

## PP40 WORK BASED TRAINING AND ASSESSMENT POLICY AND PROCEDURE

### PURPOSE

This policy and procedure ensures work placement arrangements are managed in a manner which benefits the student and minimises risk to the student, host employer and Southern Cross Education Institute.

### SCOPE

This policy and procedure applies to all AQF qualifications and accredited courses offered by Southern Cross Education Institute for which there is an approved workplace based training and assessment component.

### DEFINITIONS

AQF Qualification	An AQF qualification type endorsed in a training package or accredited in a VET accredited course
Host Organisation	Organisation, agency, service or other employer, which is not SCEI, at which a student undertakes a professional work placement or clinical placement.
SCEI	Southern Cross Education Institute
Student	A person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.
Work Placement	A placement undertaken by a student with a host organisation as a component of a course and/or unit of competency. It may be described as a 'practical placement', 'industry-based learning', 'clinical placement' or professional practice.
Workplace Supervisor	Employee of the host organisation responsible, in part or in whole, for supervising student(s) undertaking a work placement.

### POLICY

1. Southern Cross Education Institute will:
  - 1.1. ensure the equitable allocation of available placements, taking into account the preferences of students wherever possible;
  - 1.2. take all reasonable precautions to ensure the health and welfare of students on placement;
  - 1.3. risk assess and quality assure placements to ensure learning outcomes are met;
  - 1.4. monitor the progress and attendance requirements of students while on placement; and
  - 1.5. ensure that all those involved in a placement are appropriately oriented, and aware of their rights and responsibilities.
2. Selection and approval of host organisations
  - 2.1. SCEI is responsible for identifying and engaging host organisations who can provide:
    - 2.1.1. a safe, positive and ethical learning environment for students;
    - 2.1.2. suitable induction, training, and mentoring in a professional and safe behaviour;
    - 2.1.3. varied experiences to students that support the attainment of course outcomes; and
    - 2.1.4. appropriate supervision and performance evaluation of students.
3. Allocation of placements
  - 3.1. The course co-ordinator will be responsible for allocating available work placements.
  - 3.2. While every effort will be made to accommodate student preferences, there will be no guarantee that a student will be placed in an organisation that meets their requests.

#### 4. Appeals

4.1. Students may access the PP11 Complaints and Appeals Policy and Procedure if they have a complaint about the allocation of a work placement or any other aspect of their work placement.

#### 5. Risk Assessment

- 5.1. A risk assessment will be carried out on all host organisations before a Placement Agreement is signed. The Placement Agreement will outline the responsibilities of SCEI, host organisation and the student and will include insurance, supervision arrangements, dispute resolution and termination clauses.
- 5.2. The risk assessment will include a visit to the host organisation's premises, an interview with potential supervisors of students, and agreement about on-site visits by SCEI staff during the work placement.
- 5.3. A review of workplace safety requirements and the identification of potential hazards is an important element of the risk assessment.

#### 6. Review and Evaluation

6.1. Work placements will be evaluated by students, SCEI staff and the host organisation at the end of each work placement to ensure the ongoing value to both the host organisation and to future students learning requirements.

### PROCEDURE

#### 1. Establishment of Work Placement

- 1.1. In selecting a host organisation due diligence is required to ensure the organisation:
- 1.1.1. is suitable for the purpose of the specific work placement;
  - 1.1.2. has adequate capacity for an appropriate level of supervision on a daily basis;
  - 1.1.3. has policies and procedures in place to ensure the health and safety of students and SCEI staff; and
  - 1.1.4. has sufficient resources to support the learning of the student as aligned to the course and units of competency or modules.
- 1.2. A risk assessment is conducted by SCEI
- 1.3. Ensure that appropriate insurance policies are in place to cover significant risks
- 1.4. Placement Agreement is executed between the host organisation and SCEI
- 1.5. Ensure that appropriate Placement Agreement is signed by each party (SCEI, student and host organisation) prior to the student commencing work placement

#### 2. Information to Host Organisation

- 2.1. Ensure that host organisation contact person and supervisors receive an appropriate orientation before taking a student for the first time.
- 2.2. Information to be provided to host organisation by SCEI includes:
- 2.2.1. Purpose of work placement and alignment to course and units of competency or modules
  - 2.2.2. Outline roles and responsibilities of host organisation, student and SCEI
  - 2.2.3. Expected student learning outcomes
  - 2.2.4. Insurance and WorkCover arrangements including reporting of incidents
  - 2.2.5. Student induction to the workplace requirements e.g. WHS, emergency procedures, professional behaviour and conduct, dress, daily start and finish times, break times, workplace orientation
  - 2.2.6. Model of supervision
  - 2.2.7. Communication process between all parties during placement
  - 2.2.8. Attendance requirements
  - 2.2.9. Complaints process
  - 2.2.10. Confidentiality of student and SCEI information
  - 2.2.11. Assessment requirements

2.2.12. SCEI contact person and contact details

3. Information to Student

- 3.1. Provide each student with an appropriate orientation before they commence their work placement to ensure they understand the procedural arrangements in place and what is expected of them, of the host organisation and what they can expect of SCEI
- 3.2. Information to be provided to students includes:
  - 3.2.1. Dates of work placement
  - 3.2.2. Hours of work
  - 3.2.3. Host organisation, address, contact person, contact number
  - 3.2.4. Attendance requirements
  - 3.2.5. Procedure if ill and unable to attend work placement
  - 3.2.6. Expected behaviour and conduct
  - 3.2.7. Safety considerations and responsibilities
  - 3.2.8. Assessment requirements
  - 3.2.9. Procedures if an incident or emergency happens during work placement

