

Name of the Policy	PP16 Practical Placement Policy and Procedure
Distribution	All Staff and Students
Entity relating to	<p>Stirling Institute of Australia Pty Ltd trading as-</p> <ul style="list-style-type: none"> • Academy of Hypnotic Science • Stirling Institute of Counselling • Stirling Institute • Stirling Institute of Hypnotherapy • Stirling Institute of Business • Stirling Institute of Children's Services
Related Documents	<p>Practical Placement Agreement, logbook and workplace assessment journal Practical Placement Handbook Student and Employer Practical Placement Handbook TAS Form 18 WHS Training Facility Checklist Form 56 Star Rating Form 57 Student Request to Change Host Facility Form 58 Host Facility Survey Form 59 Student Placement Survey Form 60 Employment Validation Form TMP15 Memorandum of Understanding (MOU) SIA Placement Presentation</p>
Reference to HESG	<p>Skills First 2023 Contract Schedule 1 (Clauses 8.1-8.6) Skills First Quality Charter Principle 5</p>
Statutory References	<p>National Vocational Education and Training Regulator Act 2011 Standards for RTO's 2015 Clause 5.2 National Code of Practice 2018 Standard 2</p>
Legislative Context	<p>Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placement Guidelines) as at 7 October 2022.</p>

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1. Policy

This procedure describes how Stirling Institute of Australia (Stirling Institute) ensures practical placements are to be arranged to ensure that each placement achieves its aims and all stakeholders are protected from liability.

This procedure and associated documents apply to enrolled Stirling Institute's students who participate in a practical placement. It does not apply to apprentices/trainees employed under training agreements; or where students undertake part or all of their training in a workplace as employees of the workplace.

2. Purpose

To establish the legal and organisational requirements for the placement of students with host employers for Practical Placement, and the administration of Practical Placement

3. Scope

This procedure applies to all enrolled students at Stirling Institute undertaking practical placement.

4. Definitions

EVF Employment Validation Form

Host Employer is the Workplace providing practical placement activity

MOU Memorandum of Understanding

Practical Placement is any structured workplace learning, including, but not limited to, work observation and work experience undertaken by a student as part of the course.

Practical Placement Pack is a group of documents provided to the student and employer. It includes:

- Practical Placement Handbook
- Student and Employer Practical Placement Handbook
- Student Practical Placement Logbook and where applicable Workplace Assessment Journal

Practical Placement Agreement is a legal agreement which stipulates the rights, obligations and duties of the employer, the RTO and the student and must include, in addition to the relevant details and information about the RTO, employer and student, the following details:

- The length of the practical placement expressed as hours;
- The payment arrangements;
- The relevant skills to be developed, reinforced and/or assessed during the practical placement; and
- Signatures of the student, the employer and the RTO.

Work Placement Coordinator (WPC) is a Stirling Institute staff member who is charged with the responsibility of coordinating Practical Placement for a course / cohort.

Workplace Supervisor is the employee or owner of host organisation identified as contact person for the student and Stirling Institute.

5. Requirements, Process and Procedures

Guidelines

The following internal procedures must be implemented by Stirling Institute where students undertake Practical Placement:

- 1 Stirling Institute recognises that work experience and placement for our students is a vital asset to:
 - Comply with the AQF and registered Training Packages.
 - Allow students to reach completion of their qualification in a reasonable timeframe and allow them an insight into the industry.
 - Allow the flexibility of assessment to be done during real life situations and by a number of industry qualified assessors/trainers/experts.
- 2 Stirling Institute has appropriate arrangements for the supervision and assessment of students undertaking work-based training and assessment.

