



## 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 11<sup>th</sup> September 2015.

### 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 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 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-enrolment interviews. 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.

Originals of work placement documentation are to be kept in students' files.

Students may not commence placement until placement is approved by the Accredited Training Coordinator or the Manager and all documentation has been signed by all parties.

Once documentation has been signed, the relevant POCH&LCI Trainer/Assessor or Accredited Training Coordinator will contact the Host Employer to confirm the legitimacy of the placement.



Students and workplace provider organisations will be informed that work placement students are only covered by POCH&LCI insurance if the placement has been officially approved and documentation signed.

All students will have a Practical Work Placement Agreement signed by: the work placement supervisor, the student and a POCH&LCI authorised officer (Accredited Training 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.

During the placement, it is the responsibility of the Trainer and Assessor to maintain contact with the student and work placement Supervisor, in order to ensure students and work placement organisation are supported and any potential problems are addressed. Escalated problems should be referred to the Accredited Training Coordinator or Manager. All contact is to be documented in the students 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 Manual and a checklist of resources that the students will need to have available so they can successfully complete their work placement tasks. The work place 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 work place supervisor regarding the students' progress and fill in the Workplace Assessor Report.

Upon completion POCH&LCI will send a letter to the placement organisation including a thank you certificate for hosting, a request to complete and return an Industry Feedback Questionnaire and request to continue partnership with POCH&LCI for future students.

### Related Documents

- Student Manual
- Student Handbook
- Work Placement Manual
- Work Placement Agreement Manual (CHC30213 Certificate III in Education Support)
- Work Placement Record (CHC30213 Certificate III in Education Support)
- Practical Placement Agreement
- Student Work Placement Policy
- Work Place Agreement
- Industry Feedback Questionnaire
- Work Placement Observation
- Workplace Assessor Report
- Workplace Assessor Report Instructions
- Orientation Policy
- Orientation Procedure



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Date reviewed	Version	Details of changes (if any)	Date of next review
February 2011	1.0	Original document	February 2014
11/09/2015	2.0	Update Document to new template General review Separate Policy and Procedure	11/09/2016

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