

Information for Registered Training Organisations (RTO) requesting Clinical Placement for Certificate III/IV in Aged Care Students at Aged Care Services Australia Group (ACSAG) Facilities

1. Attached is an Excel document which the training organisation needs to complete, it gives the required information for the contract to be created. Please complete & email the Excel sheet to Sue Philpott at education@acsagroup.com.au
2. The Excel sheet asks for the number of students requiring placement, the number of hours required & the name of the facility. We do not offer weekend or night shift placement to students as we prefer that we have the Facility Manager onsite whilst we have students. Due to the large number of requests we receive, we only offer Monday- Friday full time placements. Minimum placement hours are 120.
3. Students are required to provide a Current Police Record Check along with a certified copy of the Police Record Check & a signed ACSAG Statutory Declaration as to their living overseas status. They will be required to bring these documents to the first day of placement for the Facility Manager to sight & approve. The RTO must notify the education Manager 2 weeks prior to placement of any student who has a disclosable Police Record so that ACSAG can decide whether the student is suitable for placement.
4. It takes time to arrange clinical placements & complete the documentation, to allow for this requests needs to be submitted at least 4-6 weeks prior to the placement.
5. Due to the vast difference in the delivery of this course we require some information on the way the RTO delivers the Certificate III in Aged Care Course.
6. Can you please send me the total number of hours that the students attend face to face classes, please refer to page 11 of the Useful Educator's Guide for minimum course delivery hours. Can you please show that your course meets these minimum requirements? We do not offer placements to courses conducted online or via distance education.

Thanks

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