- 3 That students studying with Stirling Institute will be required to complete Practical Placement during the course as per the requirements of the course. Students studying the following courses will be required to do the following hours:

Qualification Code and Name	Number of hours (minimum)
CHC33015 Certificate III in Individual Support (Ageing, Disability)	120
CHC33021 Certificate III in Individual Support (Ageing, Disability)	120
CHC30121 Certificate III in Early Childhood Education and Care	160
CHC43015 Certificate IV in Ageing Support	120
HLT43015 Certificate IV in Allied Health Assistance (Physiotherapy)	120
HLT43021 Certificate IV in Allied Health Assistance (Rehabilitation and Reablement Support)	120
CHC43115 Certificate IV in Disability	120
CHC52015 Diploma of Community Services (Case Management)	100
CHC53315 Diploma of Mental Health	160
CHC50121 Diploma of Early Childhood Education and Care	280

- 4 Stirling Institute must have mechanisms in place to monitor a student's course progress and attendance while the student is completing Practical Placement.
- 5 Students Practical Placement is unpaid. However, a host employer may offer monetary payment. Stirling Institute does not have involvement, nor will guarantee the students for any sort of committed remunerations to be paid on behalf of the host employer.
- 6 The students are expected to fill in all the required documents as a part of the course.
- 7 As Practical Placement is part of the course, students are required to complete the entire allocated hours of placement and will not be issued a certificate till this component has been assessed as completed.
- 8 Students can arrange their own work placement; however, Stirling Institute will assist students in finding a host employer. All employers must be checked for suitability by Stirling Institute prior to the student commencing the Practical Placement.
- 9 As the students will be working in different industries the details of the Practical Placement will be outlined prior to the commencement of the placement and will be part of the Practical Placement Pack.
- 10 The trainer/assessor, Training Manager or Work Placement Coordinator will visit / contact the students at least once during their placement period. During this contact they will check the students' progress.
- 11 Where Practical Placement is mandatory as part of the training package, the practical placement hours will be included in the duration of the course. The duration of the course will be determined based on the time required to complete the course on a full-time study basis.
- 12 Where Practical Placement is not mandatory as part of the training package it is deemed Work Experience. The Work Experience hours are additional to the total course hours as the student will not be assessed in the workplace.
- 13 The Education and Training Reform Act (ETRA) 2006 requires that students completing Practical Placement must have a signed Practical Placement Agreement prior or on commencing the Practical Placement. The Agreement must be signed by the Host Employer, the Student and Stirling Institute. The original agreement must reside with Stirling Institute and a copy be provided to the student and host employer.
- 14 Practical Placement Agreements and records must be kept for a minimum of 7 years in case of insurance claims.

All students are covered by Stirling Institute Public Liability Insurance as part of their work placement arrangements. Where a student is undertaking Practical Placement as part of their Skills First funded course, they may be covered by the Departments insurance arrangements. All incidents must follow the reporting processes for incidents and WorkCover claims, as outlined in the Student and Employer Practical Placement Handbook

Sourcing the practical placements

- 1 The process for sourcing a Practical Placement position for students shall be undertaken as indicated below:
 - Student is placed with a (screened and compliant) willing host employer; or
 - Existing employer, or nominated employer of the student, is screened for compliance following Stirling Institute Policy and Procedure and on successful screening the student is registered against this employer.
- 2 Stirling Institute maintains MOU's with different providers allowing our students priority placement.
- 3 To generate placements Stirling Institute will liaise with industry to identify other potential host employers.
- 4 Stirling Institute will determine suitability of potential host employer, including supervision and occupational health and safety requirements.
- 5 The initial assessment of the site is completed by the Work Placement Manager (or authorised delegate) through an inspection of the site, interviewing of the workplace supervisor and establishing that all the requirements of the Practical Placement Criteria are met by completing Form 18 WHS Training Facility Checklist. The workplace supervisor is offered assistance and support required by the Work Placement Coordinator.
- 6 Practical Placement venues will be monitored by Stirling Institute to ensure they comply with the agreement. During training and assessment, the site is monitored through a range of mechanisms including the student site evaluation, inspection of the site by the Work Placement Coordinator and interview of the workplace supervisor and the staff. The Work Placement Coordinator provides any assistance and support required by the workplace supervisor and confirms that all the requirements of the Practical Placement facility selection criteria are met every twelve months. Evidence of this will be recorded using various forms such as Form 18 WHS Training Facility Checklist, Form 56 Star Rating, Form 57 Student Request to Change Host Facility, Form 59 Student Placement Survey.
- 7 A site visit will be conducted by Work Placement Manager (or authorised delegate) for all host employer workplaces. The site visit shall ensure the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining OH&S standards (Form 18 WHS Training Facility Checklist).
- 8 All host employers shall be given information relating to the Practical Placement requirements and course information and will be required to enter into an overarching MOU with Stirling Institute, where this is practical. The MOU will outline the responsibilities of both parties. If an overarching MOU is not possible the Written Agreement for each student clearly outlines the responsibilities for all parties.
- 9 A 'Practical Placement Agreement' shall be signed by Stirling Institute, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, hours the Practical Placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the practical placement.
- 10 The 'Practical Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

