Industry Handbook

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It is the industry’s knowledge and experience that we share with our students to truly prepare them for a rich and fulfilling career in skin health and wellbeing within the Aesthetics Industry.

INTRODUCTION
What is Industry placement?
Industry placement allows the student with the opportunity to:
• Observe and gain professional industry knowledge of how to become a Beauty Therapist and / or Aesthetician.
• Reflect upon your knowledge from observable skills from their industry placement.
• Develop professional rapport.
• Further engage with industry to increase their chances of successful employment.

THE INDUSTRY PLACEMENT SUPERVISOR CAN EXPECT
• A student who is enthusiastic, motivated and ready to learn. You will find that as your student progresses through his or her academic work, you will see a higher level of performance along with increased skills and confidence.
• Student compliance with the professional code of ethics and conduct.
• Insurance is covered by Torrens University Australia. Our policy covers our students. Please note: if a student does injure him / herself while at your premises, please ensure that you contact the college immediately.
• No obligation of employment is expected beyond the completion of the placement.
• The ability to terminate a placement if the student is not performing or is unsuitable. You have no obligation to keep him/her on and should contact the college immediately.
• The Industry Advisor / Success Coach to contact you (the Industry Placement Supervisor) to validate the student’s progress. You will be expected to provide feedback on the student’s conduct.

WHAT WE EXPECT FROM YOU AS THE INDUSTRY PLACEMENT SUPERVISOR
• Superior knowledge of your modality/ies and the passion to actively engage the student to achieve their required study outcomes.
• Mentoring and support for the student, to assist with continued learning and development of their theoretical and practical subjects.
• Maintaining appropriate workplace disciplines to ensure the student develops work ethics that reflect the professional requirements of the industry.
• Providing a range of ‘real-life’ client cases for the student to observe and provide analysis as determined by the students’ clinic logbook requirement.
• Providing development opportunities for knowledge and practical skill development, through case study examples and tutorials when ‘real-life’ clients are not available.
• Providing feedback as appropriate to the student.
• Completion and sign-off of any paperwork required to complete the student attendance log.
• The Industry Placement Supervisor is supported by Torrens University Australia. If you have any questions, please contact the Industry Advisor and / or Success Coach (Health) in your relevant state: Amber-Lee Beaumont healthcareersan@laureate.net.au or via Phone: (07) 3270 1044.
THE OBJECTIVE AND OUTCOMES OF THE PLACEMENT

The total time a student is with you varies according to the course and subjects they are studying. Students will advise when establishing initial contact with the placement provider. This is dependent upon what stage they are within their learning journey.

They are required to observe during this time and therefore document client / patient observation is a key outcome in most cases.

The range of activities and work that a student can do during their time with you include:
- Observing client / patient consultations.
- Observing treatment procedures and homecare prescription.
- Reception and housekeeping duties.

LEARNING OUTCOMES REQUIRED BY THE STUDENT UNDER YOUR SUPERVISION

The aim for the student is to develop their learning under your supervision and the outcomes that we would like you to focus on are the following:
- Develop observation skills.
- Develop and demonstrate questioning techniques and responses.
- Observe strategies for holistic treatment protocols, treatment plans and outcomes within the chosen establishment: Salon / Spa and / or Clinic.
- Define when it is appropriate to refer a patient to other health care professionals.

MANAGING A STUDENT IN CLINIC

Attendance
Students are to be treated just like new employees and should comply with the same practices as other workers. This includes notifying the Torrens University Australia Industry Advisor / Success Coach at the first opportunity of their non-attendance or late arrival. Please email healthcareersancb@laureate.net.au to notify. Further contact details are on the final page of this document.

If a student fails to show up or does not contact you, please contact either the Industry Advisor / Success Coach to address the student’s attendance. Please email healthcareersancb@laureate.net.au to notify.

What if the student gets injured?
Please make sure the student receives either first aid or medical attention. Please contact the Industry Advisor and person/s listed in case of emergency.

Insurance
Torrens University Australia insurance covers all students for workplace injury and a copy of this will be provided to the establishment prior to the start of the student’s external clinic placement with the Industry Placement Agreement.

After the student has been treated or sent for treatment, please contact the Industry Advisor to inform them of any injury, paperwork or contact details required.

Now you have the general idea of what is expected of you and your student, and the support Torrens University Australia can provide you. The following sections give more details about our policies, insurance and legislative requirements which you need to be aware of.

CLINIC PLACEMENT POLICY STATEMENT

The objective of the placement statement is to ensure that whenever students are required to complete a placement all the parties involved, that is the student, the host employer and Torrens University Australia are fully aware of, agree with and agree to meet, all rights and responsibilities, both academic and other, aimed at achieving a successful industry placement.
LEGISLATIVE REQUIREMENTS

Privacy
Industry placement students will be expected to provide written consent for the collection and disclosure of personal information relevant to course (or unit) requirements and in accordance with Torrens University Privacy Policy. Student’s personal information will not be passed on without the student’s written consent.

You may require a student to sign a confidentiality agreement with you.

Working with children check
Where applicable, students are required to complete a working with children check prior to starting the placement.

INDUSTRY PLACEMENT AGREEMENT

This Industry Placement Agreement outlines the agreement and sets the terms and understanding between Think: Colleges Pty Ltd ACN 050 049 299 (“Think Education”) and / or Torrens University Australia Ltd, ABN 99 154 937, our Industry Partners and our students. The purpose of this agreement is to define the terms of work integrated learning/industry placement activities undertaken by Torrens University students.

The aim of the work integrated learning / industry placement program is to provide students with real life experience, to develop first-hand knowledge and skills and to complement classroom based learning.

External supervisors must complete and sign the Industry Placement Agreement. This document must be handed back to the student who must return to the Industry Advisor before starting the external clinic placement.

ROLE OF THE INDUSTRY ADVISOR / SUCCESS COACH SUPPORT

The Industry Advisor / Success Coach are responsible for the following:
• Processing and managing completed Industry Placement agreements.
• Validation of Industry Placement Supervisor qualifications.
• Point of contact for both student and Industry Placement Supervisor.
• Liaising with Industry Placement Supervisor and student in regards to any issues that may arise.
• Monitoring and evaluating student’s progression throughout the Industry placement.
• Support the students in their learning journey especially their academic success.

END OF PLACEMENT

Providing feedback for the student
In preparation in providing constructive feedback you may like to consider the following:

• Provide an opportunity for students to receive constructive feedback, outlining strengths and weaknesses.
• Ask the student how they feel about their performance.
• Review observed case taking notes.
THANK YOU!

On behalf of Torrens University Australia and our students, we would like to thank you again for your generous contribution of commitment, knowledge and experience in assisting our students on the journey to achieve their goal of becoming a qualified Beauty Therapist and / or Aesthetician.

TORRENS UNIVERSITY OF AUSTRALIA (TUA)

Torrens University of Australia (TUA) is an Institution delivering course excellence in the advanced area of Aesthetics. Programs include: Diploma of Beauty & Spa Practice and Bachelor of Health Science (Aesthetics).

TUA is committed to providing rich, educational programs encompassing industry immersion to ensure successful graduate outcomes for our esteemed Beauty Therapists and / or Aestheticians. Our commitment is to also ensure graduates are dedicated to help clients / patients achieve maximum skin health results through the careful and diligent selection of appropriate treatments. This is established through results oriented and evidence based best practice standards to ensure optimal skin health and wellbeing.

INDUSTRY CONSULTANT

E: industry@laureate.net.au
M: 0481 911 742 (NSW)
P: 9493 7876 (NSW)
M: 0466 012 833 (QLD)
P: 1800 117 775 (QLD)