

## WORKPLACE LEARNING - ACCOMMODATION AWAY FROM HOME

FORM A

Original, together with relevant attachments, to be held by the school /TAFE or Private or Community (P/C) RTO and a copy of this form to be given to:

- the student, and also to the parent/carer
- the school (where placements are required by the TAFE or Private or Community RTO)
- host employer ( where accommodation is onsite at the host workplace).

### Section A: PLACEMENT DETAILS TO BE COMPLETED BY STUDENT

Student name:		Year:
Placement dates:	School/TAFE/P/C RTO:	
Host employer:		
Address:		
Phone:		

### Section B: ACCOMMODATION INFORMATION TO BE COMPLETED BY PARENTS

Accommodation has been arranged by:		Type of accommodation:		Accommodation is with:		Travel between workplace and accommodation:	
<input type="checkbox"/>	Parent/carer	<input type="checkbox"/>	Private home	<input type="checkbox"/>	Family Relationship to student	<input type="checkbox"/>	Private car
<input type="checkbox"/>	School/TAFE/P/C RTO	<input type="checkbox"/>	Motel/hotel			<input type="checkbox"/>	Public transport
		<input type="checkbox"/>	Dormitory				
<input type="checkbox"/>	Host employer	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other* (includes friend of family)	<input type="checkbox"/>	Other

\* If the adult responsible for supervising the student's accommodation is not a member of the student's family, additional documentation will need to be completed. The Department's *Working With Children Check Declaration for volunteers and contractors* ([Appendix 5](#)) and *Proof of Identity* ([Appendix 6](#)) must be completed and provided to the school/TAFE or Private or Community RTO before the placement can be approved.

Accommodation address:

#### Details of adult responsible for supervising the student at the overnight accommodation

Name	
Relationship to student	
Phone/ Mobile	

### DECLARATION BY PARENT /CARER

Parent/Carer Name:	
<input type="checkbox"/>	I <b>have</b> spoken with the adult responsible for supervising my child at the overnight accommodation. I understand that a non-family adult supervisor will need to complete the declaration and provide certified proof of identity, as specified in Section B above, to the school/TAFE/P/C RTO before the placement can be approved.
<input type="checkbox"/>	I <b>am</b> satisfied with the supervision arrangements.
<input type="checkbox"/>	I <b>approve</b> of the overnight accommodation, travel arrangements and out-of-hours activities.
<input type="checkbox"/>	I <b>understand</b> that the insurance and indemnity provisions: <ul style="list-style-type: none"> <li>• apply to (daily) travel to and from the workplace</li> <li>• apply to activities undertaken under the supervision of the employer during working hours</li> <li>• <b>ONLY</b> apply to overnight accommodation which is provided and supervised by the employer as a NORMAL PROVISION OF THAT TYPE OF EMPLOYMENT.</li> </ul>
<b>SIGNATURE:</b>	
Date:	

**Section C applies when accommodation is onsite at the host employer workplace**

<i>Student's Name</i>	<i>Date of placement</i>
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**Section C: TO BE COMPLETED WHEN HOST EMPLOYER PROVIDES ONSITE ACCOMMODATION**

The school/TAFE NSW Institute/ Private or Community RTO appreciates you volunteering to provide accommodation onsite for the student(s) undertaking workplace learning away from home. The placement provides exceptional educational outcomes that the student(s) might otherwise have not been able to access.

The NSW Department of Education and Communities has policies and procedures related to child protection. The essential information about working with children and young people provided in the Department's *The Workplace Learning Guide for Employers* also applies to the provision of onsite overnight accommodation.

The Department, as an agency responsible for the care and welfare of students in schools, TAFE NSW Institutes and Private or Community RTOs, has a charter to protect the young people in its care from all forms of abuse.

We trust that hosting the student at your site will be mutually beneficial and anticipate that the student will benefit greatly from the experience of undertaking workplace learning with your enterprise.

