



STIRLING
INSTITUTE *of* AUSTRALIA

Practical Placement HANDBOOK

**“We Believe the best way
to Learn is to Experience”**

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OUR COURSES

- Certificate III in Individual Support (Ageing, Disability)(CHC33015)
- Certificate III in Early Childhood Education and Care (CHC30121)
- Certificate IV in Ageing Support (CHC43015)
- Certificate IV in Allied Health Assistance (Physiotherapy, Occupational Therapy) (HLT43015)
- Certificate IV in Disability (CHC43115)
- Diploma of Community Services (CHC52015)
- Diploma of Mental Health (CHC53315)
- Diploma of Early Childhood Education and Care (CHC50121)

WHAT IS PLACEMENT?

All students will require work placement hours as part of their course requirement. Placement is necessary for gaining work experience.

Placement allows you to:

- Put theory into practice
- Learn the daily operations of a service
- Interact with clients, staff and families in a real environment
Develop communication skills with staff, clients and families
Be assessed on your progress through assessor visits
- Build confidence in your new skills.

WHO IS RESPONSIBLE FOR FINDING PLACEMENT?

Stirling Vocational Workplace Coordinators are always looking for practical placement opportunities for our students.

Students can find their own practical placement (if they wish to do so). If this occurs, the trainer and vocational workplace coordinator must be notified so that Stirling can organise the appropriate site checks and paperwork. Stirling Vocational Workplace Coordinators will complete the Practical Placement Agreement with the Host Employer and the student prior to commencement.

PLACEMENT HOURS

All students are required to complete agreed daily schedules on all timetabled placement days. Hours that are recorded in the logbook must exclude lunch break. You may complete a variety of shifts to ensure experience of all Centre routines

You must stick to your allocated days of placement for example:

Monday, Tuesday and Wednesday 7am - 3pm, 9am - 5pm

VOCATIONAL PLACEMENT REQUIRES 100% ATTENDANCE

PLACEMENT HOURS

QUALIFICATION	Who will I work for?	Type of Environment	*Hours to complete
Diploma of Community Services	<ul style="list-style-type: none"> ✚ Family Support Worker ✚ Group Facilitator ✚ Case Worker or Manager ✚ Client Service Assessor ✚ Community Services Manager ✚ Family Violence Support Manager ✚ Program Manager ✚ Migrant Resource and Support Officer ✚ Juvenile Justice Manager 	<ul style="list-style-type: none"> ✚ Community Services sector in residential and community settings 	100
Diploma of Early Childhood Education and Care	<ul style="list-style-type: none"> ✚ Family Day Care Coordinator ✚ Early Learning Coordinator ✚ Family Day Care Worker ✚ Early Childhood Educator ✚ Playgroup Supervisor ✚ Early Childhood (pre-primary school) teachers ✚ Childcare Centre Managers 	<ul style="list-style-type: none"> ✚ Childcare Centres (Long Day Care) ✚ Family-Daycare Centres ✚ Kindergarten 	280
Diploma of Mental Health	<ul style="list-style-type: none"> ✚ Community rehabilitation and support worker ✚ Welfare support worker ✚ Community rehabilitation worker 	<ul style="list-style-type: none"> ✚ Education ✚ Residential Care ✚ Community Care ✚ Substance Abuse and Rehabilitation ✚ Custodial Environments 	160
Certificate IV in Allied Health Assistance (Physiotherapist, Occupational Therapist)	<ul style="list-style-type: none"> ✚ Physiotherapist (Mandatory 40 hrs) ✚ Osteopath ✚ Occupational Therapist ✚ Physical Therapist ✚ Podiatrist ✚ Chiropractor ✚ Exercise Physiologist ✚ Kinesiologists ✚ Speech Pathologist 	<ul style="list-style-type: none"> ✚ Residential Aged Care Facility ✚ Private Practice ✚ Gyms ✚ Medical Clinics ✚ Hospitals 	120
Certificate IV in Ageing Support	<ul style="list-style-type: none"> ✚ Registered Nurse ✚ Enrolled Nurse ✚ Any Specialist (e.g Physiotherapist) ✚ GP ✚ Experienced Carers ✚ Kitchen Staff ✚ Laundry Staff 	<ul style="list-style-type: none"> ✚ Residential Aged Care Facility 	120

