

What you need to know – key take outs

ITeC Academy will provide work-based training placements to meet course objectives and to maximize the potential competency level and potential employment outcomes for its students.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	ITeC Academy will implement a structured and planned approach to supporting and arranging workplace based training and placements for students with host employers to enable direct industry experience as part of the student’s course of study.
Purpose	The purpose of this policy is to ensure that ITeC Academy is equipped to make necessary arrangements for students and host employers that lead to strong student outcomes and effective placement and workplace training experiences.
Risk statement	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students who are required to undertake workplace based training/placement as part of their course of study, employees, contractors and/or third parties acting on behalf of ITeC Academy.
Related procedure	Full procedure is outlines in the ITeC Academy Procedure Manual Section; <ul style="list-style-type: none"> - Work Placement/On the Job Training
Related documents	<ul style="list-style-type: none"> • 1.03.828 Development and Conduct of Assessment Policy • 2.82 Student Behaviour and Disciplinary Policy • 1.03.853 Student Welfare and Support Policy • 1.03.854 Access and Equity Policy • 1.03.038 Student Progress Policy
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; <ul style="list-style-type: none"> ○ Standard 2 The operations of the RTO are quality assured ○ Standard 5 Each student is properly informed and protected.

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1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<p>SRTO2. The operations of the RTO are quality assured.</p> <p>SRTO 5. Each student is properly informed and protected.</p>

2 Workplace Training/Placement

The objective of the work-based training/placement is to introduce the student to a professional working environment relevant to their intended career. The student should endeavour to gain a global understanding of the host organization and its relevant functions.

With a view to future employment, work-based training placements are an ideal way to:

- Become known within the organization.
- Find out if it is indeed a career the student wishes to pursue.
- Assist with recruiting, as many employers actively recruit new staff from their placement students and often keep evaluations on file for recruiting purposes.

On completion of the work-based training placement, the student should be able to:

- Develop an understanding of the workings of relevant organizations and the interrelationships of such organizations.
- Develop and integrate knowledge and skills in generic practice.
- Develop a knowledge of the variety and range of different types of employment relevant to the industry.
- Develop an understanding of the role of a professional in the relevant industry.

- Develop the practiced skills of a professional in the relevant industry.
- Promote an understanding of the organizational and political context of the organization.

The work-based training placement consists of a range of hours in total over the spread of the entire course duration with a host organization and includes observation, training, and work experience. Each block of work-based training placement must be completed in a different vocational outcome, setting, or field of practice but can be within the same agency (Workplace Supervision must be completed by different people if the work-based training placement is conducted in the same agency).

The work-based training is negotiated and organized by the Operations Coordinator/Student Support Coordinator (delegate) in consultation with students and host agencies/employers and is based on student preferences and career aspirations, availability of placements, and specific requirements of host employers.

2.1 Pre-Work Placement/Training

Students must ensure that:

- All relevant paperwork, such as application forms and contracts, are completed.
- Police checks are completed (where appropriate), and reports provided to the Student Support Coordinator/Operations Coordinator (delegate) (where relevant).
- Work-based training placement dates are communicated to the Student Support Coordinator/Operations Coordinator (delegate).
- They find out as much as they can about the host employer: the work their agency performs, the types of roles available within the organization, the structure of the organization, and the career prospects within the organization.

Use sources such as:

- Websites
- Annual reports
- Publications by and/or about the agency

The Student Support Coordinator/Operations Coordinator (delegate) must ensure that:

- All documentation detailed in this procedure has been completed and distributed to the student and host employer and has been recorded in the student file by ITeC Academy.

Pre-Work-Based Training Interviews

Students may attend a pre-work-based training interview and should be able to:

- Demonstrate knowledge of the host employer; the work it undertakes, its organizational structure, and the roles of staff within the organization.
- Answer questions about why they want to undertake a work-based training placement with this particular organization.

- Explain the relevance of their course to work within the organization.
- Describe subjects undertaken during the course and their relevance to the work of the organization.

2.2 During Work Placement/Training

Students must comply with any lawful requirements of the host employer, including but not limited to:

- Times of attendance at the host organization premises.
- Punctuality.
- Presentation, and codes of behaviour and dress.
- Accountability.
- Compliance with host organization policies and procedures.

