

Student Work Placement

Organisational Area

RTO

Authorisation

This Procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 7th of April 2025.

Review date

This Procedure will be reviewed every year or sooner if required.

Scope

This policy applies to all staff authorised to enrol students in accredited courses, accredited course applicants, students at POCH&LCI, and Trainers and Assessors of accredited courses at POCH&LCI.

Objective

This procedure outlines the principles of acquiring and conducting work placements 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 through advertising, course information, marketing materials, and pre-training reviews. Trainers also discuss the Work Placement Agreement with students during the orientation session, typically held on the first day of the course.

Students are responsible for working in conjunction with POCH&LCI to facilitate their work placement and ensure it is completed and assessed by the due date of the final theory assignment. While students are encouraged to find their own placement, POCH&LCI maintains relationships with placement providers and can assist if necessary.

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

Before commencing placement, students must obtain, at their own expense, all relevant compliance documents, including a Working with Children Check. This requirement is discussed during enrolment and detailed in the student course handbook.

Students are covered by WorkSafe Insurance through the Department of Education and Training (Victoria) and by Public Liability Insurance held by POCH&LCI.

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

Students may not commence placement until placement is approved by the VET Coordinator or the Manager and a placement agreement is signed (by all parties) and completed in full.

During the placement, it is the responsibility of the Trainer and Assessor to maintain regular contact with both the student and the workplace supervisor. This ensures that students and host organisations are supported and that any potential issues are identified and addressed promptly. Any escalated concerns must be referred to the VET Coordinator or Manager. All communication must be documented in the student's file.

Students are responsible for their Work Placement task book and log sheet. They should not leave these materials at their work placements and must be ready to provide their task booklet upon request to the placement, trainer, or assessor.

Students are responsible for maintaining their Work Placement Task Book and Log Sheet. These materials should not be left at the workplace and must be readily available for review by the workplace supervisor, trainer, or assessor upon request.

The roles and responsibilities of students, host organisations, and POCH&LCI are clearly outlined in the Work Placement Task Booklets.

The employer is provided with a copy of the Work Placement Agreement, along with a checklist of the resources students will require to successfully complete their placement tasks. The workplace supervisor is also given any relevant feedback, authentication, and observation forms to complete, if required.

Students must coordinate with their Trainer/Assessor and Workplace Supervisor to arrange a suitable time for the Assessor's on-site visit and assessment. During this visit, the POCH&LCI assessor will observe the student in the workplace, review completed tasks and the log sheet, consult with the workplace supervisor regarding the student's performance, and complete the Workplace Assessor Report.

Upon completion of the placement, POCH&LCI will send an Industry Feedback Questionnaire to the host organisation and invite them to continue partnering with POCH&LCI for future student placements.

POCH&LCI takes student work placements very seriously, as the success of a placement can significantly influence a student's overall course outcome. Below are some risk-based strategies POCH&LCI has implemented to support successful outcomes for our students:

- **All work placements are within registered industries**, meaning they must meet minimum requirements for registration, including adequate staffing, resources, and equipment. This ensures students always have sufficient supervision. A key risk in work placements is insufficient supervision or unqualified staff; however, both risks are mitigated due to the registered nature of these workplaces.
- **A wide range of local work placements is available for students to choose from.** Unlike regional or remote RTOs, which often face limitations in placement options, Park Orchards benefits from proximity to numerous suitable workplaces.
- **Access to a variety of workplaces also supports flexibility for students who may need to change placements.** Placements can sometimes be cancelled, or student needs may change. POCH&LCI has found that local workplaces are generally accommodating and supportive of students' individual requirements.
- **Many placement sites are accessible via public transport**, which provides a safety net for students who may face transport challenges.
- **A diverse selection of workplace sizes, specialties, and educational philosophies** allows students to undertake placements that align with their future career goals. For example, some students may prefer to work in a specialist school or within a setting that follows a particular learning theory.

Related Documents

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

Date reviewed	Version	Details of changes (if any)	Date of next review
February 2011	1	Original document	February 2014
11/09/2015	2	Update Document to new template General review Separate Policy and Procedure	11/09/2016
28/06/2017	3	Annual review	28/06/2018
19/06/2020	4	Review	19/06/2021
1/03/2022	5	Update to ASQA	1/03/2023
3/11/2023	6	Removed definitions (in policy) , clarified work placement paperwork signing and placement visit coordination	03/11/2024
18/09/2024	7	Annual review	18/09/2025
7/04/2025	8	Update to ASQA 2025 Standards for RTO's	7/04/2026

Master document is the Electronic File.

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