WORKPLACE LEARNING - ACCOMMODATION AWAY FROM HOME

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

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement dates:</td>
<td>School/TAFE/P/C RTO:</td>
</tr>
<tr>
<td>Host employer:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
</tbody>
</table>

Section B: ACCOMMODATION INFORMATION TO BE COMPLETED BY PARENTS

<table>
<thead>
<tr>
<th>Accommodation has been arranged by:</th>
<th>Type of accommodation:</th>
<th>Accommodation is with:</th>
<th>Travel between workplace and accommodation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Parent/carer</td>
<td>☐ Private home</td>
<td>☐ Family</td>
<td>☐ Private car</td>
</tr>
<tr>
<td>☐ School/TAFE/P/C RTO</td>
<td>☐ Motel/hotel</td>
<td>☐ Relationship to student</td>
<td>☐ Public transport</td>
</tr>
<tr>
<td>☐ Host employer</td>
<td>☐ Dormitory</td>
<td>☐ Other* (includes friend of family)</td>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to student</th>
<th>Phone/ Mobile</th>
</tr>
</thead>
</table>

DECLARATION BY PARENT /CARER

Parent/Carer Name:

☐ I have 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.

☐ I am satisfied with the supervision arrangements.

☐ I approve of the overnight accommodation, travel arrangements and out-of-hours activities.

☐ I understand that the insurance and indemnity provisions:
  - apply to (daily) travel to and from the workplace
  - apply to activities undertaken under the supervision of the employer during working hours
  - ONLY apply to overnight accommodation which is provided and supervised by the employer as a NORMAL PROVISION OF THAT TYPE OF EMPLOYMENT.

SIGNATURE: | Date: |
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.

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### DECLARATION BY HOST EMPLOYER/ACCOMMODATION SUPERVISOR PROVIDING ONSITE ACCOMMODATION

<table>
<thead>
<tr>
<th>Accommodation address:</th>
<th>Separate from the family home? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone number/s at accommodation:</strong></td>
<td></td>
</tr>
<tr>
<td>Accommodation will be supervised by:</td>
<td>□ Host employer □ Employee</td>
</tr>
<tr>
<td>Relationship of accommodation supervisor to student</td>
<td>□ Family □ Not family*</td>
</tr>
</tbody>
</table>

Overnight, the accommodation supervisor will be located at:

This is nearby to student □ YES □ NO

- [ ] I/we agree to provide safe and secure accommodation for the student and ensure that the student is not exposed to harm.
- [ ] 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.
- [ ] 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

- [ ] N/A
- [ ] Not a member of the student’s family to complete a Working with Children Check – Declaration for volunteers and contractors (Appendix 5) and to provide certified Proof of Identity that meets the 100 point check (Appendix 6).

These documents will be provided to the school/TAFE/Private or Community RTO □ directly OR □ via the parents by………………………………………………………………………………………………………Phone…………………………………

**HOST EMPLOYER:**

SIGNATURE

Date: ____________

Print name:

**Also, ACCOMMODATION SUPERVISOR (when not the host employer):**

SIGNATURE

Date: ____________

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

☐ The student has completed suitable preparatory activities including strategies for keeping themselves safe and emergency contact arrangements.

☐ The student has been issued with the Key questions contact card and trained how to use it.

☐ I have contacted the parent/carer and discussed accommodation, transport and supervision arrangements.

☐ N/A or ☐ I have discussed accommodation and supervision arrangements with the host employer/supervisor in cases where this is provided onsite.

☐ N/A or ☐ 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).

☐ THE PLACEMENT AS DOCUMENTED ON THE ATTACHED STUDENT PLACEMENT RECORD AND THE ACCOMMODATION ARRANGEMENTS ARE APPROVED.

Name:

Position: Principal TAFE NSW manager Private or Community RTO manager

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: