



Work Based Training Policy and Procedure

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Approved by	CEO Australian College
Last Reviewed	11 March 2021
Next Reviewed	11 March 2022
Approved and commenced	11 March 2021

REVIEW AND REVISION

The policy and procedure will be revised annually or, amended following continuous improvement strategies implemented by the College.

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Introduction

Australian College will provide work based training placements to meet course objectives and also to maximise the potential competency level and potential employment outcomes for its students.

Purpose

The purpose of this policy is to outline the procedure for selection and placement of students in appropriate and safe work environments.

Scope

All students who are required to undertake training and/or assessment activity with a host employer.

Responsibilities

All employees engaged with work based training.

Australian College's Placement Coordinator has overall responsibility for the work based training program, under the supervision and authority of the Chief Executive Officer.

Definitions

The terms "host employer", "organisation" and "agency" are used interchangeably in this document, as are the terms "work based training" and "placement".

Alignment

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code)	
Part C, Section 8.1	
Part D, Sections 6.1(f), 6.2, 6.3, 6.5, 6.7, 9.1, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 14.1, 14.2	
AQTF 2010	
Conditions	3
Standards	1.1 - 1.5, 2.1 - 2.5, 3.1 - 3.4
Standards NVR Registered Training Organisations 2012	
4.1 - 4.5, 5.1 - 5.5, 6.1 - 6.4, 9.1, 9.2, 15.1 - 15.5, 16.1 - 16.5, 17.1 - 17.4, 20.1, 20.2	
Standards for Registered Training Organisations (RTOs) 2015	
Clauses 1.5, 1.6(a), 2.3, 2.4, 8.2	

Policy Statement

Work based training placements will be for a range of hours depending on the qualification, or as negotiated with and agreed to by Australian College, the student and host employer.

To be eligible for a work based training placement students must have achieved satisfactory course progress up to the entry point of the respective work based training placement and must be authorised by the Australian College's Placement Coordinator.

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 organisation and its relevant functions.

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

- Become known within the organisation;
- Find out if it is indeed a career the student wishes to pursue; and
- 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 organisations and the interrelationships of such organisations;
- 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; and;
 - Promote an understanding of the organisational and political context of the organisation.

The work based training placement consists of a range of hours in total over the spread of the entire course duration with a host organisation 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 work based training placement is conducted in the same agency).

The work based training is negotiated and organised by the Australian College's Placement Coordinator in consultation with students and host agencies, and is based on student preferences and career aspirations, availability of placements and specific requirements of host employers. Australian College, the host employer and the student will be required to enter into a written agreement detailing the nature of the services to be provided to the student and ensuring that all required legal and educational protections are afforded to the student. When required, this written agreement will be freely provided to the regulating body by Australian College's Placement Coordinator within the specified timeframe.

The subject includes various assessment components including an evaluation completed by the Australian College's Placement Coordinator and Workplace Supervisor at the conclusion of the work based training placement.

Procedure

Before Commencing the Work Based Training Placement

Students must ensure that:

- All relevant paperwork, such as application forms and contracts are completed;
- Police checks are completed and reports provided to Australian College's Placement Coordinator (where relevant);
- Work based training placement dates are communicated to the Australian College's Placement Coordinator; and
- They find out as much as they can about the host employer: the work their agency performs, the types of roles available within the organisation, the structure of the organisation and the career prospects within the organisation. Use sources such as:
 - Websites;
 - Annual reports; and
 - Publications by and/or about the agency

Australian College's Placement Coordinator must ensure that:

- The *Work Based Training Agreement* has been completed and signed by all parties to the work based training arrangement; and
- 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 Australian College.

Pre-Work Based Training Interviews

Students attending pre-work based training interviews should be able to:

- Demonstrate knowledge of the host employer; the work it undertakes, its organisational structure and the roles of staff within the organisation;
- Answer questions about why they want to undertake a work based training placement with this particular organisation;
- Explain the relevance of their course to work within the organisation; and
- Describe subjects undertaken in the course and their relevance to the work of the organisation.

At Work Based Training - Responsibilities of Students

At the start of the work based training placement, students are expected to:

- Ascertain their exact role during the work based training period;
- Ascertain the expectations of the host employer; and
- Explain what they hope to achieve from doing the particular work based training and its relevance to their career aspirations.

Students are advised to take advantage of the opportunity to seek information pertaining to career prospects within the organisation.

While on work based training placement, students are expected to:

- Observe the functioning of the organisation as a whole and also with regard to the particular work based training setting;
- Talk to employers and managers about the role and functions of the organisation; and
- Undertake specific tasks, duties and projects as assigned and agreed.

Conduct During and Conditions of Work Based Training Placement

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

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

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

Attendance at Host Organisation

Students must inform their host employer if they are unable to attend their work based training placement due to illness or other emergency. Students must also inform the Australian College's Placement Coordinator if any days at their work based training are missed. Missed days should be made up, at a mutually convenient time to 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 Australian College.

Responsibilities of Host Employers

A Workplace Supervisor 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 organisation and its operations;
- Identifying appropriate tasks and learning opportunities within the organisation;
- Contributing to the student's understanding of the practice issues and methods of the agency; and
- Contributing practical experience and knowledge of the agency'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”; and
- Within any workplace, the WHS/OH&S law 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”.

