

# Work Placement Policy/Procedure

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## Policy

This policy/procedure ensures that any courses requiring Practical Placement are developed to manage such placements in a way that benefits the student while minimising risks to the student, host employer, and the Registered Training Organisation (RTO).

This policy and procedure will ensure that Practical Placements are implemented only when:

- They are required to gain the qualification.
  - The RTO has appropriate arrangements for the supervision and assessment of students during Practical Placements.
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## Definitions

- **Practical Placement:** Any structured workplace learning that is part of a written agreement between an RTO and an employer/organisation. It includes work observation, work experience, and other forms of workplace learning.
- **Host Employer:** The workplace providing Practical Placement activities.
- **Workplace Supervisor:** An employee or owner of the host organisation identified as the contact person for the student and the Registered Training Organisation (RTO).
- **Practical Placement Agreement:** A written agreement signed by the student, host employer, and the RTO that specifies the hours of placement and activates insurance cover.

## Please Note:

- Students will complete these Practical Placement hours as part of the course duration requirements.
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## Procedure

### Informing Staff and Students of Practical Placement Requirements

Practical Placement will be required as part of a course where:

- The Training Package specifically states that Practical Placement/Practical Placement hours must be completed as part of the training/assessment.
- The most appropriate method of training or assessment is through Practical Placement in an appropriate industry workplace.

For courses identified as requiring a Practical Placement component, the RTO must identify the specific units and the reasons that work-based training is the most appropriate form of delivery and assessment.

The specific number of Practical Placement hours and the specific workplace requirements must be determined and included in the course structure.

The RTO is required to identify Practical Placement requirements on course marketing materials issued by the RTO. The information must include the required hours of Practical Placement and any industry-specific requirements (e.g., police checks).

All staff involved in delivering the course shall be informed about the Practical Placement requirements and their roles and responsibilities. This information shall be covered through the staff induction process and ongoing staff meetings.

### **Sourcing Practical Placements**

The process for sourcing a Practical Placement position for students shall be undertaken as indicated below:

- The student is placed with a screened and compliant willing host employer that has agreed to host a number of students.

### **OR**

- A host employer that the student suggests (and is subsequently screened and deemed appropriate for the student to undertake Practical Placement there).

To generate placements, the RTO shall liaise with industry to identify potential host employers. The RTO is to determine the suitability of the potential host employer, including supervision and occupational health and safety requirements.

A site visit will be conducted by the RTO for all host employer workplaces. The site visit shall ensure the workplace is appropriate for the student's placement and that there is access to appropriate equipment while maintaining OH&S standards.

All host employers shall be given information relating to the Practical Placement requirements and course information.

A 'Practical Placement Agreement' shall be signed by the RTO, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, the

hours the Practical Placement will take place, and the total hours required to complete the outcomes of the specified units of competency requiring the Practical Placement.

The 'Practical Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

### **Prior to Practical Placements**

Students will undertake training within the RTO environment in all prerequisite units and the theory components of units to be assessed in the Practical Placement. This includes any Occupational Health and Safety training that is to be included within the course. This training shall take place within the RTO classrooms and simulated work environments and shall occur prior to any Practical Placements undertaken.

Students will undertake a workplace induction which will allow the student to become familiar with the workplace and meet host employers and colleagues. The induction will be conducted by the host employer as indicated within the 'Practical Placement Agreement.'

### **Undertaking Practical Placements**

Students will be required to complete the Practical Placement as specified in the 'Practical Placement Agreement.' Any variations to the hours worked and conditions of the Practical Placement must be amended in the agreement by the RTO and re-issued to all parties for authorisation.

Student attendance during the Practical Placement shall be recorded by the host employer and the student via the 'Practical Placement Log.' This log will record all times and dates the student completes Practical Placement hours for the host employer.

The student shall be provided with support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas as specified in the Practical Placement Agreement.

The RTO will monitor the Practical Placement through trainers and assessors completing:

- Regular contact with the student through normal classes where feedback on the Practical Placements will be sought.
- Site visits to conduct assessments in the workplace where trainers will ensure the workplace is providing adequate support and guidance to the student. The trainers will also ensure the workplace is OH&S compliant.

- The employer and student will be required to sign a logbook indicating the hours completed which will be monitored by trainers/assessors.

Assessment of required practical skills will be undertaken by qualified trainers and assessors where appropriate. On some occasions, the trainer may require the host employer to participate in the assessment process through observing students in the workplace (as a third-party report). All assessments shall be signed off by a qualified assessor from the RTO.

### **Recording of Practical Placements**

Each student undertaking a Practical Placement shall have a copy of their 'Practical Placement Agreement' kept on their file.

All hours completed within the workplace shall be recorded in the student's 'Practical Placement Log.' This log shall be signed by the student and the employer and be monitored on a weekly basis by the RTO trainer/assessor.

The 'Practical Placement Log' will be kept on the student's file as evidence for the specified unit(s) and be included as an assessment requirement for the specified unit(s).

**Practical Placement Visit:** A minimum of three visits during placement to complete observation and meet with the supervisor and student.

**Work Placement Hours:** Refer to course information.

### **Responsibilities:**

- CEO and Lead Trainer to manage work placement and site visit.
- Student Support Officer will provide support as required.

**RTO Name:**

**Version:** 1.0