Melbourne Tech Institute · RTO 45799
1300 931 628 · support@melbtech.edu.au
melbtech.edu.au

Finding your placement host

Certificate III in Individual Support (CHC33021) includes **120 hours of supervised work** with older people or people with disability. If you already work in the sector, your own job can be your placement: just email us your workplace and supervisor. If you don't, this pack helps you find a host. You do the asking; we check the place, approve it, give the host the paperwork and talk to your supervisor. We can't make a place say yes, but most students find a host by working steadily through a list.

Step 1. Make a list of 15 to 20 places near you

- **Aged care homes and home care:** the government's My Aged Care "Find a provider" tool, myagedcare.gov.au/find-a-provider. Put in your suburb or postcode and search for aged care homes, then for home care.
- **Disability services:** the NDIS "Find a registered provider" tool, ndis.gov.au (search "find a registered provider").
- **Google Maps:** search "aged care near me" and "home care near me". Note the phone number and website.
- **People you know:** friends, family or neighbours who work in care often know who takes students.

Start with the closest places and the ones you could reach every week. Being flexible about days, times and distance makes it much faster.

Step 2. Ring them (what to say)

Ask for the facility manager, or the person who looks after students or volunteers. Then:

> "Hello, my name is [your name]. I'm studying the Certificate III in Individual Support with Melbourne Tech Institute, and I need to complete 120 hours of supervised work with older people or people with disability. I can do [days and hours], from [date]. The college provides all the paperwork and talks directly with my supervisor, and its insurance covers me while I'm with you. Would you be able to take me as a placement student? Who should I speak to?"

If they ask for it, email them the letter on the next page. If the answer is no, thank them and ask: "Do you know anywhere nearby that takes students?"

Step 3. Follow up by email the same day

> Subject: Placement student, Certificate III in Individual Support
>
> Hello [name], thank you for speaking with me today. As discussed, I'm looking for a 120-hour supervised placement as part of my Certificate III in Individual Support (CHC33021) with Melbourne Tech Institute. I can do [days and hours] from [date]. I've attached a letter from the college explaining

what's involved. The college's Student Support Team is happy to answer any questions on 1300 931 628 or support@melbtech.edu.au. Kind regards, [your name], [phone]

Step 4. When someone says yes

Email **support@melbtech.edu.au** with the host's name and address, your supervisor's name, email and phone, and the days you will do. **Don't start your hours until we have approved the place**: we check it suits your assessments and send the host the placement agreement. Ask the host early which checks they need from you (for example a police check or vaccinations) so they don't hold you up.

If you have tried 15 places with no luck, email us. We'll go through your list with you and suggest other kinds of host, other areas or other times to try.

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Date: _____

To the Manager,

Placement student: _____

This letter introduces the student named above, who is enrolled with Melbourne Tech Institute (RTO 45799) in the nationally recognised **Certificate III in Individual Support (CHC33021)**.

The qualification requires **120 hours of supervised work** with older people or people with disability. We are asking whether your service could host this student for those hours.

What the college does:

- checks that the placement suits the student's assessments and approves it;
- provides a short placement agreement between you, the student and the college, and the hours log;
- does all the training and assessment. Your supervisor never marks or grades the student;
- keeps in touch with your supervisor, and our assessor may phone them;
- holds public liability insurance that covers our students while on placement, and can send you a certificate of currency.

What we ask of you: a staff member to supervise the student as you would a new staff member or volunteer, and to complete a few short online forms confirming what they saw the student do. There is no cost to your service.

The student arranges any checks you require, such as a police check or vaccinations. Please ask them for what you need.

If you have any questions, please contact our Student Support Team on 1300 931 628 or at support@melbtech.edu.au.

Thank you for considering it. Services like yours make it possible for people to train for care work.

Yours sincerely,

Student Support Team
Melbourne Tech Institute, RTO 45799

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My placement call list

Place	Phone	Date called	Who I spoke to	Result / follow up