



## 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 1<sup>st</sup> of March 2022.

### 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, applicants and students at POCH&LCI and 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 work placement providers (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

**Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

**Work Placement** means any structured, assessable workplace learning linked to specific units of competency

**Work Placement Provider/Host Organisation** means the business accepting the student for work placement under the work placement agreement

**Workplace Supervisor** means the person nominated by the provider to oversee and support the student during the work placement.

**VET** means Vocational Education and Training.

## Related Documents

- Student Handbook
- Student Work Placement Procedure
- Orientation Policy
- Orientation Procedure
- AQTF Learner survey
- Work Placement Record
- Structured Workplace Learning Arrangement Form (Vic)
- Industry Feedback Questionnaire
- Work Placement Observation Tool
- Workplace Assessor Instructions/Report
- Workplace Information for Workplace Supervisor
- Continuous Improvement Policy & Procedure

## Document Locations

- Website
- Policies and Procedures Manual

## Related Legislation

- Standard for Registered Training organisations (RTOs) 2015

## Area of Compliance

- ASQA Standards Clause 5.2



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Date reviewed	Version	Details of changes (if any)	Date of next review
11/09/2015	1	Original document	11/09/2018
28/06/2017	2	Update VRQA Guidelines	28/06/2020
19/06/2020	3	Review	19/06/2023
01/03/2022	4	Update to ASQA	01/03/2025

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