



Student Work Placement

Organisational Area

RTO
ORGANISATION

Authorisation

This Procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 1st of March 2022.

Review date

This Procedure will be reviewed every year or sooner if required.

Scope

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

Objective

This procedure outlines the principles of acquiring and conducting work placement for accredited course students where work placement is part of their assessment requirements, and how they are assessed by the workplace supervisor and the POCH&LCI assessor.

Procedure

Students are informed of individual course work placement requirements in advertising, course information, marketing material and pre-training reviews.

Trainers also discuss the Work Placement Agreement Manual with the students on their orientation session which is usually the first day of the course.

The student is responsible for working in conjunction with POCH&LCI in the facilitation of their work placement and ensuring that the placement is completed and assessed by the due date of the last theory assignment.

Students are encouraged to find their own work placement, and POCH&LCI has relationships with work placement providers and can assist with this if necessary.

Students must obtain at their own expense relevant compliance documents, including a Working with Children Check prior to commencing work placement.

The student is covered for WorkSafe Insurance by the Department of education and Training (Vic) and Public Liability Insurance taken out by POCH&LCI.

All students will have a Practical Work Placement Agreement signed by the work placement supervisor, the student and a POCH&LCI authorised officer (VET Coordinator, Manager). The original copy of this document is to be kept on file at POCH&LCI and copies are also to be kept by the student and work placement organisation.



Students may not commence placement until placement is approved by the VET Coordinator or the Manager.

During the placement, it is the responsibility of the Trainer and Assessor to maintain contact with the student and work placement Supervisor, to ensure students and work placement organisation are supported and any potential problems are addressed. Escalated problems should be referred to the VET Coordinator or Manager. All contact is to be documented in the student's file.

Students are responsible for their Work Placement Manual/Record. Students should not leave their manuals at work placements and must provide their manual on request.

Roles and responsibilities of Students, work placement organisations and POCH&LCI are contained within the Work Placement Manual/Record and the Work Placement Employer Manual

The employer is given a copy of the Work Placement Agreement and a checklist of resources that the students will need to have available so they can successfully complete their work placement tasks. The workplace supervisor is given a Workplace Observation Form/s to complete.

Students are required to negotiate with their Trainer/Assessor and Workplace Supervisor an appropriate time for the Assessor to complete the on-site work placement paperwork. The POCH&LCI assessors will observe each student at the service, read their work placement tasks and journal (if applicable), liaise with the workplace supervisor regarding the students' progress and fill in the Workplace Assessor Report.

Upon completion POCH&LCI will send an Industry Feedback Questionnaire and request to continue partnership with POCH&LCI for future students.

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
Work Placement Agreement
Work Placement Record
Structured Workplace Learning Arrangement Form (Vic)
Student Work Placement Policy
Industry Feedback Questionnaire
Work Placement Observation Tool
Workplace Assessor Report/ Instructions
Orientation Policy
Orientation Procedure
Workplace Information for Workplace Supervisor



Date reviewed	Version	Details of changes (if any)	Date of next review
February 2011	1	Original document	February 2014
11/09/2015	2	Update Document to new template General review Separate Policy and Procedure	11/09/2016
28/06/2017	3	Annual review	28/06/2018
19/06/2020	4	Review	19/06/2021
1/03/2022	5	Update to ASQA	1/03/2023

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