

## 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.



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## CHC33021 Certificate III in Individual Support – Work Placement FAQ

- Is the WP a paid work?
  - 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 four weeks of placement if this will be an issue.
- What are the requirements for placement?
  - Obtain and pass a National Police Certificate (speak to an ARC staff member about this)
  - Current Influenza vaccination proof
  - COVID Vaccination proof (including Booster)
  - NDIS Worker Check
  - Some facilities require a Working with Children’s Check (WWCC) or state equivalent (Blue Card – QLD)
- How long will it take?
  - Students will have to complete 120 hours of work placement. Placements will occur at the end of the course for a three to four-week full time block. The placement depends on completion of your classroom studies, theory and practical simulations. Placements offered to you will take place on weekdays between the hours of 6am-4pm. Lunch breaks do not count towards your 120 hours and as per fair work regulations you will be required to take breaks that aligns to hours worked.
- How far is the workplace?
  - Due to the highly competitive nature of securing placements, you may be required to travel up to one hour or more depending on your location and availability to reach the health care facility to complete work placement. Students need to prepare themselves, be willing to travel and plan to complete each day of placement.
- I cannot afford the travel cost for work placement?
  - You may seek help from your provider for the travel cost.
- What do we need to bring?
  - ARC will provide you two ARC Student Polo shirts, Clinical Booklet for record of placement activities, and Photo ID Name Tag.
- What should I wear during the placement?
  - You will need to wear appropriate clothing for your work placement and may need to purchase black or navy pants (long trousers only) and closed black shoes.
- I don’t have the required vaccines, is it okay to proceed?
  - Most of our employers require the Flu and Covid shots for placement. If these are missing, you may opt to secure your own placement.
- What if we source our own placement?
  - The employer will have to agree for our trainer to visit you at least twice during the placement. They also need to agree to sign the booklet and for the student to do the tasks needed in the booklet.
- What’s the process if we find our own placement?

- The student may reach out to the employer directly and if the employer accepts the placement request, the student can coordinate the details and requirements to the Work Placement Coordinator.
- Is it okay if I'm only available 2-3x a week?
  - This will depend if the employer would accept the request. We highly recommend the student to do the full block of 3-4 weeks.
- Can I not attend the placement for a day or two due to a prior engagement?
  - Yes, as long as you advise the employer in the workplace and your placement coordinator.
- Can I do the afternoon shift?
  - Whilst afternoon shifts are available, however we require the students to attend the morning shifts as most of the tasks required for training and assessments usually happens in the morning shifts.
- Due to my religious and/or cultural belief, I prefer to provide support to male or female only, Can ARC support me in finding work placement that is supporting female or male only?
  - ARC will try to source for employers who can support this request.
- I lost the ARC shirt, ID badge. and the booklet before the start date. Would you be able to send me another one?
  - Yes.
- The employer would not allow visitors in the workplace because of an outbreak, etc.
  - We will have to wait until the assessor can visit and assess you in the workplace.
- What happens if some tasks are unavailable in the workplace?
  - You will have to discuss these tasks with your work placement coordinator and the trainer so they can determine what should be the next steps.
- Is it okay if we change my employer if I don't like the work in the workplace?
  - ARC Training will endeavor to secure your placement at least once. If you decline the placement, you will have to source for your own.
- Can I have more time to complete the booklet after the placement?
  - Yes, as long as you update the trainer and the Work placement Coordinator.
- Why do I need to complete work placement logbook?
  - The Work Placement Logbook is a piece of evidence that you have completed the placement. This includes all the tasks/work you accomplished as required by your course.
- Who can help me with the booklet if I have some questions?
  - You can ask the trainer.
- What if I got offered a job whilst on work placement?
  - If the job offered to you is a Care Support Worker role, you can use this employment for your work placement. Please inform your employer to support you by allowing the Assessor to visit you at work, giving you time to complete your workbook, and completing the Third Party Section of the workbook.
- I'm already working as a support worker, do I still have to do the placement?

- 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 pay slips and a letter from your employer stating your job description, your commencement date and that you are currently working at the facility. This documentation will be use by our Trainer/Assessor to determine how you are meeting competency requirements of the relevant units of competency and how we move forward with your placement requirements.
- 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 still complete a minimum of 120 work placement hours of providing support care to a minimum of three clients, and allow our Assessor to assess you at work, or alternatively, your employer agreed to support you in your work place training, complete the Third Parry Report and allow you to attend competency-based discussion for units that requires work place training and assessments.