4. Responsibilities of the Host Organisation

- 4.1. During work placement, the host organisation should:
  - 4.1.1. Treat student and SCEI information in confidence
  - 4.1.2. Provide the student with a workplace induction including Occupational Health and Safety requirements
  - 4.1.3. Explain the expectations regarding student's performance of tasks, behaviour, conduct, hours of work
  - 4.1.4. Provide the student with a briefing of the policies and procedures
  - 4.1.5. Treat the student as a student (supernumerary) and not as a paid member of staff
  - 4.1.6. Inform clients and staff as to the role of the student
  - 4.1.7. Guide and support the students work on a day-to-day basis
  - 4.1.8. Take responsibility for the day-to-day supervision and contribution to the professional development and learning of the student during work placement in accordance with their course and units of competency requirements
  - 4.1.9. Notify SCEI if the student is not complying with requirements, progressing unsatisfactorily, or is absent or frequently late
  - 4.1.10. Verify the attendance of the student in the work placement log book
  - 4.1.11. Assist in the assessment process of the student whilst on placement

5. Responsibilities of the Student

- 5.1. During work placement, the student should:
  - 5.1.1. Work supportively and sensitively during work placement particularly in relation to staff and clients
  - 5.1.2. Follow reasonable instructions and operate to the host organisation's standards, policies and procedures
  - 5.1.3. Work the agreed hours and ensure punctual attendance
  - 5.1.4. Attend work placement for a minimum of 8 hours per day which includes a 30 minute lunch break. The 30 minute lunch break is not included in the work placement hours. Students enrolled in HLT51612 Diploma of Nursing (Enrolled-Division 2 nursing) must attend placement for a minimum of 8.5 hours per day which includes a 30 minute lunch break, this lunch break is not included in the work placement hours.
  - 5.1.5. Abide by the expected behaviours and code of conduct of both the host organisation and SCEI
  - 5.1.6. Be aware that they are a student and not an extra staff member
  - 5.1.7. Maintain appropriate confidentiality of host organisation and their clients information
  - 5.1.8. Actively participate in the learning process and complete assessment tasks
  - 5.1.9. Inform the host organisation and SCEI if they are absent and supply a medical certificate

5.1.10. Notify SCEI if there are any concerns or issues during work placement or if an emergency or incident occurs during placement

## 6. Responsibilities of SCEI

### 6.1. It is the responsibility of SCEI to:

- 6.1.1. Exercise due diligence in the selection of host organisations
- 6.1.2. Ensure placement agreements are signed, dated and executed by all parties prior to placement commencing
- 6.1.3. Ensure host organisation and students are provided with appropriate orientation prior to commencement
- 6.1.4. Ensure that the student and host organisation are informed of Insurance and WorkCover responsibilities
- 6.1.5. Inform the host organisation of SCEI's requirements and expectations
- 6.1.6. Inform the student and host organisation's supervisor of the learning outcomes expected and assessment to be undertaken
- 6.1.7. Provide support to the student and host organisation during the work placement and respond to any student and/or host organisation concerns, promptly and professionally
- 6.1.8. Undertake site visits and monitor student progress
- 6.1.9. Ensure all work placement assessments are undertaken by a qualified assessor. On some occasions the assessor may require the host organisation to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from SCEI.
- 6.1.10. Respond to any complaints or grievances in accordance with SCEI policies and procedures
- 6.1.11. Ensure students hold current and valid security checks e.g. working with children check and national police record check, Commonwealth of Australia Statutory Declaration, prior to commencement of work placement
- 6.1.12. Ensure students meet all the pre-requisite requirements of the course before commencing work placement e.g. immunisation status, satisfactory completion of theoretical and supervised practical skills of relevant units of competency or modules and fit for practice
- 6.1.13. Inform the host organisation if any issues with a student's security checks and discuss an appropriate outcome prior to work placement commencing
- 6.1.14. Undertake an evaluation of the work placement by inviting the host organisation and the student to complete a formal evaluation and submit to the Course Coordinator.
- 6.1.15. The Course Coordinator in collaboration with the SCEI work placement officer and Campus or Training Manager will address any areas of concern identified by students, the host organisation and the SCEI Assessor and integrate improvements into the course and document on the continuous improvement register.

## RELATED DOCUMENTS

ANMC National Accreditation Standards and Criteria—Enrolled Nurses  
FOR136 Evaluation of Work Placement form  
MISC29 Work Placement Agreement  
PP11 Complaints and Appeals Policy and Procedure

## LEGISLATIVE CONTEXT

Education Services for Overseas Students Act (2000)  
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007); Standards 10, 11 and 14  
Standards for Registered Training Organisations (RTOs) 2015; Clauses 1.8, 1.13-1.14, 2.3-2.4  
2014-2016 VET Funding Contract: Victorian Training Guarantee Program; Schedule 1 – Clauses 6, 9 and 10

## RESPONSIBILITIES

Chief Executive Officer

- Ensure all staff understand and comply with the requirements of this policy and procedure

- Ensure all contractual requirements are met

Campus and Training Managers

- Ensure all relevant training and assessment staff are aware of and implement this policy and procedure and its application

Course Coordinator's, Trainers and Assessors, Work Placement Officer

- Ensure adherence to this policy and procedure
- Ensure students are aware of this policy and procedure

Student

- Ensure adherence to this policy and procedure

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