

		Ref No.	8 - 03
		Version No.	4
		Date Issued	Feb 2012
Title	<b>WORK PLACEMENT CODE OF CONDUCT</b>		
Responsibility	<b>Telford Director</b>		

## 1. PURPOSE

Telford has established this Code of Conduct to promote learning, support behaviour that is responsible, and to protect mutual rights.

To enable Telford to achieve its mission and strategic goals in line with its core values and statements of intent.

To promote an effective tertiary education institution that can demonstrate positive relationships between the Polytechnic and its stakeholders.

## 2. APPLICATION

This policy and procedure applies to all students who undertake work experience on and off-campus.

## 3. DEFINITIONS

### Work Placement

This is considered a way of “Gaining Experience on the job”, in a commercial/industrial work environment and is part of a dual-recognition vocational certificate. The aim of a work placement is to develop skills or complete tasks on the job, which demonstrate competency whilst carrying out a specific job. When a student who works in a workplace for experience, no payment is made to the student.

## 4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Human Rights Act 1993, Health and Safety in Employment Act 1992, and Employment Relations Act 2000.

3E Application of Act to persons receiving on the job training or gaining work experience

(1) This Act, except for Part 2A, applies when a person who is not an employee is in a place of work for the purpose of receiving on the job training or gaining work experience (person A).

(2) For the purposes of this Act,—

- (a) person A must be treated as if he or she were an employee of the person who has agreed to provide the on the job training or work experience (person B); and
- (b) person B must be treated as if that person were person A's employer; and
- (c) person A must be treated as if he or she were at work when in the place of work.

## 5. POLICY

### 5.1 STAFF MEMBER(S)/STUDENT(S) AND WORK PLACEMENT TRAINER(S)

- The host farmer is responsible for making the student aware of hazards around the host farmers farm, and to be proactive in the implementation of Health and Safety.
- The student is required to find out what the hazards are and adhering to Health and Safety requirements of the host farm.
- Notification must be given to Telford in regard to any Accident, Incident or Hazards that may occur when on Work Placement. (Policy 4-12 Health and Safety).

- At all times courtesy is to be practiced towards staff member/student(s) and work based trainers.
- The student is required to adhere to the Student Code of Conduct Policy (6-03) and Alcohol and Drugs Policy (6-11).
- The staff member/student(s) shall always work to the highest standard.
- The staff member/student(s) shall conduct him/herself in a professional manner.
- It is the responsibility of the staff member/student(s) to behave in an appropriate manner
- Telford, the work placement trainer, programme coordinator and staff member/student(s) have a moral responsibility for confidentiality.

**5.2 PROGRAMME COORDINATOR**

- The Placement Coordinator is responsible for giving work details to the work placement trainer and to the student before the arrival of the staff member/student(s). These details should include time of arrival of the staff member/student(s) at the work base placement's property
- The Placement Coordinator is responsible for following the Work Placement Policy.

**6. PROCEDURE**

Nil.

**7. RECORD MANAGEMENT**

Nil.

**8. ASSOCIATED DOCUMENTS**

Nil.

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
1	New policy	L. Johnston	March 2008
2	Triennial Review	QMS Review Committee	19 March 2009
3	Insert 5.1 bullet point in regard to Code of Conduct	QMS Policy Review Committee	17 September 2009
4	New logo, replaced Academic Director with Telford Director.	Lisa Snell	February 2012