

# Work placement guide for students

ACM40418

Certificate IV in Veterinary Nursing



**TAFE NSW would like to pay our respect and acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respect to the Elders, both past and present of all Nations.**

Version: 20200811

Date created: 28 July 2020

Date modified: 14 December 2020

For queries contact: TAFE NSW Agribusiness SkillsPoint

© TAFE NSW 2020

RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This resource can be found in the TAFE NSW Learning Bank.

The content in this document is copyright © TAFE NSW 2020 and should not be reproduced without the permission of TAFE NSW. Information contained in this document is correct at time of printing: 14 December 2020. For current information please refer to our website or your teacher as appropriate.

# Contents

About this Guide.....	3
Aims of work placement .....	4
Who uses this guide? .....	4
What happens during work placement?.....	5
When should I start looking for a work placement? .....	5
What is an appropriate host organisation for a work placement? .....	5
Can I do work placement where I am currently employed?.....	6
What if my workplace does not offer the full scope of activities required for assessment? .....	6
Workplace supervision.....	6
What should I wear? .....	6
<b>Section 1: Work Placement Steps .....</b>	<b>7</b>
Introduction .....	8
Students undertaking a volunteer work placement .....	8
Students in paid employment .....	9
<b>Section 2: Roles and Responsibilities .....</b>	<b>10</b>
Introduction .....	11
The TAFE NSW student needs to .....	11
The workplace supervisor needs to .....	11
How long is the work placement? .....	11
What happens if I have difficulty getting work placement? .....	12
Will my TAFE NSW teacher be in contact with my workplace supervisor? .....	12
Do I need insurance?.....	12
What if I am going to be late or will be unable to attend work placement? .....	12
What happens if I lose my work placement during the course?.....	13
What support is available to me during the work placement?.....	13
What if I find the work placement is too hard and I don't feel confident in what I need to .....	13
What happens if I withdraw from the course prior to the completion of your work placement? .....	13
<b>Section 3: Workplace Documents .....</b>	<b>14</b>
Part A: Student Code of Conduct .....	15
Image attributions .....	17

## About this Guide

This **Work Placement Guide** provides the following:

- Information on the work placement process for you
- Work placement steps
- Roles and responsibilities
- Workplace documents that must be completed by you and returned to TAFE NSW
  - Part A: Student Code of Conduct
  - Part B: Permission to collect workplace evidence

Work placement is an important component of your course. TAFE NSW needs evidence of your practical workplace skills to ensure you fulfil all the requirements of your course.

Work placement is a purposeful, organised, supervised learning activity that integrates theoretical learning with its applications in the workplace. Work placement exposes you to a range of work-related situations and provides a rich range of learning experiences.

## Aims of work placement

The aims of the work placement are for students to:

- gain exposure to the workplace environment under appropriate supervision over a minimum of 480 hours
- develop and practise the skills identified in the units of competency
- develop the capacity to reflect on your own work practices
- observe, where possible, skilled workers in action.

## Who uses this guide?

This guide has been written for two types of students - those of you who are currently working in the industry that you are training in and those who are not.

- If you are currently working in an appropriate workplace, you can undertake your required work placement at your workplace.
- If you are not currently employed in a relevant workplace, you will need to make your own arrangements to complete work placement. The work placement must involve undertaking specific tasks that relate to your course, under supervision.

## What happens during work placement?

### Training Logbook

You are required to complete the Training Logbook, which provides details of the workplace tasks. Your workplace supervisor is required to verify and sign the completion of these workplace tasks. Total hours of the workplace tasks must add up to a minimum of 480 hours.

### Assessments in the workplace

Some units of competency have assessments which may be required to be completed in the workplace. These include:

- Projects
- Case Studies or case reports

These will often require video, audio or photographic evidence. A permission form is provided in the section **Workplace Documents**. You will need to complete this form if you intend to record the activities in the workplace, whether these materials include only yourself or other workplace staff.

## When should I start looking for a work placement?

The Certificate IV in Veterinary Nursing course requires you to have work placement organised prior to enrolment, you will need to start preparing for your work placement well in advance.

Preparing for your work placement in advance will enable you to:

- Obtain any necessary approvals
- Complete a minimum of 480 work placement hours required; and
- Complete your course within the duration of the course.

## What is an appropriate host organisation for a work placement?

The host organisation needs to be able to provide you with access to the tasks, equipment and resources necessary to undertake your workplace tasks in the Training Logbook.

