

Work Placement Policy

Purpose

This Policy and Procedure is developed to ensure that Work Placement is undertaken in a safe and secured industry environment and in alignment with the Training Package requirements for certain qualifications.

This Policy and Procedure is only applied to students undertaking qualification(s) which requires practicum component.

Prior to undertaking the Work Placement, students are required to familiarize with the guidelines and policies to ensure learning outcomes are effectively achieved within the mandatory time frame.

Legislation:

- Work Health & Safety Act 2011

Eligibility:

As work placement is undertaken in high risk industries with vulnerable people, students are required to complete certain unit(s) of competency to participate in the work placement. The students are only eligible to participate if they acquire the prescribed skills, knowledge and attitude to ensure safety and wellbeing of the clients.

Students who are planned to participate in work placement, but not deemed ready to do so, will be interviewed and a supplementary course of action will apply. This may include but not limited to reassessment, repeating the appropriate unit(s) of competency, and/or discussions about the suitability of the course.

If for any reason, a student is unable to meet the host employer’s requirements, you must notify the Work Placement Officer immediately for intervention strategies. The delay may affect your ability to complete the qualification within the course duration specified in your Confirmation of Enrolment (CoE).

For more details of Eligibility, refer to the Work Placement Logbook or discuss with your Trainer/Work Placement Officer.

Using student’s own employer:

Students can complete Work Placement in their own workplace if it meets the Employer Suitability Criteria. The students must notify the college’s Work Placement Officer to contact the employer for a suitability check. If the workplace is approved, the employer will need to sign the Memorandum of Understanding with Lead College.

Procedures:

1. Site visit to host employer:

Before a formal arrangement with the Host Employer, Work Placement Officer should visit the site of the proposed Host Employer to:

- Inform them of the aims of the program and administrative details.
- Discuss the suitability and safety aspects of proposed work tasks and the work environment, including adequate supervision suitable for the student’s skill level.
- Ensure the work site is free from harassment and unlawful discrimination and that the employers have met their Work Health and Safety Act 2011 and Equal Opportunity act 1984.
- Establish whether there are any industry-specific or additional requirements for the work placement and ensure that they are met, for example:
 - First aid certificate for childcare, aged care, individual support and disability students
 - Food safety handling certificate for hospitality students
 - Police Clearance and Working with Children Check for all work placement students
 - Evidence of required vaccine as of May 2020.

2. Topics to discuss with host employer

The Work Placement Officer’s discussions with the Host Employer should cover the following:

- Workplace suitability assessment
- Duration of the Work Placement
- Expectations of student performance including academic requirements and course learning outcomes
- Number of students that can be accommodated
- Assumed level knowledge of the students
- Student induction activities
- Supervision arrangement
- Insurance
- Contact Point Person
- Student Disciplinary Processes
- Support for students on Work Placement
- Incident report procedure

3. Host Employer Suitability Check

The Work Placement Officer use the relevant Host Employer Suitability Checklist to decide whether the workplace is suitable environment for the students or not. Remember to use the correct Host Employer Suitability checklist designed to assess specified industries such as childcare, aged care, community services and hospitality.

4. Host Employer Agreement (Memorandum of Understanding)

Lead College has Memorandum of Understanding (MoU) specifies:

- The expectation and responsibilities of each party
- The agreed work placement activities
- The time frame for the work placement activities
- Risks associated with the proposed work placement activities
- The life of the agreement and a review process

The MoU must be signed by Lead College's representative and the host employer.

5. Insurance

Lead college will supply copies of all Certificates of insurance of Public Liability and Professional Indemnity to cover any claims or liability in respect to personal injury to, or loss or damage to property of, the student or in respect of injury to, or loss or damage to property of, any other person as the result of any neglect, default, error or omission however caused by the student on the host employer's premises or elsewhere during or in connection with work placement experience.

6. Financial arrangements

Students on a work placement program are to remain unpaid by the Host Employer for the duration of the work placement experience program. Therefore, it is agreed between Lead College and the Host employer that no liability attaches to the Host Employer for the payment of any remuneration, allowance, or any other monetary benefit or equivalent.

7. Student and Placement

a.) Logbook Recording

While on work placement, student is required to record the logbook including:

- Student Details
- Workplace Details
- Workplace Supervisor Details
- Work Placement Timesheet

In addition to logbook recording, student is required to complete work-based assessment tasks such as workplace project, portfolio, reflection journal, and workplace observation. Student should present the evidence as per the instruction in the assessment booklet.

Student must obtain the workplace and/or client's permission for data collection and/or evidence gathering for specific assessment tasks, for example taking photos of children and conducting observations. Use the provided permission form attached to the assessment task(s).

Workplace Supervisor needs to:

- Verify and sign off student's Timesheet
- Complete the Supervisor Feedback for specified units of competency included in the logbook

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Where relevant, Workplace Assessor will:

- Contact students to schedule workplace observation assessment

Rearrangement of Assessor Visit:

If a student is absent during the scheduled workplace assessment visit without medical certificate and adequate notification (before 8am of the scheduled date), a rearrangement of assessor visit fee of \$150 will incur.

If the host employer makes changes in student’s workdays and shift time, the student will need to notify the assessor and/or Work Placement Officer immediately in order to reschedule the visit date without penalty fee.

b.) Logbook Submission

Work Placement Logbook must be submitted to the College within one week of WorkPlacement module completion.

Ensure required signatures for Work Placement Log are collected prior to the submission. Prior to submission, student must retain a copy of their Work Placement Logbook either by scanning or photocopying. Late submission will be penalised with a late submission fee.

c.) Work placement trainer/assessor

Student must be assessed in the workplace in order to meet the requirements of the qualification. Assessor must contact student to schedule workplace visit to conduct work-based assessments.

Assessor will visit the student in the workplace and speak to the supervisor to assess student’s ability to meet the requirements of each unit of competency.

Assessor will check and mark the work placement folder. If a student does not satisfactorily perform the work-based tasks, student will be required to undertake extra days to complete the tasks at satisfactory level.

Whenever deemed necessary, the work placement assessor will visit the student during the extended duration to ensure he/she is progressing through the work-based tasks.