

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

Student Induction Checklist

Health & Safety Procedures and Policy's	Date	Comment
Emergency procedures		
Location of first aid box		
Fire procedures		
Accident reporting		
COSHH regulations/requirements (if relevant)		
Display screen equipment procedures (if relevant)		
Manual handling procedures (if relevant)		
Instruction on equipment you will be using		
Any relevant risk assessments have been drawn to your attention		
<u>Policies received or location known:</u>		
➤ Child Protection Policy		
➤ Cultural Diversity Policy		
➤ Good Relations Policy		
➤ Health & Safety Policy		
➤ Special Education Needs Disability (SEND)		

Student signature: _____ Date: _____

Employers signature: _____ Date: _____

STUDENT: Please complete and return a COPY of this form to your Teacher