

# VOCATIONAL PLACEMENT AGREEMENT

Complete this form and give it to your training organisation  
Prior to commencing your Practical Placement

## Information about this agreement

A Vocational Placement Agreement must be reached for each student that is going to be placed in a work environment for the purpose of completing a course. This vocational placement agreement defines roles and responsibilities of each of the parties to the agreement. This agreement must be signed by the following parties before a student starts the placement.

- i. the Registered Training Organisation; and
- ii. the Student (if the student is a minor, the student's parent/guardian); and
- iii. the Placement Organisation (the organisation who will host the practical placement).

**The vocational placement agreement is effective from the day the student starts the placement.**

Each party involved in the vocational placement has the following distinct roles and responsibilities:

## Role of the registered training organisation

The registered training organisation must:

- ensure written confirmation has been received from the Training and Employment Recognition Council that the vocational placement scheme has been recognised
- develop a register to record details of short vocational placements within seven days of the vocational placement being approved
- arrange workers' compensation cover for the vocational placement
- organise public liability insurance (refer section 125 of the Vocational Education, Training and Employment Act 2000)
- record a vocational placement agreement using the approved form (*this one*)
- negotiate a training plan and have it signed by all parties (*all sections of this agreement form the training plan*)
- provide a copy of the vocational placement agreement, and the training plan, to all parties (*a copy of this form will be emailed to all parties once it has been received by the RTO*)
- ensure the placement person can provide the facilities, range of work, and supervision and training required
- provide information to the student (and parent/guardian if the student is under 18) and the placement person about vocational placement that is consistent with the provisions of Chapter 4 of the Vocational Education, Training and Employment Act 2000
- monitor the student's progress throughout the placement and ensure the training is delivered as stated in the training plan (*section 6 of this form*).

## Role of the placement person

The placement person must:

- negotiate and sign the vocational placement agreement (*this form*)
- negotiate and sign the training plan for the vocational placement (*all sections of this agreement form the training plan*)
- ensure the health and safety of the student on the vocational placement
- be informed on the provisions of the Vocational Education, Training and Employment Act 2000.

## Role of the student

Students (or their parent/guardian if the student is under the age of 18) must:

- negotiate and sign the vocational placement agreement (*this form*)
- negotiate and sign the training plan for the vocational placement (*all sections of this agreement form the training plan*)
- comply with reasonable directions given by the placement organisation
- be informed on the provisions of the Vocational Education, Training and Employment Act 2000.

## SECTION ONE: STUDENT DETAILS

This is your date of birth and name as it appears on your enrolment form.

Given Names:

Surname:

Date Of Birth: DD   MM   YYYY     If you are under 18 years of age please complete section two.

## SECTION TWO: PARENT OR GUARDIAN DETAILS

This section is only to be completed if you are under 18 years of age

Given Names:

Surname:

Date Of Birth: DD   MM   YYYY

Contact Phone Number:

## SECTION THREE: REGISTERED TRAINING ORGANISATION DETAILS

Details of your training organization – in most cases your training organization RTO number will be on their website.

RTO Name:

RTO Representative Name:

RTO Number:

## SECTION FOUR: TRAINING DETAILS

Details about your TESOL classes (if studying via distance write 'Distance Education' instead). These details forms part of your training plan.

Class Location:

Trainer's Name:

Start of Study DD   MM   YYYY

## SECTION FIVE: PLACEMENT ORGANISATION DETAILS

The placement organization is where you will be completing your practical placement.

You will need to complete a form for each organization that you will be completing a placement with.

Legal Name:

Trading Name:

Representative's Name:

Phone Number: ( )

Email:

Physical Address:

Suburb:

State:

Post Code:

## SECTION SIX: TRAINING & PRACTICAL PLACEMENT DETAILS

**Course/Qualification Code and Name:** 30920QLD - Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

Both the theory and the practical requirements for the course must be completed. This includes the 12 Core Units and 1 Elective Unit listed below. The theory of the course is delivered by the Registered Training Organization (specified in section three above) via classes or distance education (specified in section four above). The practical requirements of the course are to be completed during practical placement at the Placement Organization (specified in section five above).