PLACEMENT HOURS

QUALIFICATION	Who will I work for?	Type of Environment	*Hours to complete
Certificate IV in Disability	<ul style="list-style-type: none"> ✚ NDIS Provider and experienced support worker 	<ul style="list-style-type: none"> ✚ Client homes or other locations where the clients could be doing activities 	120
Certificate III in Individual Support (Ageing, Disability)	<ul style="list-style-type: none"> ✚ Registered Nurse ✚ Enrolled Nurse ✚ Any specialist (e.g. Physiotherapy) ✚ GP ✚ Experienced Carers ✚ Kitchen Staff ✚ Laundry Staff 	<ul style="list-style-type: none"> ✚ Residential Aged Care Facility 	120
Certificate III in Early Childhood Education and Care	<ul style="list-style-type: none"> ✚ Early Childhood Educator ✚ Playgroup Supervisor ✚ Family Day Care Worker ✚ Childhood Educator 	<ul style="list-style-type: none"> ✚ Long day care ✚ Family Day Care ✚ Kindergartens 	160

*Please remember these are the minimum hours. You may be required to do additional hours to complete your qualification.

PLACEMENT

REQUIREMENTS

- Placement Journal
- Working With Children Check (if applicable) – Available through selected Australia Post branches or <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>
- Police Check - These can be obtained through many places however we recommend www.nationalcrimecheck.com.au (enter the code ACPETNCC) or www.veritascheck.com.au. It is important that you state that you will be working with children and / or vulnerable people.
- Statutory Declaration (Stat Dec)
- NDIS Screen Check (If applicable)
- First Aid
- Immunisation record
- Commencement of Placement units
- Stirling's Vocational Placement Preference Form must be completed by week 15
- If employed, secure annual leave when placement has been confirmed
- Dress appropriately Example; SIA polo shirt, formal black pants, and black shoes
- Student ID
- Be Positive, Keep Smiling and Engage

UNIFORM

REQUIREMENTS

- SIA Polo Shirt (Provided by Stirling Institute free of charge)
 - Black pants
 - Black cushioned shoes
 - Sun hat (for outdoor activities)
- Long hair tied back
Minimal jewelry

PRACTICAL PLACEMENT JOURNAL

Your Trainer will provide and take you through the agreement, logbook and workplace assessment journal before placement commences so that you are comfortable and can ask as many questions as possible prior to practical placement.

PRACTICAL PLACEMENT AGREEMENT

Practical Placement Agreement must be signed and submitted prior to commencement of your practical placement. Once signed and completed by the employer, student and Stirling Institute, a copy must be taken and provided to your Vocational Placement Coordinator who will provide it to the Stirling Institute Admin team.

PRACTICAL PLACEMENT

JOURNAL SUBMISSION

Once you have completed your required hours of practical placement, you can submit your completed journal to your trainer for assessment.

As your placement journal is an assessment tool, please ensure to retain a copy of this prior to submitting the document to your assessor as you would do for all other assessments.

ASSESSOR VISIT

- Depending on your qualification, you will receive several visits during your placement
- You and your host centre will be notified of when your visit will be and by which assessor via e-mail or text
- Your visit will be booked on one of your timetabled placement days between 7am – 5pm and you must make yourself available
- You must have your work placement journal and all assigned works/ documents with you to show the assessor
- Be prepared – have any questions ready to ask

PRACTICAL PLACEMENT

WHAT WE ASSESS

- We check with your supervisor to see how you are adjusting in the work environment.
- We sit down with you to support you with your reflections.
- Assess you on your practical skills.

IMPORTANT INFORMATION

YOUR ROLE IN TEAM

- You are a student
- Students are not counted as a part of staff
- Never be alone with a client or group of clients unless authorised by your supervisor (this is not applicable for those undertaking placement for ECEC qualifications.)

SMOKING

- Cover your uniform with a jacket or jumper and remove before going back to centre
- Wash your hands, use a breath mint
- Smoking is illegal within 4 metres of entry to a service centre
- Check with the centre for Smoking Policy/Rules

YOUR ROLE WITH FAMILIES

- Always smile and say Hello/ Goodbye
- Check with staff if it is ok before approaching a family member to ask for information
- If family member asks you questions about centre or client refer them to staff member

MOBILE PHONES

- Must be on silent or switched off in your bag
- Do not use during work at the facility
- Do not take photos of residents/clients/children

CONFIDENTIALITY & PRIVACY

- Use first names of residents/clients only
- Only discuss resident information with work team
- Do not discuss residents, families, staff, centre operations and what happens in the centre at home, at school, with friends or family or at another centre

WORKING WITH MULTIPLE HOST EMPLOYERS

You can complete Practical Placement with multiple host employers, but we require signed agreements from all host employers prior to you commencing practical placement.

