

# VOCATIONAL PLACEMENT HANDBOOK

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Ballarat Neighbourhood Centre (BNC) is a Not-for-Profit community organisation. A community Committee of Management, along with employed staff, are responsible for providing quality, relevant adult learning opportunities; employment support; and community development activities.

BNC exists with a primary commitment to fair access and equity in the provision of its program and activities, irrespective of gender, culture, age, location, disability or disadvantage.

## WHAT IS VOCATIONAL PLACEMENT?

A vocational or student placement is a mutually beneficial exchange between tertiary level community development students and BNC. Students gain valuable insights into the day to day running of a not for profit community organisation. BNC appreciates the valuable time and important resource the vocational placement provides.

Placements can vary in time and length but generally consist of 100 hours to 500 hours per student. This has proven to be enough time for students to complete meaningful work working along side our community development employees and volunteers. Students will perform hands on activities and have the opportunity to put theory into a real project.

## WHAT DO I NEED TO BRING TO WORK ON PLACEMENT

Nothing at all.

We just want to see you, and your smiling face!  
We'll supply everything you might need.

## PLACEMENT INDUCTION

Part of your welcome to the Centre will include an Induction process. You'll be given a tour, introduced to the team, and we'll go over the relevant role expectations, policies, procedures, terms and conditions. You'll also receive your welcome kit.

Feel free to ask any questions you might have.

# BNC FACILITIES

## Location

The Ballarat South Community Hub (BSCH) is the main operating base for BNC. Built in 2012 and located in Tuppen Drive Sebastopol, BNC shares the Hub with Phoenix P12 Community College music students.

BNC also operates activities and programs from the Delacombe Community Hub in Nandiriog Drive Delacombe.

## Access

BNC provides full wheelchair access to all rooms and has disability, gender neutral toilets in both facilities.

## Resources

BNC computers have internet access.

## Breaks

Tea and coffee is provided in the kitchenettes. Please your wash cups and keep the space tidy.

## First aid

The first aid kits are located in the kitchenettes, please report any accidents or injuries as they occur to Office staff. No medication is kept on the premises.

## Parking

All day, free parking is available at the centre. No specific disability parking is available at either site.

## Smoking

BNC is a smoke-free environment across its facilities. No smoking is permitted

- on the Phoenix P12 College grounds or within 4 metres of the school gates, or
- in the community garden or around the Delacombe Community Hub building.



## BNC POLICIES

All Ballarat Neighbourhood Centre policies are inclusive of volunteers, including vocational students. You may access these policies on our website or from the Office.

<https://www.ballaratnc.org.au/>

For a full policy document, please contact the Executive Officer.

BNC Policies include:

- Privacy
- Code of Ethics and Conduct
- Child Safety
- Appeals and Grievance
- Workplace Safety
- Vocational Placement

## PRIVACY - CONFIDENTIALITY

As a requirement of some funding bodies and for our own purposes, BNC staff request personal information from placement students. This information is required as a condition of government funding.

When that information is sent to funding bodies, it is done in a format that deletes the student's name and address. BNC will use a student's name and address for communication purposes only.

BNC complies with our obligations under the Privacy Act of 1988.

## ACCESSING YOUR INFORMATION

Students have the right to access their volunteering information records. If you wish to sight or require a copy of your records, please put the request in writing to the Executive Officer. The Executive Officer will consider your request and provide you with access to your records within two (2) business days of the request being received.

# BNC POLICIES



## CODE OF CONDUCT

Placement students can expect to be treated with respect and dignity, and have access to a proper process for the resolution of grievances if dissatisfied with any aspects of their placement.

Placement students have a responsibility to respect the rights of others.

At BNC, we hold these values as paramount. As such, gossiping is not acceptable. Anyone, who has an issue is requested to discuss the issue with their area supervisor.

Harassment is unacceptable and will not be tolerated under any circumstances. Any behaviour which makes a person feel offended, humiliated, frightened or uncomfortable at work is against both our policies and the law.

## SAFETY PROCEDURES

Both you and BNC are mutually obligated to provide a safe working environment.

Please report ANY safety issues (leaks, spills, unsafe behaviour, broken equipment, etc) to Office staff. All accidents or injuries, no matter how small, need to be reported immediately to Office staff. An accident report book is kept with the First Aid Kit in the kitchenettes.

Each room has the Emergency Procedure Instructions placed near the door. Please familiarise yourself with this document. In case of an emergency, exit the classroom calmly and quickly, leave all items behind and follow the staff member's instructions.

BNC and its volunteers are covered by Public Liability Insurance.

## DRESS CODE

At all times, suitable clothing, including closed footwear must be worn when working in the kitchen or garden. As needed, gloves, aprons and any other necessary protective equipment should be worn to ensure your safety.

# Our Commitment to Children and Child Safety

## WE WANT CHILDREN TO BE SAFE, HAPPY AND EMPOWERED

Ballarat Neighbourhood Centre has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently with our robust policies and procedures.

We recognise our duty of care and responsibilities to children and always act in the best interests of children.

We understand our legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

## BALLARAT NEIGHBOURHOOD CENTRE IS COMMITTED TO:

- the safety, participation, and empowerment of all children.
- supporting and respecting all children, as well as our staff, volunteers and community.
- the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- identifying child abuse risks early, and acting to prevent, remove or reduce these risks.
- regular training and education for Committee members, staff and volunteers on child abuse risks, and child safety strategies.
- robust human resources and recruitment practices to reduce the risk of child abuse by new and existing board members, staff and volunteers.
- policies and procedures which support our board members, staff and volunteers to achieve these commitments.
- continuously monitor, and improve, our Child Safe policies, procedures, and training.



# SUPPORT



## SUPERVISION

Placement students will be supervised by staff in their area. Please feel free to approach other staff with any questions or concerns you might have.

## RIGHTS AND RESPONSIBILITIES

Student placements are known as 'vocational placements' under the Fair Work Act (FW Act). Placements which meet the definition under the FW Act are lawfully unpaid and not considered to be employees. For more information on student placement rights and responsibilities refer to Fair Work.

## FEEDBACK

BNC values your feedback and encourages placement students to share their experiences with others. Feedback forms are located in the BNC reception areas, but can also be submitted in other formats for example, email, Google reviews, etc

## OFFICE HOURS

Administrative staff are available from 8:30am until 5:00 pm from Monday to Friday. Some staff members are part time and are not available at certain times. Any of the available Office staff will be able to assist you.

The BNC Office staff can be contacted during office hours via telephone 03 5329 3273.

**Please note, BNC is closed on Public Holidays.**



# THANK YOU



## BNC

We hope you have a great experience and enjoy your time being a student here at the Ballarat Neighbourhood Centre.



We value the time you spend here and hope it's beneficial towards you whilst creating many new opportunities.



BALLARAT NEIGHBOURHOOD CENTRE

(located at the Ballarat South Community Hub)

11 Tuppen Drive, Sebastopol, 3356

PO Box 540W, Ballarat, 3350

Phone: 5329 3273

[www.ballaratnc.org.au](http://www.ballaratnc.org.au)