.humanservices.gov.au/customer/subjects/looking-for-work
The Salvation Army	Homelessness, alcohol and drug addiction, domestic violence, community and family support	03 8878 4500	http://www.salvationarmy.org.au/en/find-help/
ReachOut.com	Wellbeing, mental illness		http://au.reachout.com/
Beyond Blue	Mental illness	1300 224 636	http://www.beyondblue.org.au/

The Mood Gym	Cognitive Behaviour Therapy for preventing/coping with depression and anxiety		https://moodgym.anu.edu.au/welcome
Reading Writing Hotline	LLN support	1300 655 506	http://www.literacyline.edu.au/hear_about_us.html
Gambling Help Online	Gambling counselling, information and support	1800 858 858	http://www.gamblinghelponline.org.au/
Homelessness Australis	Homelessness	02 6247 7744	http://www.homelessnessaustralia.org.au/
1800 Respect	Sexual Assault, domestic family violence service	1800 737 732	http://www.1800respect.org.au/
Red Cross	Various support services	03 9345 1800	http://www.redcross.org.au/
Multicultural Development Association	Support to refugees and migrants through community development, advocacy and a range of client services	07 3337 5400	http://www.mdainc.org.au/?q=contact
Endeavour Foundation	Disability Support Services	07 3908 7100	http://www.endeavour.com.au/

State	For	Website
QLD	Language, literacy and Numeracy providers	http://www.qcal.org.au/archive/directory/index.htm
QLD	Brisbane City Council	http://www.mycommunitydirectory.com.au/Queensland/Brisbane/
QLD	Redland Shire Council	http://www.mycommunitydirectory.com.au/Queensland/Redland/
QLD	Logan City Council	http://www.logan.qld.gov.au/community-support/community-directory
QLD	Ipswich City Council	http://www.ipswich.qld.gov.au/community/directories/community/
QLD	Sunshine Coast Council	http://community.sunshinecoast.qld.gov.au/directory
NSW	Language, literacy and Numeracy providers	http://www.nswalnc.uts.edu.au/
NSW	Sydney Community Directory	http://www.cityofsydney.nsw.gov.au/community/community-services/community-directory
NSW	Council links for community services	http://www.lgnsw.org.au/about-us/council-links
ACT	Canberra Community Links	https://www.canberraconnect.act.gov.au/
SA	Language, literacy and Numeracy providers	http://sacal.sa.edu.au/links/
SA	Community Links	http://www.lga.sa.gov.au/page.aspx?u=210
WA	Language, literacy and Numeracy providers	http://www.waalc.org.au/
WA	Council Directory	http://walga.asn.au/AboutLocalGovernment/CouncilWebsites.aspx
VIC	Language, literacy and Numeracy providers	http://www.valbec.org.au/where-to-learn.htm
VIC	Language, literacy and Numeracy providers	http://www.vic.gov.au/
VIC	Council Links	http://www.vic.gov.au/government-economy/local-councils/victorian-local-councils.html

Other	For	Phone	Website
Job Search Directory	Job Service Providers – search maps, services and facilities		http://jobsearch.gov.au/provider/default.aspx
Salvation Army Employment Plus	Internet, training, job ready services, links, disability services	136 123	http://www.employmentplus.com.au/
Mission Australia	Disability/indigenous/literacy and numeracy support		https://www.missionaustralia.com.au
Max Employment	Disability/indigenous/community connections	1800 021 560	http://www.maxemployment.com.au/
CVGT Australia	Disability/indigenous/practical placements	132848	http://www.cvgt.com.au/
Brisbane Council Libraries	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://www.brisbane.qld.gov.au/facilities-recreation/libraries
Sydney Libraries	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://www.cityofsydney.nsw.gov.au/explore/libraries/elibrary/online-computer-courses
State Library of Victoria	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://www.slv.vic.gov.au/
State Library of Western Australia	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://slwa.wa.gov.au/
Libraries of SA	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		https://www.libraries.sa.gov.au/
NSW libraries	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://www.sl.nsw.gov.au/using/internet/
ACT Libraries	Free internet access/ free internet and computer training courses - email/internet searching/computer use and terms		http://www.library.act.gov.au/
Labour Market Information			http://lmip.gov.au/
Career Information			http://australia.gov.au/topics/employment-and-workplace/career-information

Student Practical Placement Agreement

For the purposes of this document, practical placement is of a 'short duration' (under 240 hours) for which the student is not remunerated and does not receive employment benefits.

Course Name: _____ **Date:** _____

Student Details

Student Full Name: _____

Address: _____

Postal Address: _____

Date of Birth: _____ Phone: _____

USI Number: _____

Emergency Contact: _____

Practical Placement Provider

Legal Name: _____

Trading Name: _____

Contact Person: _____ Phone: _____

Practical Placement Particulars

Commencement Date: _____ Proposed Completion Date: _____

Location of Placement: _____

Hours: _____

Dress Code: _____

OFFICE USE ONLY

Insurance Policy Information _____

Registered Training Organisation Details

Legal Name: Australis College RTO Number: 31518

Physical Address: Level 2, 170 Leichhardt Street, Spring Hill, Queensland, 4000

Postal Address: PO Box 331, Spring Hill, Queensland, 4004

Trainer: _____ Phone: 1300 887 991

Parent or Guardian Details (only applicable for students under 18)

Name: _____

Address: _____

Contact Person: _____ Phone: _____

I understand and agree to the terms and conditions as stated in the Australis College Handbook.

Student or Guardian: _____
Name Signature Date

Practical Supervisor: _____
Name Signature Date

Australis College
Representative: _____
Name Signature Date

Orientation to Placement Organisation

This form is to be completed on or prior to commencing practical placement.

In your placement you need to go through an induction process with one of the staff from the organisation to ensure that you are meeting Workplace Health & Safety requirements. Once you have completed your induction into your placement please complete the following and email to your Training Support Officer.

Student Name: _____

Student Signature: _____

Course: _____

Placement Location: _____

Date: _____

Did you receive an orientation to the organisation?	Yes	No
In your placement organisation have you been shown:		
The fire and evacuation procedure	Yes	No
The Workplace Health & Safety Policies and Procedures	Yes	No
Orientation completed	Yes	No

Student Confidentiality Agreement

This form is to be completed prior to placement and submitted to your Trainer or Training Support Officer.

I acknowledge I will during and after the completion of my training course with Australis College agree to:

- (a) Only use or disclose confidential information solely for Australis College's benefit;
- (b) Maintain proper and secure custody of all confidential information;
- (c) Immediately notify Australis College of any suspected unauthorised access, copying, use or disclosure of confidential information;
- (d) Immediately take all reasonable steps available to prevent or stop suspected unauthorised access, copying, use or disclosure of confidential information;
- (e) Not disclose student personal contact details with clients of Australis College;
- (f) If required to do so at any time, return to Australis College all confidential information and any copies of such information in my possession, custody or control, or comply with an Australis College's request to destroy or dispose of confidential information; and
- (g) Prior to the date of completion of my training with Australis College, return all confidential information in my custody or control to Australis College including all copies of such confidential information irrespective of the format of the confidential information.

I _____ do hereby declare that I have read and understood the Student Confidentiality Obligation Agreement and state that I accept the content as fair and reasonable and agree to abide by these policies and procedures.

Student name: _____

Signature: _____

Date: _____

Advertising - Privacy Clearance

Complete this form if you would like Australis College to use your photo/videos or statements in their advertising.

I hereby give my permission for Australis College to use photographs/videos/audio tape recordings and statements from or of myself, or examples of my work for the purposes of promoting the College.

I understand that the above permission is given on a voluntary basis and no payment will be made or claimed.

Student name: _____

Signature: _____ **Date:** _____

Witness signature: _____ **Date:** _____

Medical Information - Confidential

Note: If during the length of your course the medical information changes, please ensure that this form is updated and resubmitted to your Trainer or Training Support Officer.

Student name: _____ **Campus:** _____

Please list and explain any medical condition, or previous condition that may affect your study, or your ability to participate in class.

Medical Condition

Medication - Please list any medication you are currently taking (including any side effects)

Additional notes (if applicable)

Doctor's name: _____ **Surgery:** _____

Address: _____

Phone: _____

Emergency Contact

Name: _____ Relationship: _____

Address: _____

Phone: (H) _____ (W) _____ (M) _____

If applicable (please tick):

As a natural **health** and/or **beauty** student at Australis College, you will be performing and/or receiving treatments during the practical component of the course.

By ticking this box, you hereby declare that you have taken any medical conditions, previous or otherwise, into consideration prior to participating in practical components of your course.

I hereby declare the above information to be true and correct:

Student name: _____

Signature: _____ Date: _____

Witness signature: _____ Date: _____