

<b>Title</b>	<b>Student Placement Code of Conduct</b>
<b>Description</b>	Detailed advice and guidelines for anticipated student behaviour on placement
<b>User</b>	VET Provider Teachers and Students
<b>Goal</b>	To help teachers prepare students for placement
<b>Objective</b>	To ensure students are aware of behaviour expectations for a successful placement
<b>Method</b>	Made available online or as a hard-copy
<b>Recommended Use</b>	Teachers should talk through the Code of Conduct and make this available for student reference throughout the placement
<b>When</b>	Prior to commencement of placement
<b>Language</b>	English

## Placement Code of Conduct

The VET Provider has a responsibility to make sure all students who undertake placements are aware of the appropriate behavior on placement to prevent them endangering themselves or others, or having a detrimental impact on the placement provider (employer). Students must take responsibility for their behavior on placement, the following guidelines will assist each student conduct.

Students on placement must remember their behaviour will reflect not just on themselves but on the VET Provider and their teachers as well as placement evaluations and future references.

Good behaviour on placement can determine any chance of gaining part time, full time or free-lance employment.

Students on placement are expected to;

- › Demonstrate a high standard of honesty, integrity and social responsibility
- › Comply with the rules and regulations of the placement providers
- › Adhere to relevant professional codes of ethics
- › Conduct themselves in a manner that reflects well on themselves and the VET Provider
- › Keep in regular contact with VET Provider placement staff e.g. teacher, work placement officer.

***Please note: All definitions are described in Appendix 1.***

### Enhance the placement experience

DO's on placement	DON'Ts on placement
<ul style="list-style-type: none"> <li>• <b>Turn up on time each day – ten minutes earlier than expected!</b></li> </ul>	<ul style="list-style-type: none"> <li>• Don't take a day off without permission.</li> <li>• Don't take a day off to complete course work!</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Inform <u>VET Provider placement staff and placement provider</u> of absence with as much notice as possible and reason why.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Don't make non-emergency appointments for placement days.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Dress according to the company dress code, find out what that is! (Students may be asked to remove piercings or cover tattoos.)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Don't turn up looking like you haven't been home the night before and have slept in your cloths! Students may be dealing with clients or customers!</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ask permission to make a call</b></li> <li>• <b>Make any personal calls during lunch and tea breaks.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Don't make or take personal calls in work, on your mobile and especially not on the firm's phone!</li> <li>• Do not allow friends/family to call in person to your work place</li> <li>• Don't abuse the company email for personal use, likewise with Internet Surfing.</li> </ul>

## Placement Job Description

Students must abide by the placement description recorded on the placement management system and partnership agreement. It is the responsibility of each student to read and 'agree' to the placement description and the individual risk assessment and inform their teacher or work placement officer if the information is incorrect e.g. times, dates etc.

## Dress Code

A placement provider can legitimately tell their employees and students to dress in a certain way at work, they may do so for health and safety reasons or for expected standards.

The dress code may be written but more often it will be an unwritten rule, either way it must be agreed before the placement commences between the placement provider and the VET Provider. It is each student's responsibility to speak to the VET Provider placement staff to ensure they are aware of the expected dress code.

To promote a harmonious working environment and atmosphere students must not wear or display anything that is likely to cause an offence of a racist, sectarian or of a sports club/team nature e.g. shirts, scarves, coats, caps, badges, kitbags, phone covers or jewellery etc.

Placement students may be asked to remove piercings or conceal tattoos in the interests of health and safety, when working with children or in line with the placement provider's dress code.

It may be necessary to wear Personal Protective Equipment (PPE) - protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer from injury. The student will be informed of this before the start of the placement and will receive training in the safe use and storage of the PPE.

## Attendance

Students must attend placement on the days specified in the placement description and regard each placement as if it were a permanent position.

Each student must make every effort to have 100% attendance because failure to do so could result in failing the placement module or being asked to leave by the placement provider.

In the event of absence due to sickness while on work placement, students must adhere to the same procedures as would any employee giving as much notice as possible to their placement provider and VET Provider placement staff

Non-emergency doctor, dentist and optometrist appointments should be arranged after placement hours or during the holidays; this does not apply to hospital and

Orthodontist appointments. Students must have permission from their placement provider and VET Provider placement staff to attend 'interviews' during placement hours.