An appropriate host organisation will also expose you to the relevant level and variety of tasks corresponding to the course level. For example, for Certificate IV in Veterinary Nursing, students need to gain exposure to monitoring anaesthetics and talking to clients.

## **Can I do work placement where I am currently employed?**

Yes, but you will need to obtain the necessary documentation.

## **What if my workplace does not offer the full scope of activities required for assessment?**

You can make arrangements for more than one workplace during your duration of study in the course.

Your teacher must be informed if you have more than one workplace for the work placement.

## **Workplace supervision**

It is important that your workplace supervisor has the level of experience and qualifications to provide you with support and guidance in the workplace.

In general, your Workplace Supervisor will need to have either:

- A minimum of Certificate IV in Veterinary Nursing.
- A minimum of two years' experience post-graduation in veterinary nursing or veterinary profession. You can confirm with your TAFE NSW teacher if required.

## **What should I wear?**

It is important that you check with your workplace prior to starting. Most workplaces require you to wear covered shoes, a clean scrub top and a name badge.

# Section 1: Work Placement Steps



# Introduction

Work placement steps vary depending on whether you are a paid employee in your current workplace or whether you are volunteering in a workplace.

## Students undertaking a volunteer work placement

If you are not currently undertaking paid work in an appropriate organisation, you will be required to secure your own work placement with a host organisation under the guidance of an experienced and appropriately qualified workplace supervisor.

It is very important that you familiarise yourself with the requirements for work placement before enrolling into the Certificate IV in Veterinary Nursing.

To complete your work placement and workplace placement, you need to follow these steps:

- **Step 1:** Approach the potential host organisation for work placement.
- **Step 2:** Provide your potential workplace supervisor with the *Work placement guide for host employers and supervisors* and the *Workplace supervisor and facility checklist* form. Ask your supervisor to complete and submit the form. This provides us with important information about;
  - Your workplace and workplace supervisor
  - The equipment and resources you need access to
  - Work health and safety checklist

Without this your enrolment into Certificate IV Veterinary Nursing cannot be processed. Your supervisor can access this as an online form here:

<https://rebrand.ly/ACM40418>

- **Step 3:** Once your workplace has been assessed as suitable, your enrolment will be completed.
- **Step 4:** Log in and get started. Once you have been enrolled into the course, your work placement can officially commence.

Ask your workplace supervisor to complete the Student Induction form when you start your work placement. This document can be found in your online workplace unit and should be uploaded there. You will also need to complete the Student Code of Conduct.

- **Step 5:** Familiarise yourself with the Workplace Training Logbook and workplace requirements. You will need to check with your workplace supervisor on the workplace dress code, e.g. scrub top and closed shoes. Check if you will need to supply your own scrub top.

## Students in paid employment

If you are currently working in a paid capacity, in an appropriate workplace under the guidance of an experienced supervisor, you can complete your workplace tasks in your current workplace. You need only complete steps 2 – 5.

# Section 2: Roles and Responsibilities



# Introduction

A successful work placement requires the collaboration and support of the student, and the workplace supervisor. This section clarifies the roles and responsibilities of these key parties.

## The TAFE NSW student needs to

Comply with all requirements of the workplace, including code of conduct, confidentiality, Work Health and Safety (WHS) and other requirements.

## The workplace supervisor needs to

- Complete required documentation for you to start your work placement.
- Provide access and opportunity for you to meet the requirements of your work placement.
- Provide you with appropriate orientation and induction to the work environment, including WHS and any other key workplace policies and procedures.
- Verify completion of the required tasks contained in your Training Logbook.
- Provide relevant information to TAFE NSW on the progress of your work placement as required.

## How long is the work placement?

You will be required to complete a **minimum of 480 hours** for the duration of your course. You will need to discuss and confirm your work placement schedule with your workplace supervisor. You may opt to schedule some parts of the work during the TAFE NSW term or semester holidays depending on the discussion with your workplace supervisor.

Work placement also requires all course payment instalments to be up to date, to ensure that you are covered by TAFE NSW insurance. Depending on your level of skill and experience, you may need additional time to complete the Training Logbook. Your TAFE NSW teacher will be able to provide you with advice on your progress throughout the workplace assessment process.

## **What happens if I have difficulty getting work placement?**

Work placement is compulsory for Certificate IV in Veterinary Nursing and you will not obtain the qualification without it. You are not permitted to enrol into the course until you have secured your work placement.

