



## SECONDARY EDUCATION - SENIOR PATHWAYS

### WORKPLACE LEARNING - ACCOMMODATION AWAY FROM HOME

#### Onsite accommodation assessment form

This form **must be** completed when the student is staying away from home for work placement/experience with a host employer.

This form **may be** completed when the student is staying away from home with family/friends.

SCHOOL AND STUDENT INFORMATION	
School	
Contact teacher and Position	
Student name	
Year	
Dates of placement	
Work experience or work placement ( please circle)	
Has the school/TAFE/Private or Community (P/C) RTO :	
1. Visited the property to look at the accommodation arrangements? YES NO	
2. Advised the need for DEC <i>Working with Children Check Declaration for volunteers and contractors</i> ( <a href="#">Appendix 5</a> ) and <i>Proof of Identity</i> ( <a href="#">Appendix 6</a> ) –required where a non-family adult is supervising the student’s accommodation? YES NO	
ACCOMMODATION AND HOST EMPLOYER INFORMATION	
Name of employer	
Name and position of student supervisor during placement	
Address	
Phone number	
Degree of isolation of property	
Extent of mobile phone coverage	
Will a student be able to access to a telephone in an emergency?	
Nearest medical facility	
Distance from property	
Ease of access if medical emergency	



<b>FACTORS FOR SPECIAL CONSIDERATION BEFORE APPROVING PLACEMENT</b>	
Transport from home to the accommodation/ workplace	
Transport to and from the on-site accommodation to the worksite/s over the full period of placement	
Host employer experience in hosting school students for workplace learning and onsite accommodation	
Apart from the host employer, what other adults will be on the property? Where will they be located in relation to the student?	
Will the student be solely supervised by the host employer?	
Number and gender of students on placement	
Any weekend periods? Will there be different accommodation and supervision arrangements?	
How will the student get around on the property? What vehicles will be used? Are any of these vehicles prohibited by the Department for use by students?	
Type of accommodation: Separate accommodation for males/females? Single or shared room?	
Any variations to accommodation during the placement? Are parents aware of this?	
Who else stays in the accommodation? How will you ensure they understand their child protection responsibilities to students?	
Who will supervise student/s after work hours?	
How would the student contact the supervisor after work hours?	



<p>Description of safety and emergency procedures, for example: doors locks, safety from intruders, emergency exit, smoke alarms, fire extinguishers. Are there clearly displayed emergency procedures?</p>	
<p>Eating arrangements: for example self-catering or with other staff?</p>	
<p>What after-hours activities including staff social activities are planned? What are the supervision arrangements to ensure non-provision of alcohol to students?</p>	
<p>Any weekend periods? Attach the program of student activities for the weekend.</p>	
<p>What processes are in place if the student/s is uncomfortable or unhappy during the placement?</p>	
<p>Discuss protective strategies for the host employer such as:</p> <ul style="list-style-type: none"> <li>• avoiding situations where they or employees are alone with a student, particularly after hours,</li> <li>• avoid physical contact with student</li> <li>• support students to stay together</li> </ul>	

Name of staff member conducting assessment:

\_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

File this assessment and any other supporting documentation (e.g. Location map, Google maps, photos of the accommodation) with the completed Student Placement Record and FORM A.