Responsibilities of Students

The law also provides that students have a responsibility not to engage in conduct or any activity that might place them or any other person at risk.

Planning

Training and Assessment staff must consult with workplace personnel regarding opportunities to incorporate training and assessment in the workplace. This includes:

Consultation with Workplace Personnel

Training and assessment staff must consult with workplace personnel about workplace conditions which affect training and assessment:

- Learning and assessment opportunities;
- Equipment and machinery and its availability for learning and assessment activities;
- Seasonal and shift times which affect learning and assessment;
- Personnel who can provide learning and assessment and other support to the learners;
- Personnel with required competencies to conduct work based assessment, where relevant;
- Opportunities for learners to develop competency across the scope of the competency standards;
- Induction processes available to learners;
- Policies and procedures to be integrated into the learning and assessment program;
- Special projects that the learners could be involved in;
- Conditions of licensing/regulatory requirements and industrial agreements.

Role of Workplace Personnel

Training and assessment staff must inform workplace personnel of their roles and responsibilities, for example:

- Input to learning and assessment programs;
- Skills development assistance to the learner;
- Gathering assessment evidence from on-the-job performance;
- Withdrawal of the learner from routine work for training purposes;
- Documentation, for example reports, assessment sign off, logbook entries, etc.;
- Duty of care and support.

- Organise learner support with workplace personnel, for example:
 - A mentor for the learner;
 - Extra time or opportunities for learning; and
 - Learner access to workplace services, for example, counselling.

Monitoring Learner Progress

Training and assessment staff must communicate with learners and workplace supervisors to:

- Discuss progress;
- Identify any further support needed;
- Adjust learning and assessment programs;
- Negotiate further opportunities for learning and assessment;
- Ensure records and documentation are kept up to date.

Continuous Improvement

Training and assessment staff must consider options for continuous improvement to the work based training and assessment program. This is to be by:

- Incorporating feedback from workplace personnel into training and assessment strategies.
- Including workplace personnel in assessment validation.

As part of the planning process for workplace training and assessment programs, the data collected during consultation should, where relevant, be integrated into the learning and assessment program.

Preparation

Training and assessment staff must define the roles and responsibilities of all parties to the work based training and assessment program and inform all parties involved of those roles and responsibilities:

- Training and assessment staff must ensure that all documentation associated with the work based training and assessment program must be completed and distributed to all parties prior to the work based training and assessment placement commencing.
- Training and assessment staff must schedule and confirm all workplace personnel and facilities to be involved in the work based training and assessment program.
- Training and assessment staff must ensure that a copy of all documentation related to the work based training and assessment placement is placed on the student's file.

Work Based Training and Assessment Documentation

Training and assessment staff must ensure that a copy of the following documentation is provided to all parties to the work based training and assessment program and that a copy of each document is placed on the student's file:

- Work Based Training Agreement;
- Employer Information Handbook;
- Student Information Handbook (Work Based Training);
- Student Work Based Training Attendance Register;

- Work Based Training Course Progress Form;
- Letter to Employer (Work Based Training) – Confirmation of Placement;
- Work Based Training Coordinator Safety Checklist;
- Checklist for Student Work Based Training Placement;
- Work Based Training - Assessment Record;
- Checklist for Host Employer;
- Confidential Medical Info for Approved Work Based Training;
- Emergency Contact Details & Next of Kin Work Based Training; and
- Work Based Training Accident Report.

Training and Assessment in the Workplace

While the work based training and assessment program is in progress, training and assessment staff must:

- Monitor each learner's progress;
- Monitor the support provided by workplace personnel;
- Monitor the learner'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 learner has been identified as requiring additional support (for example, academic, welfare, language, literacy or numeracy), that the learner receives the support required; and
- Confirm that the delivery and assessment outcomes anticipated for the work based training and assessment program continue to be met.

Improvements to Work Based Training and Assessment

Work based training and assessment is subject to the Monitoring & Review Procedure and Continuous Improvement of Training & Assessment Procedure.

All improvements to the work based training and assessment program must document:

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

Related Documents

Related Policy

- Training and Assessment Policy

Related Procedure

- Staff Qualifications & Experience Procedure
- Training & Assessment Strategies Procedure
- Monitoring & Review Procedure
- Assessment Procedure
- Management Systems Procedure
- Support Services Procedure

- Continuous Improvement of Training & Assessment Procedure
- Learner Support Procedure
- Recognition of Learner Needs/Reasonable Adjustment Procedure

Related Documents

- Checklist for Host Employer
- Student Work Based Training Attendance Register
- Confidential Medical Info for approved Work Based Training
- Student Work Based Training Placement Record
- Emergency Contact Details & Next of Kin Work Based Training
- Work Based Training Accident Report
- Employer Information Handbook (Work Based Training)
- Work Based Training Agreement
- Letter to Employer (Work Based Training)
- Work Based Training Safety Checklist
- Student Information Handbook (Work Based Training)
- Work Based Training Course Progress Form
- Checklist for Student Work Based Training Placement