

# The Gordon VETDSS Work Placement / SWL Fact Sheet

The following VCE VET programs have mandatory workplace-based assessment requirements, making work placement a compulsory component:

**Certificate III in Allied Health Assistance**

**Certificate III in Early Childhood Education and Care**

**Certificate II in Salon Assistant**

In VETDSS work placements are undertaken through Structured Workplace Learning (SWL) arrangements. Finding suitable placements is a collaborative effort between the student, the secondary school, and the Local Learning and Employment Network (LLEN). The Gordon will assist as needed. It is important to review the critical information of the program within this fact sheet before making any placement arrangements.

The Department of Education's Structure workplace learning arrangement form must be used for all VETDSS placements.

## Allied Health Assistance Placement Details

**Mandatory work placement requirements:** Yes - The National Training package rules requires completion of 80 hours of work (HLT33015) or 120 hours of clinical placement (HLT33021).  
For The Gordon's VETDSS Health Program it is strongly recommended that students undertake 40 hours of placement each year only as the units selected do not contain mandated work/clinical placement requirements

**Total Duration:** 40 hours of Structured Workplace Learning per year - total is 80 hours

**Structure:** Can be in a variety of ways so that it fits in with the student's Gordon and secondary school commitments. Typically, it occurs during Term 2 or Term 3 break.

**Location:** Students can complete work placement in a variety of locations within the local region - Aged Care facilities, in an Allied Health setting, with community services such as GENU or Scope

**Organised by:** School Careers and VETDSS Coordinators aid students in securing their placement and complete the required documentation. The Geelong Regional LLEN visits students at the Geelong City Campus and offers guidance on where to find advertised placements. In the Wyndham area, the WYNBAY LLEN can provide guidance on where to find placements within the region. The Gordon will assist as needed.

**Conditions:**

- Completion of HLTWHS001 Participate in workplace health and safety, prior to commencing placement

## Early Childhood Education Placement Details

When placement arrangements have been confirmed, the student must provide their teacher with the details of their placement. A Gordon Assessor will visit the student and assess them in the workplace.

Please note: There may be instances where students arrange SWL in a regulated children's education and care service provider outside of the outlined structure. It is important to understand that any SWL undertaken before the conditions below are confirmed and approved by The Gordon teacher will not count towards fulfilling the mandatory work placement requirements for assessment purposes.

**Mandated work placement requirements:** Yes - The National Training package rules requires completion of 160 hours of work in a regulated children's education and care service.  
For the units selected in the VETDSS Early Years Education Program The Gordon requires students to undertake 60 hours each year.

**Total Duration:** 60 hours of Structured Workplace Learning per year - total 120 hours.

The 120 hours gives students extra hours if they miss days due to ill health etc. This is preferred by The Gordon's industry partners.

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**Structure:** One day a week or block placement (60 hours) during term break. The Gordon will use SWL during these periods for unit assessment purposes and must take place at the following times:

**Year 1**

- If one day per week – during Term 3
- If block placement - September /October school holidays

**Year 2**

- If one day per week – during Term 3
- If block placement - June/July school holidays

**Location:** In a regulated children's education and care service

**Organised by:** School Careers and VETDSS Coordinators aid students in securing their placement and complete the required documentation. The Gordon will assist as needed.

**Conditions:** The Gordon has an obligation and commitment to the Early Years Education field to ensure that students are adequately prepared for placement. Students will be eligible to participate in placement only when:

- Relevant theory and assessments have been successfully completed. Failure of students to submit required assessments will risk placement cancellation or postponement. Students will be informed at the beginning of individual unit delivery what assessments must be submitted prior to placement
- Appropriate attitudes and skills have been demonstrated
- A current Working with Children Check has been successfully obtained, checked and sighted by the placement co-ordinator
- Immunisation and Covid vaccinations (dependent on the Centre's requirements)
- The student demonstrates the 'professional behaviours' required to operate in the workplace
- If /as necessary, attained medical clearance and/or disclosure declarations necessary to be able to work in a children's service
- The student has visited the centre for orientation
- Disclosure to The Gordon and early child care centres in case of any factors/reasons that could influence conduct, level of consciousness and effectiveness on placement such as medical/medication consideration

**Units linked:**

**Year 1**

- HLTWHS001 Participate in workplace health and safety
- CHCECE038 Observe children to inform practice
- CHCECE055 Meet legal and ethical obligations in children's education and care

**Year 2**

- CHCECE037 Support children to connect with the natural environment
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- CHCECE056 Work effectively in children's education and care

## Salon Assistant Placement Details

**Mandated work placement requirements:** Yes - The National Training package rules for the selected units requires 4 x 3 hours work periods in a hairdressing or barbering industry workplace.

**Total Duration:** 40 hours with a minimum of 4 x 3 hr work periods

**Structure:** 5 days fulltime or 10 half days (e.g. on weekends, one day per week in school term or in term breaks)

**Location:** Local and regional salons

**Organised by:** School Careers and VETDSS Coordinators aid students in securing their placement and complete the required documentation.

**Conditions:** Completion of BSBWHS201 Contribute to health and safety of self and others, prior to commencing placement

**Units linked:**

- SHBHBAS001 Provide shampoo and basin services
- SHBXCCS003 Greet and prepare clients for salon services
- SHBXIND001 Comply with organisational requirements within a personal services environment