# Host Employer’s Workplace Learning Agreement Form

## TS100103

**Dear Host Employer,**

Thank you for accepting a South Metropolitan TAFE / TAFE International Western Australia (TIWA) student/s for work experience or Supervised Field Placement in your agency/company.

As part of our ongoing commitment to safety in the workplace, South Metropolitan TAFE has developed a checklist to ensure the student is provided with important information pertaining to safety requirements in the workplace.

The following checklist needs to be completed prior to the student attending the workplace. This will ensure our compliance with the **Work Health & Safety Act 2020**, and the **Work Health & Safety (General) Regulations 2022**.

South Metropolitan TAFE holds **Personal Accident Insurance** with RiskCover. This provides liability coverage, subject to several terms and conditions, which protects SM TAFE students while engaged in unpaid workplace learning duties. It does not cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

Employers/self-employed persons have a legal responsibility to ensure that their work, and the work of their employees, do not adversely affect the safety and health on non–employees including any students undertaking workplace learning. This may include showing them how to work safely, ensuring the workplace is safe, ensuring reasonable care is taken not to expose students to hazardous situations and providing supervision.

If the Host Employer provides any form of payment to the student, then the student will be deemed an employee of the Host Employer, and provided the same liability coverage as applicable to other employees within the agency/company at a minimum.

**TAFE INTERNATIONAL WESTERN AUSTRALIA (TIWA) STUDENTS**

TAFE International Western Australia (TIWA) is the Registered Training Organisation (RTO) and CRICOS Provider for the delivery of training to international and multijurisdictional students enrolled in a TAFE course in Western Australia. Although courses are delivered by a Western Australian TAFE college on TIWA’s behalf, TIWA retains responsibility for the quality of the training and assessment delivered by the TAFE colleges and for the issue of certification documentation to international and multijurisdictional students.

Please acknowledge the below points by ticking the box:

* Employer will ensure that all obligations under the **Work Health and Safety Act 2020** and the **Work, Health & Safety (General) Regulations 2022** to protect the health, safety and welfare of workers or employees, are met.
* Employer provides evidence of Certificates of Currency for Public Liability Insurance covering the liability of the host employer under statute and common law, for an amount not less than $5,000,000 for any one occurrence.
* Student will be given instructions on emergency procedures and assembly points, if applicable.
* Student will be shown the location of First Aid facilities and made aware of who the First Aid Officers are.
* Student will be instructed to report immediately any accidents, hazards or incidents to the host employer.
* Student will be given instructions on mandatory Personal Protective Equipment (PPE) required to be worn.
* Student is not to use any equipment at the host employer’s premises unless instruction and demonstration on its safe use has been provided by the Host Employer, and the potential hazards are explained.
* Student will be advised on the procedure of reporting any damage or faulty equipment, as well as the appropriate lock out and tag out procedures.
* If dealing with hazardous chemicals, the student will be aware of the location of Safety Data Sheets (SDS).
* South Metropolitan TAFE may visit the student during the work placement.

**STUDENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  |  |  |
| **Address** |  |
| **Date of Birth** |  | **Mobile No.** |  |
|  |
| **TAFE Course** |  | **Campus** |  |
| **Duration from:** |  | **Duration to:** |  |

**EMPLOYER:**

I have read and agree to work placement conditions outlined above.

|  |  |
| --- | --- |
| **Host Employer** |  |
| **Address** |  |
| **Authorised Representative** |  |
| **Phone No.** |  |
| **Signature** |  | **Date** |  |

**SUPERVISING LECTURER:**

|  |  |
| --- | --- |
| **Name** |  |
| **Phone No.** |  |
| **Signature** |  | **Date** |  |

If you have any queries in relation to the individual student placement, please contact the South Metropolitan TAFE *<insert relevant contact>* at <*insert relevant email address>* or Phone *<insert relevant phone number>.*