



Student Work Placement

Organisational Area

RTO

Authorisation

This Procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 3rd November 2023.

Review date

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

Scope

This policy applies to all staff authorised to enrol students in accredited courses, accredited course applicants, 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 placements 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. This is discussed at enrolment and in the student course handbook.

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 and a placement agreement is signed (by all parties) and completed in full.

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 task book and log sheet. They should not leave these materials at their work placements and must be ready to provide their task booklet upon request to the placement, trainer, or assessor.

Roles and responsibilities of Students, work placement organisations and POCH&LCI are contained within the Work Placement task booklets.

The employer is provided with a copy of the Work Placement Agreement and a checklist of resources that the students will need to have available to successfully complete their work placement tasks. The workplace supervisor is provided with a Workplace supervisor feedback authentication and observation form/s to complete

Students are required to collaborate with their Trainer/Assessor and Workplace Supervisor to determine a suitable time for the Assessor to conduct the on-site work placement visit and assessments. POCH&LCI assessors will observe each student at the service, review their work placement tasks and log sheet, communicate with the workplace supervisor regarding the students' progress, and complete 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.

Related Documents

- Industry Feedback Questionnaire
- Orientation Policy
- Orientation Procedure
- Student Handbooks
- Structured Workplace Learning Arrangement Form (Vic)
- Student Work Placement Policy
- Work Placement Agreement
- Work Placement Record
- Work Placement Observation Tool
- Workplace Assessor Report/ Instructions
- 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
3/11/2023	6	Removed definitions (in policy) , clarified work placement paperwork signing and placement visit coordination	03/11/2024

Master document is the Electronic File.

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