

AURRUM STUDENT PLACEMENTS

Thank you for your enquiry about the possibility of placing students with Aurrum. We welcome the opportunity to further discuss work placement training for your students across all our care homes.

Please see attached the **Aurrum Student Placement Agreement**. This Agreement covers the placement of either Certificate or Nursing students across our NSW and VIC Care Homes.

In order to efficiently facilitate your request for student placements please see the summary of information that we will require and documents we will need in place prior to any placement commencing.

1. Proposed Placement Sought:

In the first instance please complete this table providing details of the student placements sought.

Aurrum Care Home Location	Number of students at each location	Type of Training (e.g. RN, EN, Cert III etc)	Dates of Placement	Training Supervisor Name	Training Supervisor Phone Number
NSW					
Erina/Terrigal Drive					
Kincumber					
Wyoming					
Norah Head					
VIC					
Plenty					
Brunswick					
Reservoir					
Healesville					

Once we have ascertained that we can accommodate your student placement request the following information will be required:

RTO Information Required

- Evidence of current company current RTO registration.
- Evidence of current insurances to cover the period of student placements – please provide certificates of currency and proof of insurance premium payment:
 - (i) **Public Liability Insurance** in the amount of not less than \$20 million in respect of each and every occurrence. Such insurance is to cover any act or omission on the part of the Student during the Student Placement that results in injury, loss or damage to the Student Placement Provider;
 - (ii) **(EN & RN Students Only) Medical Malpractice and Professional Indemnity Insurance** in the amount of not less than \$15 million in respect of each and every occurrence. Such insurance must cover the Education Provider and the Student for:
 - a. claims for compensation and legal defence costs; and
 - b. legal fees and expenses related to responding to disciplinary actions, arising from the Student undertaking the Student Placement;
 - (iii) **Personal Accident Insurance/ Workers Compensation Insurance** in respect of each Student on Student Placement; and
 - (iv) **Travel Insurance** for travel approved by the Education Provider.
- Please note: Students on placement with Aurrum are prohibited from providing medical services and advice.

Student Information Required (prior to placement)

- Please have the student sign the Student Undertaking page of the Student Placement Agreement and ensure the following has been provided prior to placement:
 - Copy of the students current National Police Clearance
 - Copy of Photo identification of student e.g. copy of drivers licence or passport.
 - Copy of signed Aurrum Confidentiality Agreement.

AURRUM

AGED CARE

Aurrum Information

- Please find attached for student information the Aurrum Policy on Student Placement and the Aurrum Employee Handbook which outlines some of our overarching policies and procedures and note in particular the ***Aurrum Code of Conduct and Values***.
- Please also have students view our home page <https://aurrum.com.au/> where there is a video providing an overview of the Aurrum ***'living life' philosophy*** which underpins our care model.

Again, thank you for your enquiry. Please contact us if you have any questions or need further clarification on any of the above.

Yours sincerely

People & Culture
Aurrum Aged Care