

## Vocational Placement Agreement - General

Please return this document, signed by yourself/parent and the studio prior to commencing your practical placement. A set of final signed copies will be forwarded to all parties when ATOD have received all the documents required from the studio and listed on the back page.

STUDENT INFORMATION			
First Name			
Surname			
Contact phone number		Date of Birth	

PARENT INFORMATION IF STUDENT UNDER 18 YEARS OF AGE			
First Name			
Surname			
Contact phone number		Date of Birth	

PLACEMENT DETAILS			
Legal name of studio			
Trading name of studio			
Physical address			
		Post code	

REGISTERED TRAINING ORGANISATION DETAILS			
RTO name	Australian Teachers of Dancing		
RTO number	31624	Contact	Michele Eisenhuth 1 800 106 227

DELIVERY ORGANISATION DETAILS IF NOT THE RTO	
Legal Name	
Trading Name	
Contact Person	
Contact phone number	



## Agreement

The parties agree to the placement of the student with the placement studio/senior teacher on the following terms, covenants and conditions.

The placement commences on or after \_\_\_\_/\_\_\_\_/\_\_\_\_

And concludes on or before \_\_\_\_/\_\_\_\_/\_\_\_\_

The placement *will occur only* at the placement location nominated above and between those dates. Any modifications of dates can be notified to rto@atod.net.au.

The national code and name of the course being studied by or delivered to the student of which this placement forms part is:

---

The above training plan is agreed to and signed.

### The STUDENT agrees to:

- complete all assessments as part of their uploads;
- maintain the responsibilities list in the student placement manual.

### The SENIOR TEACHER agrees to:

- arrange a class of pupils, video equipment and approval to video from the students / parents;
- complete third party reports;
- maintain the responsibilities as listed in the Placement Manual - Mentor.

### The RTO agrees to:

- provide a TAE trainer to support the student and mark assessments;
- provide a qualification/statement of attainment when the student satisfactorily completes or withdraws based on units where competencies have been achieved;
- maintain the responsibilities list in the Placement Manual - Mentor.

### The duration of the placement may be up to but not exceed 240 hours over the two years.

- The RTO warrants that it has satisfied itself that the placement person can provide or arrange to provide the student with a safe environment and the facilities, resources and supervision required under the training plan.
- The **Studio Principal** warrants that throughout the duration of this student's work placement that the studio is responsible and indemnifies ATOD of any liability.
- The **student** agrees that all work will be their own and that there will be no plagiarism or falsification of information.

Signed by the parties to this agreement:

Student		Date	
Parent/ Guardian (if applicable)		Date	
Studio		Date	
RTO		Date	

**CHECK LIST OF PROCEDURES TO BE SUPPLIED TO ATOD:**

PROCEDURE	SUPPLIED
• Anti-Bullying	
• Anti-Harassment	
• Acceptable Use of Social Media	
• Reporting Hazards	
• Managing Risks	
• Lock Down/Evacuation	
• Privacy/ Confidentiality	
• Use of Student Images	
• Cash Handling	
• Statement of Status - employed or vocational	
• Currency of Workers Compensation (if paid employee) and Public Liability	
<ul style="list-style-type: none"> <li>• Induction Checklist               <ul style="list-style-type: none"> <li>○ Tour and introduction</li> <li>○ Contact details if late or absent</li> <li>○ Start time finish time meal breaks</li> <li>○ Emergency exit</li> <li>○ Emergency equipment fire and first aid</li> <li>○ Incident reporting</li> <li>○ Communication meetings/methods</li> <li>○ Studio policies/procedures/forms used</li> </ul> </li> </ul> <p>Go through specific policies phone use, social media, pay arrangements if applicable and any of the procedures above as necessary.</p>	