MEDICAL CONDITION

Please let us know if you have any pre-existing or recently acquired health issues that would not allow you to complete your placement effectively or on time. Contact your relevant Workplace Coordinator privately to discuss.

WHAT IF I'M SICK?

- You must inform the centre and email SIA as soon as possible
- If you do not contact us and your assessor arrives at the centre you will be charged a \$50 resit fee
- Consult your supervisor to make up your hours
- Hours that have been made up must be signed in your Journal
- Provide Medical Certificate to your Placement Co-Ordinator

WORKPLACE HEALTH & SAFETY

- Help maintain workplace health and safety
- Your centre must provide and maintain a safe work environment
- You must ensure your own health and safety, and that of colleagues, families and all other visitors to the workplace
- You must know and follow all health and safety policies and procedures, at all times

SIMPLE STEPS TO PROTECT YOURSELF

- Ensure your immunisation records are up to date
- Wash hands
- Wear gloves when cleaning bodily fluids and using/ preparing chemicals
- Encourage clients' hygiene
- Be aware of clients' health and illness procedures
- Stay home when sick and/or contagious
- Follow clients' Care Plans (if relevant to your qualification)
- Always attend relevant staff meetings/handovers

HAZARDS

- Infection Control and germs
- Stress
- Heavy and awkward lifting and bending
- Slips, trips, and falls
- Chemicals
- Sun safety
- Bullying – contact us immediately

STRESS

- Take your breaks –lunch and tea
- Get enough sleep
- Eat well – fresh fruit and vegetables to ensure overall health
- Ask for help
- Exercise
- Be organised
- Do activities you enjoy

SLIPS, TRIPS & FALL

- Clean up spills immediately
- Notify others of wet floors with yellow 'Wet Floor' Sign
- Keep the floors and walkways tidy of items
- Wear comfortable, flat shoes
- Never stand on furniture – always use a step ladder.

CHEMICALS

- Receive Chemical Policy and training from staff at Centre
- Ensure you know where signs and symbols are plus first aid
- Use gloves, gowns, glasses when necessary
- Wash hands after use
- Always make sure any chemical is not easily accessible – follow centre policy

MANUAL HANDLING

- Bend your knees when moving/picking up any items or clients
- Ask for help to lift or move tables, heavy equipment
- Do not lift anything that you are not comfortable to move
- Do not twist your back when moving heavy items e.g., trolleys, wheelchairs
- Always follow the Safe Patient Handling Policy.

HAND WASHING

- Before and after shift
- Before and After toilet
- Before and After Eating
- After handling pets
- After Smoking
- Before and after assisting with eating

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



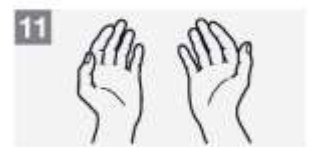
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Better Health-Care

SAVE LIVES

Clean Your Hands

FINAL THINGS

TO REMEMBER

- Centers are hosting you; you are a guest. Be respectful.
- The WPC works very hard to find services for each student to complete placement in, however it's very difficult to find enough places for all students, so you may be required to travel up to 1 hour.
- The WPC will organise an assessor to visit you during placement to support and assess you - you will be notified as to this date by your WPC. This date will only be changed due to illness or compelling circumstance.
- NO changes will be made to placements within 3 weeks of commencement.
- You should be interactive and always engage with both clients and staff.
- Ask questions.
- Plan your journey and travel times.
- Remember you are representing SIA and yourself.

COMMUNICATION REMINDER

Please ensure to maintain good rapport and communication with your host employer throughout placement. Please ensure to remain in contact throughout the placement process with your placement coordinator

To notify of absence from vocational placement please send an email to your relevant Work Placement Coordinator (WPC):

- Ageing Support / Disability/ Community Services/ Mental Health - Smilka.Jakobi@sia.edu.au – 0466 444 981
- Allied Health - Michael.zeibekis@sia.edu.au - 0422 369 032



LET'S PUT WHAT WE HAVE LEARNED INTO PRACTICE



STIRLING
INSTITUTE *of* AUSTRALIA



CONTACT US



1300 790 265



www.sia.edu.au



info@sia.edu.au

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