## **Punctuality**

Students should be at their placement work stations and ready to work no later than their starting time, students with disabilities may qualify for leniency if special circumstances are required.

It is important to be on time and not delay the day's productivity. Students should handle personal issues and small talk before and after their placement hours to avoid wasting time at work.

## **Holidays**

Placement students will either observe the VET Providers holiday periods while on placement or will observe the holidays of their placement provider, this will be agreed and communicated to the three placement partners before the placement commences.

## **Professional Confidentiality**

To place a student in a safe environment the VET Provider requires each placement student to give permission to allow placement providers access to the following student information:

- Student's confidential health information and necessitated support
- Students contact and Next of Kin contact details in case of emergency
- Access to the students CV.

Students must not copy, keep or remove any material of a confidential nature from the placement provider as a record of their time on placement, without the placement provider's permission.

## **Health & Safety and Insurance**

Students on placement are to be treated as any other employee would be by the placement provider for Health & Safety purposes, under the same terms and conditions, and protected through compliance with the statutory Health & Safety requirements.

Students are responsible for their own actions on placement, they must listen to and adhere to all health and safety advice prior to and during their placement.

## **Cultural Diversity and Equality**

The VET Provider recognises and values the diversity brought to it by individuals and therefore requires everyone to be treated with respect and dignity. The VET Provider is committed to avoid discrimination in all its practises including placements.

It is the student's responsibility to report any discrimination and incidents of sectarianism, racism and homophobia they may witness or experience, to VET Provider placement staff. Students must not behave in a manner that could be offensive to other students, VET Provider placement staff or placement providers.

There must be no:

- a. Discrimination against age, race, sex, disability, sexual orientation or community background
- b. Students must not participate in: jokes, racist remarks, offensive language (swearing etc.) and sectarian songs
- c. Threats, graffiti, wearing of football shirts/hats/scarves
- d. Accessing any websites displaying sectarian, political, violent or sexual images.

### **Allegations of suspected malpractice, abuse or wrongdoing on Placement**

It is the responsibility of each student to report their concerns to the VET Provider placement staff so they can be properly investigated.

The VET Provider will promptly investigate any reports of suspected malpractice, abuse or wrongdoing reported to them by or concerning placement students or placement providers via informal and formal investigations and will inform all parties in writing of the outcome.

### **Travel Expenses**

Students are expected to pay for their own travel costs on placement.

However, students experiencing financial hardship may be eligible to apply for financial assistance from the VET Provider for: tuition; living; travel; &/or childcare costs. Eligibility criteria will apply.

### **Termination of a Placement**

The placement can be terminated at any time by either the student or placement partner but not without a proper investigation by the teacher or work placement officer into the reasons for the termination.

Both the placement provider and student are normally entitled to a minimum period of notice on termination of a placement.

### **Thank you**

As a matter of courtesy students should write and thank the placement provider and any other key personnel who helped them during their placement and in consideration of the following factors:

- › This is an excellent networking activity
- › It will leave a positive impression and the person will remember the student
- › It may be influential for someone who has the potential and power to recruit
- › Reiterates appreciation.

Please read the following carefully:

Employers are unimpressed with students who think they know everything, who do not listen, or appear not to want to learn!! Employers and their staff are continuously listening and learning to compete in this fast moving, immensely competitive and constantly evolving industries. *“We get paid to do what we are good at, but if that doesn’t work we get paid to do what we are told” quote from an employer.*

## Appendix 1

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# Definitions and Acronyms

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- **VET Provider Staff** – members of staff responsible for organising and monitoring students on placement; Teacher, Work Placement Officers (WPO).
- **Placement Mentor** – ‘Employer’ member of staff appointed to supervise and mentor placement student responsible for completing relevant placement documentation.
- **Employer** – Business, organisation, individual or incorporated body providing Work Based Learning and placement opportunities, who have completed the placement agreement, or on whose behalf it has been executed.
- **Placement Agreement** – agreement between the Employer and VET Provider outlining the main terms and conditions of the scheme and providing evidence of employer’s insurance cover.
- **Student/Placement Student** – any registered student gaining experience/training with an Employer under the terms of the Placement Agreement. Considered as an employee of the Placement Employer for health and safety purposes and as such will be subject to the terms and conditions of employment and equality policies that apply within the placement organisation.