



Student Work Placement

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 19th June 2020.

Review date

This policy will be reviewed every three years or sooner if required.

Scope

This policy is for all staff who are authorised to enrol a student in an accredited course.
This policy also applies to accredited course applicants and students at POCH&LCI.
This policy also applies to Trainers and Assessors of accredited courses at POCH&LCI.

Objective

This policy outlines the principles for managing work placements for students at POCH&LCI.

- To ensure that POCH&LCI meets the Work Placement requirements of Training Packages on its Scope of Registration.
- To enable POCH&LCI to facilitate the provision of quality work placement opportunities.
- To ensure clear information is given to stake holders about work placement requirements, roles and responsibilities.

Policy

POCH&LCI will develop and continuously improve the quality of information and information systems to all stake holders.

It is the responsibility of the VET Coordinator to inform all stakeholders including Trainers/Assessors, Students and host organisations of POCH&LCI procedures, expectations, rights and responsibilities for provision of, and participation in Work Placement.

Written information will be provided to stake holders in the Work Placement Agreement.

Work Placement quality will be monitored by POCH&LCI through student feedback, industry consultation feedback, and the AQTF Learner surveys.

POCH&LCI will ensure the placement organisation has the resources available to ensure the student is able to complete the tasks required as outlined in the relevant Training Package.

Definitions

Not applicable



Related Documents

Student Handbook
Student Work Placement Procedure
Orientation Policy
Orientation Procedure
AQTF Learner survey
Student Manual
Work Placement Agreement
Work Placement Record
Practical Placement Agreement
Work Place Agreement
Industry Feedback Questionnaire
Work Placement Observation Tool
Workplace Assessor Report
Workplace Assessor Report Instructions
Workplace Information for Workplace Supervisor
Continuous Improvement Policy & Procedure

Document Locations

Website
Policies and Procedures Manual

Related Legislation

Australian Quality Standards Framework (AQTF) 2013
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2019)

Area of Compliance

AQTF Standard 2.4



Date reviewed	Version	Details of changes (if any)	Date of next review
11/09/2015	1.0	Original document	11/09/2018
28/06/2017	2.0	Update VRQA Guidelines	28/06/2020

Date reviewed	Version	Details of changes (if any)	Updated by	Approved by	Date of next review
19/06/2020	3.0	Review	C Harris	L Denman	19/06/2023

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