Follow the steps outlined in this document. Familiarise yourself with the requirements of work placement.

Securing a work placement can be very competitive in the Veterinary Nursing industry. You need to begin looking early and be prepared to be flexible. It is important to look professional and speak politely. Speak with enthusiasm and demonstrate your keenness.

If you are still unable to find work placement, you may wish to contact TAFE NSW for suggestions about host organisations in your area which have accepted work placement students in the past.

## **Will my TAFE NSW teacher be in contact with my workplace supervisor?**

Once TAFE NSW has received your signed letter of acceptance, your TAFE NSW teacher may contact your workplace supervisor throughout the duration of the course for updates on your work placement progress.

## **Do I need insurance?**

TAFE NSW covers you for your work placement if you are not a paid employee of the host organisation. The Work Placement Guide Host Employers and Workplace Supervisors for the host organisation provides information to your workplace.

If you are a paid employee of the host organisation which is your workplace employer, you will be covered by your employer's Workers Compensation insurance policy.

## **What if I am going to be late or will be unable to attend work placement?**

You will need to contact your workplace supervisor to advise them and make suitable arrangements to complete the missed time. The workplace supervisor has been advised to inform TAFE NSW if you fail to attend without providing notification.

## **What happens if I lose my work placement during the course?**

If you lose your work placement during the course, you must find another work placement. Your TAFE NSW teacher may be able to provide you with suggestions for other potential host organisations.

If you are in breach of the Student Code of Conduct or are facing disciplinary action under your enrolment conditions, TAFE NSW will let you know if you can proceed with the course.

## **What support is available to me during the work placement?**

Support is available from your TAFE NSW teacher. You can contact them directly via the contact details provided in your course or units.

## **What if I find the work placement is too hard and I don't feel confident in what I need to do?**

Talk to your workplace supervisor and let them know what you are feeling. Everyone finds learning new things difficult at first, but with time and practice, your skills and confidence will improve. In a workplace, you will generally be part of a team. If appropriate, talk to your teammates about these concerns. They may have had similar concerns when they began in the workplace.

For any ongoing or sensitive concerns, always feel free to contact your TAFE NSW teacher.

To complete the Training Logbook, you will need to follow the policies and procedures of your workplace.

## **What happens if I withdraw from the course prior to the completion of your work placement?**

Your work placement relates to units of competency within your course. Your TAFE NSW teacher will advise you about whether the tasks you have completed at the time of withdrawing from the course are sufficient for you to be awarded some of the units of competency from the course.

If you withdraw from the course, this will immediately void insurance coverage provided by TAFE NSW.

# Section 3: Workplace Documents



# Part A: Student Code of Conduct

As a TAFE NSW student, you must conduct yourself properly in the workplace. You will be interacting not only with your workplace supervisor and other workplace staff, but also clients and members of the public.

By enrolling with TAFE NSW, you agree to comply with the following during your work placement.

- I will take part in all workplace activities in a manner that reflects positively on TAFE NSW and myself.
- I will use my skills and knowledge for the betterment of the workplace.
- I will comply in all my behaviour and activities in accordance with appropriate legislation.
- I will behave with integrity and respect in my dealings with others in the workplace.
- I will meet all the Work Health and Safety requirements of the workplace.
- I will dress appropriately for the workplace and respect dress codes.
- I will adhere to the workplace schedule.
- I will notify the workplace supervisor and my TAFE NSW teacher as soon as possible if I am unable to adhere to the workplace schedule because of illness or other unavoidable circumstance.
- I will make every effort to fit into the workplace and work with others in a cooperative manner.
- I will implement feedback received from my workplace supervisor or TAFE NSW teacher.
- If I am asked to undertake a task, which to my knowledge has not been agreed upon between my TAFE NSW teacher and the workplace, I will inform my workplace supervisor and my TAFE NSW teacher.
- If I have any concerns, I will communicate with my workplace supervisor and my TAFE NSW teacher.
- I will maintain the confidentiality of the workplace.
- I understand that if I do not adhere to this code of conduct, I may not be allowed to participate in workplace activities in the future, and that if I commit serious breaches of the Student Discipline Policy I may be excluded from this course.

Student's Acknowledgment of Acceptance of Student Code of Conduct	
Name	
Signature	
Date	

*This page has been left intentionally blank*

## Image attributions

Image	Page #	Attribution
Cover	1	© Getty Images copied under licence