

# Vocational Placement Agreement

Please note: Due to legal requirements, this agreement is to be filled out and given to the RTO prior to the student beginning their practical placement.

## Section One: Student Details

Given Names:

Surname:

Date Of Birth:

DD

MM

YYYY

If you are under 18 years of age please complete section two.

## Section Two: Parent or Guardian Details (only complete if student is under 18 years of age)

Given Names:

Surname:

Date Of Birth:

DD

MM

YYYY

Contact Phone Number:

## Section Three: Placement Organisation Details

Legal Name:

Trading Name:

Physical Address

  

Suburb:

State:

Post Code:

## Section Four: Registered Training Organisation Details

RTO Name:

RTO Number:

## Section Five: Delivering Organisation Details (if not RTO)

Legal Name:

Trading Name:

Contact Person:

Contact Phone Number:

## Section Seven: Student Training Plan

**Course/Qualification Code and Name:** 30537QLD Certificate IV in TESOL

**Approved Vocational Placement Scheme Hours:** 20 hrs per course

To complete the course, students must complete Both the theory and the practical requirements for the **12 Core Units and 2 of the Elective Units**.

### CORE UNITS

#### Unit Code and Name

- TEL001 - Teach Students from Diverse Language, Culture and Educational Backgrounds
- TEL002 - Analyse Language
- TEL003 - Teach Speaking
- TEL004 - Teach Listening
- TEL005 - Teach Reading
- TEL006 - Teach Writing
- TEL007 - Teach English Grammar
- TEL008 - Teach Spelling and Pronunciation
- TAADEL401A - Plan and Organise Group-based Delivery
- TAAASS402A - Assess Competence
- TAAASS403A - Develop Assessment Tools
- TEL012 - Develop Resource Files

#### ELECTIVE UNITS - Please tick (✓) the two elective units which the student has chosen

- TEL013 - Select and Apply Appropriate TESOL Methodologies
- TEL014 - Teaching English for Academic Purposes
- TEL015 - Teach ESL to Early Childhood Learners
- TEL016 - TESOL with Primary School-aged Children
- TEL017 - Teaching ESL to Teenage Learners
- TEL018 - Use Music, Art and Drama in TESOL
- TEL019 - Facilitate Experiential Learning Programs
- TAADEL403A - Facilitate Individual Learning Programs
- TEL021 - Work with Volunteers
- TEL022 - Setting up Community-based English Classes
- TEL023 - Using Computers in TESOL

**Students must complete a minimum of 14 hours of observation of an experienced teacher and 6 hours of supervised practice teaching, totalling 20 hours.**

## Section Eight: Responsible Supervisor Details

The person who ultimately assesses a student's practice teaching **must hold a Certificate IV in Training and Education (TAE40110) or equivalent** as well as appropriate qualifications in TESOL. This is an Australian Government requirement for competency based Accredited Courses such as this Course. A person who is qualified in this way is called your **Practice Teaching Assessor**. The Practice Teaching Assessor must directly observe at least some of The student's Practice Teaching . This can involve the use of electronic recordings (eg Video) which are sent to the Assessor who was not actually present when The student teaches. The Practice Teaching Assessor may be Trainer, or may be another person who is delegated to observe the student's classes while you are teaching (in person or by electronic means). If you are not sure who your Practice Teaching Assessor will be please contact your TESOL Trainer.

Practice Teaching Assessor's Name:

## Section Nine: Agreement Declaration

THE PARTIES AGREE to the Vocational Placement of the Student with the Placement Person on the following terms, covenants and conditions:

1. This Agreement incorporates the provisions of sections 107 - 132 of the Vocational Education, Training and Employment Act (2000) (hereinafter referred to as "the Act").

2. The Vocational Placement commences on or after: DD   MM   YYYY

3. and concludes on or before: DD   MM   YYYY

4. The Vocational Placement will occur at the placement specified in section three

5. The national code and name of the course being studied by or delivered to the student, of which the placement forms part is: Code: 30537 QLD Name: Certificate IV in Teaching English to Speakers of Other languages

6. A Training Plan has been agreed to and signed in accordance with sections 126-128 of the Act (a copy of this Training Plan should be attached to this agreement) Note on points 7 & 8 – for the purposes of vocational placement, Certificate IV in TESOL students need complete only a maximum of 20 hours of vocational placement. Do not complete item 8.

7. The duration of Vocational Placement constituting the approved training scheme may be up to but not exceed 240 hours in one calendar year.

8. The RTO warrants that it has:

(a) satisfied itself that the placement person can provide or arrange to provide to the student the facilities, range of work, supervision and training required under the training plan for the placement pursuant to section 119 of the Act;

(b) entered into an insurance contract pursuant to section 124 of the Act to provide the student with cover under section 22 of the Workers Compensation and Rehabilitation Act (2003); and

(c) entered into an approved insurance policy within the meaning of that term for the purposes of section 125 of the Act.

Signed by the Parties to this agreement:

Student:

DD   MM   YYYY

Parent or Guardian (if applicable) :

DD   MM   YYYY

Signed for and on behalf of the Placement Organisation (signature not needed if Memorandum Of Understanding exists) :

DD   MM   YYYY

Signed for and on behalf of the Registered Training Organisation:

DD   MM   YYYY