Please remember that students on work-based training placement are at all times representing ITeC Academy, and that host employers' impressions of ITeC Academy and its students will be based on individual students' performance and behaviour. ITeC Academy expects students on work-based training placement to behave responsibly and cooperatively.

Attendance at Host Organization

Students must inform their host employer if they are unable to attend their work-based training placement due to illness or another emergency. Students must also inform the Student Support Coordinator/Operations Coordinator (delegate) if any days at their work-based training are missed. Missed days should be made up at a mutually convenient time for the student and the host employer.

Confidentiality

Students on work-based training placement must be aware that confidentiality applies to all areas of the work undertaken and resulting written reports. It is important that names or other identifying statements contained in sensitive, confidential, or incriminating material, which students have access to, must be altered or deleted to comply with ethical considerations before any submission to ITeC Academy.

Host Employer Responsibilities

A Workplace Supervisor (suitable delegate) must be assigned to guide, oversee, and assess students' progress throughout the work-based training placement.

Host employers and direct supervisors are responsible for:

- Orientating the student to the organization and its operations.
- Assigning appropriately experienced personnel to "buddy"/mentor and supervise the student

- Identifying appropriate tasks and learning opportunities within the organization.
- Contributing to the student's understanding of the practice issues and methods of the agency.
- Contributing practical experience and knowledge of the employer's operations.

Duty of Care

Common law and Work/Occupational Health and Safety responsibilities apply to host employers. In particular:

- Students are owed a common law "duty of care."
- Within any workplace, the WHS Act applies, i.e.: "an employer shall provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health."

Student Responsibilities

Students have a responsibility not to engage in conduct or any activity that might place them or any other person at risk.

RTO Responsibilities

While the work-based training/placement in progress, Trainer/Assessors are responsible for:

- Monitoring the student's progress.
- Monitoring the support provided by workplace personnel.
- Monitoring the student's attendance continues to meet the requirements of the placement and the work-based training & assessment agreement.
- Confirm that the supervision and reporting arrangements remain satisfactory.
- Confirm that where the student has been identified as requiring additional support (for example, academic, welfare, language, literacy, or numeracy), that the student receives the support required.
- Confirm that the delivery and assessment outcomes anticipated for the work-based training and assessment program continue to be met
- Maintain all necessary documentation and records as per the RTO procedures for the course.

3 Continuous Improvement

As part of ITeC Academy's Continuous Improvement Activities including review of student feedback, the experience and results of student support strategies will be reviewed by the RTO Leadership team to determine overall effectiveness of the strategy/s, the requirement for improvement and associated actions. This could include but is not limited to;

- The input and participation of workplace personnel.
- Learning and assessment programs involving work-based training and assessment.
- Schedules for workplace delivery and assessment.
- Agreements with workplace personnel.

In practice example:

A student enrolled in the CHC33021 Certificate III in Individual Support qualification is required to undertake a minimum of 120 hours work placement providing direct care support to older persons. The Trainer/Assessor liaises with the Operations Coordinator to advise that the student is ready for work placement. Arrangements are made with the local aged care centre and confirmed in writing by email. The Clinical Nurse Educator facilitates the site orientation and an experienced care worker is assigned as the student’s buddy. The work placement log is completed by the appropriate workplace personnel, student and Trainer/Assessor.

4 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Prepare draft policy improvements.
Policy Monitor – RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation Operations Coordinator /Student Support Coordinator (delegate)	Establishes the work placement with the host employer and initiates all relevant documentation. Implement policy procedure requirements as per IRT Academy Procedure Manual.
Implementation – Trainer/Assessors	Implement policy procedure requirements as per IRT Academy Procedure Manual including; <ul style="list-style-type: none"> - monitoring student progress during placement - completing all work placement and assessment records - enter evidence into the Student Management System

5 Definitions

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
Work placement	A work placement is a set/agreed period of time that a student will attend an approved host employer and undertake relevant workplace tasks and functions as part of their course requirements under supervision by an assigned, experienced employee.