Prior to Practical Placements

- 1 Students will undertake training within the Stirling Institute environment in all pre-requisite units and the theory components of units to be assessed in the Practical Placement. This includes any Occupational Health and Safety and Manual Handling training that is to be included within the course. This training shall take place within Stirling Institute classrooms and simulated work environments and shall occur prior to any Practical Placements are undertaken.
- 2 Students will undertake a Practical Placement Induction which will allow for the student to become familiar with the workplace and meet host employers and colleagues.
- 3 The Work Placement Manager/Coordinator will inform the Host Employer in writing about the necessity to conduct an orientation program with each student prior the commencement (or on the first day) of their placement.

- 4 Students will be informed about the Practical Placement prior to commencing the course (generally during Pre-Training Review). A student guide to Practical Placement and a logbook will be distributed during the Practical Placement Information Session undertaken after the beginning of the course.
- 5 Work Placement Manager/Coordinator will ensure that students undertaking Practical Placement in industries where there are legislative requirements for workers meet those legislative requirements prior to starting Practical Placement. (e.g. Working with Children Check, Police Check, NDIS Check, Immunisation, Statutory Declaration). This should be arranged prior to the student commencing placement.

Undertaking Practical Placements

- 1 Students will be required to complete the practical placement as specified in the 'Practical Placement Agreement, logbook and workplace assessment journal'. Any variations to the hours worked and conditions of the Practical Placement must be amended in the agreement by Stirling Institute and re-issued to all parties for authorisation.
- 2 Student's attendance through the Practical Placement shall be recorded by the host employer and the student via the 'Practical Placement Log'. This will record all times and dates the student completes Practical Placement hours for the host employer.
- 3 The student shall be provided with support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas as specified in the 'Practical Placement Agreement, logbook and workplace assessment journal'.
- 4 Stirling Institute will monitor the Practical Placement through trainers and assessors / Work Placement Coordinator completing:
 - Regular contact with the student through normal classes where feedback on the practical placement will be sought;
 - Site visits to conduct assessments in the workplace where Trainers / Assessors will ensure the workplace is providing adequate support and guidance to the student. The Trainers / Assessors will also ensure the workplace is OH&S compliant (Form 18 WHS Training Facility Checklist, Form 56 Star Rating);
 - The employer and student will be required to sign a logbook indicating the hours completed which will be monitored by trainers / assessors.
- 5 Assessment of required practical skills will be undertaken by qualified assessors where appropriate. On some occasions the assessor may require the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from Stirling Institute.

After the Practical Placements

- 6 Work Placement Manager ensures that all practical placement records including learning and/or assessment objectives, accident reports and the results of assessments done during practical placements are filed in the relevant student logbooks.
- 7 At the end of a student's course, the Police Check and Working with Children Check records are archived in the student files, where these are kept by Stirling Institute. Host facilities are required by law to keep these as part of their compliance.
- 8 Data team stores the 'Practical Placement Agreement, logbook and workplace assessment journal' within the student files.
- 9 If there is an overarching MOU, the Work Placement Manager maintains checks on currency of dates and commences negotiations for the next agreement by phone, email or visit.

Recording of Practical Placements

- 1 Each student undertaking a Practical Placement shall have a copy of their 'Practical Placement Agreement, logbook and workplace assessment journal' kept on their file. An electronic copy of the original Agreement will be kept on the students file in VETtrak.
- 2 All hours completed within the workplace shall be recorded in the student's 'Practical Placement Log'.
- 3 This log shall be signed by the student and the employer.
 - The 'Practical Placement Log' will be kept on the student's file as evidence for the specified unit(s) and

- be included as an assessment requirement for the specified unit(s).

