



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 7th of April 2025.

Review date

This policy will be reviewed every three years or sooner if required.

Scope

This policy outlines our approach to work placements for students at POCH&LCI.

This policy is applicable to all staff authorised to enrol students in accredited courses, applicants, and students at POCH&LCI, as well as Trainers and Assessors of accredited courses at POCH&LCI.

Objective

Our policy objectives are as follows:

- Meeting Work Placement requirements specified in Training Packages on our Scope of Registration.
- Facilitating the provision of quality work placement opportunities.
- Ensuring clear information is provided to stakeholders regarding work placement requirements, roles, and responsibilities.
- Ensuring POCH&LCI manages any risks associated with these work placement facilities.

Policy

We are committed to providing VET students with valuable real-world experience through work placements. Work placements are an integral part of our programs, offering students the opportunity to apply their knowledge, develop practical skills, and gain industry insights.

Eligibility:

- Work placements are available to VET students enrolled in courses where work placement is a mandatory or elective component.
- Students must meet the specific eligibility criteria outlined in their course guidelines.

Coordination

- The VET Coordinator is responsible for coordinating work placements, including informing all stakeholders, including trainers, assessors, students, and work placement providers about POCH&LCI's procedures, expectations, rights, and responsibilities regarding the provision and participation in Work Placement.
- Written information will be provided to stake holders in the Work Placement Agreement.

Student Support

- Students will be provided with information on work placement expectations, rights, and responsibilities through pre-training reviews, classroom discussions and written guidelines.
- Students will be encouraged to find their own work placements, with support available if needed.

Placement Quality

- Work placement quality will be monitored through student feedback, industry consultation, and surveys.
- Placement organisations will be assessed for their capacity to provide a valuable learning experience.
- We will also ensure that the placement organisation has the necessary resources available to enable students to successfully complete the tasks outlined in the relevant Training Package.

Compliance:

- All work placements will adhere to relevant legal and industry standards. Due to POCH&LCI's required workplaces all being registered industry workplaces such as registered Schools and Early Learning services, all work placements already meet minimum registration requirements. Therefore, as long as the student selects a registered workplace for their placement, no additional pre-checks are required by POCH&LCI.

Since all required workplaces for POCH&LCI are registered industry sites—such as approved schools and early learning services—all student work placements automatically meet the minimum registration requirements. Therefore, as long as the student selects a registered workplace for their placement, no additional pre-checks are required by POCH&LCI.

POCH&LCI acknowledges that if a scope expansion were to involve work placements at unregistered industries, additional safety and resource checks would be required before a student could commence placement. Since all current services are registered, they already meet the minimum requirements for resources, facilities, and safety expected of a registered workplace.

- Students may be required to obtain and provide compliance documents, such as Working with Children Checks, as needed for their placements.

Continuous Improvement:

- The quality of Work Placement will be monitored by POCH&LCI through student feedback, industry consultation feedback, and AQTF Learner surveys.
- We are committed to continuously improving the quality of our work placement programs and information systems to benefit students and work placement providers.

Definitions

Assessment: The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

VET: Vocational Education and Training.

Work Placement Provider: The business accepting the student for work placement under the work placement agreement offering students opportunities for practical, on-the-job training and experience in a real work environment related to their field of study.

Work Placement: Any structured, assessable workplace learning that prepares students for the workforce. It is generally linked to specific units of competency. Often mandated in a Training Package.

Workplace Supervisor: The person nominated by the work placement provider who is responsible for guiding and overseeing students during their work placement.

Related Documents

Industry Feedback Questionnaire
Orientation Policy
Orientation Procedure
Structured Workplace Learning Arrangement Form (Vic)
Student Handbooks
Student Work Placement Policy
Work Placement Agreement
Work Placement Observation Tool
Work Placement Record
Workplace Assessor Report/ Instructions
Workplace Information for Workplace Supervisor

Document Locations

Policies and Procedures Manual
Website

Related Legislation

Standard for Registered Training organisations (RTOs) 2025

Area of Compliance

ASQA 2025 Standards for RTO's Outcome 1.8 and 2.1

| Date reviewed | Version | Details of changes (if any) | Date of next review |
|---------------|---------|--|---------------------|
| 11/09/2015 | 1 | Original document | 11/09/2018 |
| 28/06/2017 | 2 | Update VRQA Guidelines | 28/06/2020 |
| 19/06/2020 | 3 | Review | 19/06/2023 |
| 01/03/2022 | 4 | Update to ASQA | 01/03/2025 |
| 3/11/2023 | 5 | Update to more detailed policy with sections. Added eligibility and compliance sections. | 3/11/2026 |

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