

## CHC Work Placement – Fact Sheet

### WHY?

Part of completing your qualification involves undertaking a required 120 hours minimum of work placement in a health or community care facility. This is a fantastic opportunity for you to gain hands on practical experience and show the facilities how good your knowledge, skills and attitude are!

### WHEN AND FOR HOW LONG?

Placements will occur at the end of the course for a 3-4-week full time block. The placement depends on completion of your classroom studies, theory and practical simulations whilst meeting the requirements, e.g., the status of your National Police Check. Placements offered to you will take place between the hours of 6am-4pm & weekends are not available. Please keep in mind that your lunch breaks do not count towards your 120 hours & as per fair work regulations you will be required to take breaks that aligns to hours worked.

### HOW DOES IT WORK?

We will organise for you **one placement for a full time block (Monday-Friday) with a starting time between 6am-7am within one hour of your provided address**. If you decline the placement or do not attend, you may have to source your own placement unless there is extenuating circumstances. We have strong relationships with facilities and work with them to provide you a safe, valuable learning experience when on placement. ARC Training is here to support your learning and if any issues arise, work placement can take place at a later time, provided this is within the enrolment period.

### WHERE?

Due to the highly competitive nature of securing aged care placements, you may be required to travel up to one hour or more depending on your location & availability to reach the health care facility to complete the work placement. Students need to prepare themselves, be willing to travel and make arrangements to complete each day of placement.

### DRESS REQUIREMENTS

You will need to wear appropriate clothing for your work placement, and may need to purchase:

- Black or Navy pants (long trousers only)
- Closed black leather shoes

### ARC WILL PROVIDE YOU WITH:

- 2 ARC Student Polo shirts
- Clinical Booklet for record of placement activities
- Photo ID Name Tag

### PREREQUISITES/REQUIREMENTS

- Obtain and pass a National Police Certificate (speak to an ARC staff member about this)
- Current Influenza Shot proof
- COVID Vaccination proof
- Some facilities require a Working with Children's Check (WWCC) or state equivalent (Blue Card – QLD) etc.
- Course fees paid and satisfactory course progress with all theory being completed

### DO I GET PAID?

No – work placement is unpaid work, so it is important to be prepared for this aspect of your studies and make alternate arrangements for the 3-4 weeks of placement if this will be an issue.

If you have any questions, please contact your Program Coordinator or ARC Training via the details below.



Suite 204, 20 Charles Street, Parramatta NSW 2150

Hours: 8:30am to 5:30pm - Monday to Thursday, 8:30am to 4:30pm, Fridays

PO Box W276, Parramatta NSW 2150

P - 1300 793 146

E - [training@arctraining.edu.au](mailto:training@arctraining.edu.au)

W - [arctraining.edu.au](http://arctraining.edu.au)



## Work Placement FAQ

### **I am currently working as a support worker in an aged care facility, do I still need to complete the required work placement hours & or logbook?**

You may be able to count your current paid employment towards your work placement requirements, provided you have been working at the facility for the last three months for a minimum of 20 hours per week. You will need to provide documentation such as payslips and a letter from your employer stating your job description, your commencement date and that you are currently working at the facility. This will be for our Trainer/Assessor to determine the competencies you meet in the performance criteria of the relevant units of competency & how we move forward with your placement requirements. Those working in Home & Community will need to attend a facility to complete their hours and be assessed.



### **What is a Police Check & what do I do if I have an outcome on my Police Check?**

Here is a link to frequently asked questions around Police Checks - <https://www.afp.gov.au/what-we-do/services/criminal-records/frequently-asked-questions>



If you think you may return a disclosable outcome on your check & you haven't already had a discussion with someone regarding this, please have a chat with our sales team as there are two possible outcomes in this situation. Please note the portal that we use for the police checks is private and confidential.



### **Can my supervisor assess my competency in the workplace?**

It depends on the following items:



- ARC must make a written arrangement with your workplace that your work supervisor can assess your competency in the workplace.
- ARC must make sure that your Work Supervisor has completed TAE40116 Certificate IV in Training and Assessment or equivalent and meet other legislative requirements in relation to being a Trainer/Assessor.



### **I work in a care facility but in an administrative capacity, am I exempt from completing the 120 work placement hour requirements?**



No, you will have to complete a minimum of 120 work placement hours in the actual provision of care or as per the requirements for this qualification.