

Contract notification

CN number:	2024-12	Date:	19 December 2024
To:	Chief Executive Officer or equivalent		
Purpose:	Advice on Contract requirement		
Scope:	All 2024-25 VET funding contracts (version 2.0)		
Subject:	Updated practical placement guidelines		

Purpose

This contract notification is to advise training providers that we have published the updated practical placement guidelines.

Background

The practical placement guidelines have information about your obligations when arranging practical placements for students. They include information about insurance arrangements.

The updated guidelines replace the guidelines published in 2022 by the Department of Education.

Main points

We updated the guidelines to reflect the transfer of responsibility for Skills First students from the Department of Education to our current department, the Department of Jobs, Skills, Industry and Regions.

We have not made any material changes to the policies in the previous guidelines issued by the Department of Education.

As communicated in CN-2024-07 Clarification on practical placement guidelines (published on 26 September 2024), new contact details for any queries are:

- email: safeandwell@ecodev.vic.gov.au
- phone: Senior Injury Management Advisor on 0427 392 503.

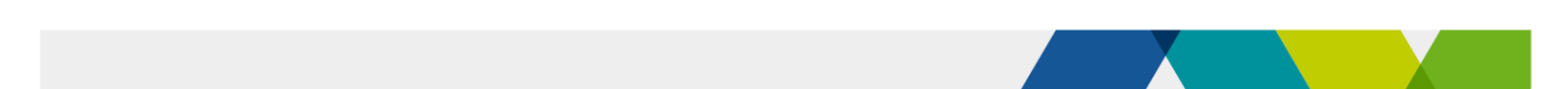
When are practical placement agreements mandatory?

Skills First students placed in a workplace to develop or reinforce skills relevant to their Skills First funded training must have practical placement agreements.

These includes placements that are:

- voluntary
- mandated as part of a training package or program requirements
- with the student's own employer
- with a host employer.

Practical placement agreements clarify expectations for all parties (students, training providers and employers/host employers) and ensure that students can access insurance coverage.



To help you understand if you need practical placement agreements in different settings, we provide some examples below.

Practical placements with a student's own employer

You need to have an agreement for non-apprentice/trainee students doing practical placements with their own employer. Though students can get Workcover insurance from their employer, the agreement clarifies roles and responsibilities of all parties. This applies regardless of whether the placement is voluntary or mandatory.

Practical placements with a host employer

You also need an agreement for non-apprentice/trainee students doing practical placement with a host employer. This is because an agreement covers both roles and responsibilities and provides insurance coverage.

Apprentices and trainee

Apprentices and trainees practicing their skills in a workplace generally don't need a practical placement agreement as they are entitled to worker's compensation under their employment contract and their training plan sets out roles and responsibilities for all parties.

The exception to this is if they need to go to a different workplace to do a practical placement or block of work experience with a host employer, in which case they would need a practical placement agreement.

Resources

- Practical placement guidelines (published on 19 December 2024) available in the documents section of SVTS and on the [VET funding contracts](#) page

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Training Operations and Assurance