Documents Required

- Practical Placement Agreement
- Student Handbook
- Industry Placement Information Sheet
- Practical Placement Handbook
- Practical Placement Agreement, logbook and workplace assessment journal'
- Practical Placement written confirmation.

Work Placement Coordinators (WPC) Responsibility

- 1 Negotiate potential placements with employers utilising the Practical Placement Agreement documentation.
- 2 Arrange the suitable dates and times for placements to best meet the students learning schedules and industry seasonal or cyclical demands (days will be from Monday to Friday only if organised by Stirling Institute).
- 3 Discuss with students the nature and purpose of Practical Placement, their options, and obligations whilst on placement.
- 4 Ensure that both the student and employer involved in each Practical Placement receive induction related to the requirements and expectations of Practical Placement.
- 5 Act as the Institute's direct liaison with the employer during the period of a student placement, ensuring the employer has his/her direct telephone contact number.
- 6 Ensure that Stirling Institute's Practical Placement Agreement is completed and signed by all parties and that each party (employer and student) is provided with a signed copy prior to or at the start of the placement.
- 7 Ensure that the signed original Practical Placement Agreement is kept in each individual student file and provided to the Data team for uploading to VETtrak.
- 8 Ensure the Work Placement Coordinator, or authorised delegate, signs on behalf of the Institute.
- 9 Work with all parties on any issues or grievances arising from a Practical Placement and arrange a satisfactory resolution if possible. Matters which cannot be resolved as an issue will be managed through Stirling Institute's Complaints and Appeals Policy and Procedure.
- 10 Give particular attention to the placement of students with additional needs. Guidance in this matter must be sought from host employers and legislation requirements.
- 11 Ensure that any accident reports are provided to the Work Placement Coordinator prior to completion of any practical placement. Any general queries in regard to WorkCover insurance eligibility matters should be directed to the CEO of Stirling Institute in the first instance.
- 12 Be responsible for and make the necessary arrangements to ensure the required assessment of the student is conducted in accordance with the relevant assessment guidelines.
- 13 Ongoing monitoring of Host Facilities safety and quality by gathering and analysing relevant forms/evidence (e.g. Form 18 WHS Training Facility Checklist, Form 56 Star Rating, Form 59 Student Placement Survey).
- 14 Receive and process Form 60 Employment Validation Forms and Form 57 Request to Change Host Facility; communicate outcomes to relevant parties and record outcomes on VETtrak and student file.

6. Appeal

Where Practical Placement is allocated to the student and any disagreements/issues with the outcome/process occurs, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussion, the individual may appeal by using the methods outlined in the 'Students Complaints and Appeals Policy and Procedure.' This policy and procedure can be obtained from the SIA website and is also found in the Student Handbook.

The request for an appeal must be lodged in writing no later than 20 business days from notification of the outcome of the application.

7. Responsibility

The Quality and Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure. The Data team is responsible for collecting, verifying, assessing, and filing evidences of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the CEO in person or by email to: info@sia.edu.au

8. Review Date

12 months from the date of this version, or as required.

9. Version History

Version Number	Date	Reason for change	Prepared By	Approved By
2018_v1 (2.5)	Sep 2016	New template, Mapping to SRTOs 2015	Quality & Compliance Manager- JS	CEO
2018_v2	Jun 2018	Revised policy and inclusion of international student needs	Quality & Compliance Manager	CEO
V3	Feb 2019	Revised policy to include CHC52015 and aligned to current practice	Quality & Compliance Manager	CEO
V4.0	May 2020	Revised Procedures and Introduced new forms and templates	Quality & Compliance Manager (GDS)	CEO (DY)
V4.1	May 2021	Reviewed HESG reference. Replace FAQ with Practical Placement Handbook. Added qualifications and minimum hours in line with qualifications currently on scope.	Quality & Compliance Manager (GDS)	CEO (DY)
V4.2	March 2022	Reviewed HESG reference. Added new qualification codes for ECEC qualifications and their duration. Added authorised delegate for WHS check.	Quality & Compliance Manager (GDS)	CEO (DY)
V4.3	June 2023	Introduced Work placement Manager position. Revised HESG reference.	Quality & Compliance Manager (GDS)	CEO (DY)