

## 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 28<sup>th</sup> June 2017.

### 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 a course.

This policy also applies to accredited course applicants and students at Park Orchards Community House & Learning Centre Incorporated. (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 Student Handbook and Work Placement Agreement Manual.

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 Manual  
Work Placement Agreement Manual  
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) 2010  
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2016)

## 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

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