**DECLARATION BY HOST EMPLOYER/ACCOMMODATION SUPERVISOR  
PROVIDING ACCOMMODATION ONSITE FOR THE STUDENT**

<b>Accommodation address:</b>		Separate from the family home? Y/N
<b>Phone number/s at accommodation:</b>		
<b>Accommodation will be supervised by:</b>	<input type="checkbox"/> Host employer	<input type="checkbox"/> Employee
<b>Relationship of accommodation supervisor to student</b>	<input type="checkbox"/> Family	<input type="checkbox"/> Not family*

Overnight, the accommodation supervisor will be located at:  
This is nearby to student     YES                       NO

<input type="checkbox"/>	I/we agree to provide safe and secure accommodation for the student and ensure that the student is not exposed to harm.
<input type="checkbox"/>	I/we am not aware of anything in the background of any staff member at this accommodation that would preclude our hosting the student during this placement.
<input type="checkbox"/>	As the host employer, I will make all employees at the accommodation aware of the above undertaking to ensure that the student is not exposed to harm.
Tick one box <input type="checkbox"/> N/A	The NSW Department of Education and Communities requires accommodation supervisors who are <b>not</b> members of the student's family to complete a <a href="#">Working with Children Check – Declaration for volunteers and contractors</a> (Appendix 5) and to provide certified <a href="#">Proof of Identity that meets the 100 point check</a> (Appendix 6).
<input type="checkbox"/>	These documents will be provided to the school/TAFE/Private or Community RTO <input type="checkbox"/> directly OR <input type="checkbox"/> via the parents by.....Phone.....

<b>HOST EMPLOYER: SIGNATURE</b>	Date:
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Print name:

<b>Also, ACCOMMODATION SUPERVISOR (when not the host employer): SIGNATURE</b>	Date:
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Print name: Position:

## Section D: TO BE COMPLETED BY SCHOOL/TAFE NSW INSTITUTE/P/C RTO

Outline the reasons the placement requires accommodation away from home e.g. lack of opportunity in the local community, exceptional opportunity:

### DECLARATION AND APPROVAL BY SCHOOL/TAFE NSW INSTITUTE/P/C RTO

<input type="checkbox"/>	The student has completed suitable preparatory activities including strategies for keeping themselves safe and emergency contact arrangements.
<input type="checkbox"/>	The student has been issued with the <b>Key questions contact card</b> and trained how to use it.
<input type="checkbox"/>	I have contacted the parent/carer and discussed accommodation, transport and supervision arrangements.
<input type="checkbox"/> N/A or <input type="checkbox"/>	I have discussed accommodation and supervision arrangements with the host employer/supervisor in cases where this is provided onsite.
<input type="checkbox"/> N/A or <input type="checkbox"/>	Completed Appendices 5 and 6 have been reviewed by the school/TAFE/P/C RTO prior to placement approval.

The following documents are attached:

- Student Placement Record
- Record of parent /carer discussion
- Duty of care checklist for principals/TAFE NSW Institute/P/C RTO managers
- [Working with Children Check – Declaration for volunteers and contractors](#)  N/A
- [Proof of Identity Documentation](#)  N/A
- Onsite accommodation assessment form
- Summary of student’s out- of -hours activities

**Note:** The completed *Declaration for volunteers and contractors* and the related *Certified proof of identity* documents, together with all related workplace learning documents must be stored securely for a minimum of **5 years** after the placement. (Refer DEC [Appendix 3](#), Section 3.2.2.) Where the student is staying with a family member, the workplace learning documents must be stored for a minimum of **2 years** after last action as per School Disposal Schedule DA60 (Section 3.1.2).

<input type="checkbox"/>	<b>THE PLACEMENT AS DOCUMENTED ON THE ATTACHED STUDENT PLACEMENT RECORD AND THE ACCOMMODATION ARRANGEMENTS ARE APPROVED.</b>	
Name:		
Position:	Principal    TAFE NSW manager    Private or Community RTO manager <i>Circle or underline</i>	
School/TAFE P/C RTO		
SIGNATURE:		Date:

### FOR TAFE NSW OR PRIVATE or COMMUNITY RTO ARRANGED PLACEMENTS ACKNOWLEDGEMENT BY THE HOME SCHOOL PRINCIPAL OF ACCOMMODATION ARRANGEMENTS

Name:		
SIGNATURE:		Date: