

Vocational Placement

As part CHC33015 Certificate III in Individual Support (Disability), students are required to undertake 120 hours' vocational placement with an appropriate/approved host and workplace. This fact sheet covers important information for you to know prior to undertaking your placement and study.



Do I need to find my own placement?

Carers Queensland will make every effort to assist students with securing a host workplace to complete their placement, however it is also encouraged for the student to try and source a placement if possible.

What to say and do when approaching workplaces:

When meeting with the manager/supervisor at the organisation of interest, students are to explain and outline the following:

- You are a student and require a vocational placement to complete your studies.
- You are a volunteer, no wages or employment contracts or the like are required.
- Carers Queensland provides all insurance.
- The mentor will be required to sign off on attendance throughout the course and check the tasks/projects completed by you.
- Information/processes which you may be exposed to, collect or collate as part of your placement will be and is kept confidential and will not be used inappropriately or released to unauthorised parties.

What if I am already employed in the industry?

Carers Queensland will complete an assessment with your employer to ensure your workplace has the necessary resources, facilities, equipment and the range of work required to complete the tasks outlined in your Vocational Placement Log Book.

Am I covered under Carers Queensland's insurance for my placement?

Students will only be covered by Carers Queensland's insurance arrangements while conducting activities on voluntary placement. Employed students will fall under the insurances of their employer.

What hours can I expect to be working on my placement?

The shifts and hours expected for your placement to be arranged between yourself and your host workplace. To maintain your log of hours and the tasks required to complete your placement, you will be provided with a Vocational Placement Log Book.

Is there a dress code when on my placement?

In line with industry standards, most workplaces will have their own expectations for what you will wear in the workplace. At a minimum, please see below for our recommendations for workplace presentation.

Shoes: Should be appropriate and meet all necessary workplace health and safety standards. Shoes must be completely enclosed—no open toe or backless shoes.

Hair: Should be clean and tidy at all times, and preferably worn tied back. Any beards and moustaches should be well-groomed and trimmed.

Nails: Should be clean and neat. False nails should not be worn on placement.

Jewellery: All visible piercings except earrings must be removed during the vocational placement hours. Jewellery that could impede your duties should be removed during placement.

Need further information?

Please contact us to discuss your placement queries on 07 3719 9628 or email training@carersqld.com.au.