RTO 90283

Work Placement Policy & Procedure

Purpose:

The purpose of this procedure is to describe how the National College of Vocational Education (NCVE) meets its to requirements for organising, supervising and monitoring mandatory work placement arrangements.

Policy:

National College of Vocational Education (NCVE) defines Work Placement as a period of work mandated by a unit of competency or qualification's training package that students must complete in a workplace to demonstrate knowledge and skills in the unit of competency or qualification.

NCVE acknowledges that work placement offers the opportunity for learners to practise their skills and implement their knowledge 'on the job'. Work placement also provides an opportunity to assess the learner's ability to apply skills and knowledge gained in the classroom to a real work environment.

Mandatory work placement relates to the following training product's on NCVE's current scope of registration:

1. *SIT30622 Certificate III in Hospitality*
2. *CHC33021 Certificate III in Individual Support*
3. *CHC43015 Certificate IV in Ageing Support*

- In the first instance, the student finds a venue suitable in which they propose to complete their work placement.
- NCVE can also assist students with securing suitable venues if they cannot arrange a work placement venue.
- NCVE ensures that each workplace venue used for the purposes of mandatory work placement:

- has a written agreement in place outlining the responsibilities of all parties in the provision of work placement to students
- has been assessed for having the facilities, equipment and resources required to deliver training and assessment as specified in the relevant training package
- has sufficient staff who can act in the role of Workplace Supervisor
- has provided Workplace Supervisors with sufficient training about their roles
- has appropriate workplace health and safety and critical incident policies and procedures in place to protect NCVE students undertaking work placement

- NCVE has processes in place to ensure that:
  - before learners commence their work placement, they are provided with information about their placement including:
    - the compulsory duration of their work placement
    - the expectations from then while undergoing the work placement
    - documents that must be maintained and completed during their placement and submitted to NCVE at the end of their placement
    - information about equipment, clothing, workplace health and safety and other work requirements that they must meet when attending the workplace, where applicable.
- NCVE has appropriate insurance in place to cover students enrolled at NCVE taking part in mandatory work placement as part of their course of study.
- NCVE will monitor the student's progress and participation during the work placement period.
- NCVE ensures that student submit all relevant documentation at the end of work placement. The nominated trainer/ assessor reviews documentation as a source of supplementary/ third-party evidence before making a competency judgment on behalf of the student.

Procedure:

	Responsibility	Supporting documentation
Venue selection		
Student sourced venue		
Notify NCVE of venue selection	student	
Complete Work Placement Agreement and return to NCVE	student/ venue	• SIT Work Placement agreement • CHC Work placement Agreement
Complete resources check on venue	NCVE trainer/ assessor	• CHC Facilities and equipment checklist • SIT Facilities and equipment checklist • Work Placement Health & Safety Assessment Form
Approve venue for work placement	NCVE Training Coordinator	
Provide training to venue staff	NCVE trainer/ assessor	• Work Placement Employer's Guide
NCVE sourced venue		
As above – documentation provided and finalised by NCVE	NCVE trainer/ assessor	
Work placement training/ orientation		
Provide induction to students at least one week before placement commencement	NCVE Training Coordinator	
Issue students with workplace documentation	NCVE Training Coordinator	• Host employment induction letter • Inductance documentation • Work Placement Logbook
Progress & Participation monitoring		
Visit student one at least once every four weeks	Nominated trainer/ assessor	• Work placement visit record form
Finalising work placement documentation		
Remind student via email of deadline for submitting work placement documentation at four weeks and one week before completion	Nominated trainer/ assessor	
Submit documentation to NCVE within one week of end date of work placement	Student	• Work placement Logbook

Proforma & supporting documentation:

- SIT Work Placement agreement
- CHC Work placement Agreement
- CHC Facilities and equipment checklist
- Work Placement Health & Safety Assessment Form
- SIT Facilities and equipment checklist
- Work Placement Employer's Guide
- Host employment induction letter
- Inductance documentation
- Work Placement Logbook
- Work placement visit record form

Version Control:

Title	**Student Enrolment Policy & Procedure**			
Description	Describes processes for managing mandatory work placement			
Created By	Jill Millard			
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Maintained By	Jill Millard			
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V1.0		Created		Withdrawn
V2.0	Jil Millard	Updated to clarify procedures for initial assessment of workplace venues and Remove reference to CRICOS	09/04/2025	Current