**Approved Vocational Placement Scheme Hours:** 20 hrs - Students must complete a minimum of 14 hours of observation of an experienced teacher and 6 hours of supervised practice teaching, totalling 20 hours.

### CORE UNITS

#### Unit Code and Name

- QLD244LCL01B - Analyse Language, Culture and Learning
- QLD244AEL01B – Analyse the English Language
- QLD244AMT01B – Apply Approaches and Methods in TESOL
- QLD244DSP01B – Design Syllabus and Plan Lessons
- QLD244TEG01B - Teach English Grammar
- QLD244TSP01B - Teach Spelling and Pronunciation
- QLD244TSE01B - Teach Speaking
- QLD244TLE01B - Teach Listening
- QLD244TRE01B - Teach Reading
- QLD244TWE01B - Teach Writing
- QLD244AEL02B – Assess ESL Learning
- QLD244DRF01B - Develop Resource Files

#### ELECTIVE UNITS - Please tick (✓) the chosen elective unit (one elective to be selected)

- QLD245ECL01B - Teach ESL to Early Childhood Learners
- QLD245PSC01B - TESOL with Primary School-aged Children
- QLD245ETL01B - Teaching ESL to Teenage Learners
- QLD245MAD01B - Use Music, Art and Drama in TESOL
- QLD245UCL01B - Using Computers in TESOL
- QLD245ESP01B - Teaching English for Specific Purposes
- QLD245ELP01B - Conduct Experiential Learning Programs
- QLD245WVE01B - Work with Volunteers
- QLD245CEC01B - Establish Community Based English Classes

## SECTION SEVEN: PRAC SUPERVISOR DETAILS

Practice Teaching Supervisors may be:

- The person who normally teaches the class that students observe and teach during their Practical Placement
- Another person in the organization where the student is doing their Practice Teaching
- Someone who comes specially to observe the student teach

A Practice Teaching Supervisor needs:

- Qualifications in Teaching English to Speakers of Other Languages
- Experience in TESOL (Teaching English to Speakers of Other Languages)
- To be approved by the Certificate IV in TESOL Trainer

In some situations where students have access to ESL Classes to teach, but do not have a supervisor, they may be permitted to provide electronic recordings of their teaching. In this case, the Trainer/Assessor can then complete the Practice Teaching Feedback Forms and make a formal assessment of the student's teaching based on the recorded material.

Supervisor's Name:

**SECTION EIGHT: AGREEMENT**

THE PARTIES AGREE to the Vocational Placement of the Student with the Placement Organisation on the following terms, covenants and conditions:

1. This Agreement incorporates the provisions of sections 107 - 132 of the Vocational Education, Training and Employment Act (2000) (hereinafter referred to as "the Act").
2. The Vocational Placement commences on or after:  
DD   MM   YYYY
3. and concludes on or before:  
DD   MM   YYYY
4. The Vocational Placement will occur at the placement specified in section three
5. The national code and name of the course being studied by or delivered to the student, of which the placement forms part is: Code: 30920QLD Name: Certificate IV in Teaching English to Speakers of Other languages
6. This agreement forms the Training Plan and has been agreed to and signed in accordance with sections 126-128 of the Act (a copy of this Training Plan should be attached to this agreement)
7. The duration of Vocational Placement constituting the approved training scheme may be up to but not exceed 240 hours in one calendar year. (*Note: Certificate IV in TESOL students only need complete a minimum of 20 hours of vocational placement. They may complete more than 20 hours, but cannot exceed 240 hours within one calendar year.*)
8. The RTO warrants that it has:
  - a. satisfied itself that the placement person can provide or arrange to provide to the student the facilities, range of work, supervision and training required under the training plan for the placement pursuant to section 119 of the Act;
  - b. entered into an insurance contract pursuant to section 124 of the Act to provide the student with cover under section 22 of the Workers Compensation and Rehabilitation Act (2003); and
  - c. entered into an approved insurance policy within the meaning of that term for the purposes of section 125 of the Act.

Signed by the Parties to this agreement:

**Student Signature:**

DD   MM   YYYY

**Parent or Guardian Signature (if applicable):**

DD   MM   YYYY

**Placement Organisation Representative Signature:**

DD   MM   YYYY

**Registered Training Organisation Representative Signature:**

DD   MM   YYYY