



## Table of Contents

1. POLICY.....	2
2. PURPOSE .....	2
3. SCOPE .....	2
4. DEFINITIONS .....	2
5. REQUIREMENTS, PROCESS AND PROCEDURE .....	3
6. SOURCING WORK PLACEMENT HOST EMPLOYER.....	4
7. PREPARATION FOR PRACTICAL PLACEMENT .....	6
8. UNDERTAKING PRACTICAL PLACEMENTS .....	7
9. MONITORING AND RECORDING OF PRACTICAL PLACEMENTS.....	8
10. RESPONSIBILITY .....	9
11. RELATED DOCUMENTS .....	9


## 1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College will ensure that any courses requiring practical placement are developed to ensure that the practical placements are managed in a manner which benefits the student and minimizes risk to the student, Host Employer and IQY Technical College of Business and Language.

## 2. PURPOSE

The purpose of this policy is to address Standard 11 of the National Code 2018 for work placement arrangements, Clause 1.1 from the SRTTO standards and the relevant ASQA VET framework requirements.

The ESOS National Code uses the term “work-based training” as follows: - Work based training (hereon referred as Work Placement) must only be approved by a designated authority as part of a CRICOS registered course where:

- it must be undertaken to gain the qualification, and
- The registered provider has appropriate arrangements for the supervision and assessment of overseas students in place.

## 3. SCOPE

This policy relates to all students undertaking Work Placement requirements as part of their VET study program. The policy scope covers the planning, implementation of Work Placement, monitoring students during Work Placement and reviewing the effectiveness of Work Placement.

## 4. DEFINITIONS

**Host Employer** Workplace providing work placement/ practical placement learning environment to IQY Technical College student.

**Work Placement (WP)** An assessable component of a qualification, designed to provide students with the opportunity, and the means, to apply skills and knowledge obtained through the study of their qualification in a supervised and authentic environment.

**Workplace Supervisor** Employee or owner of host organisation identified as contact person for student and IQY Technical College of Business and Language.

**Work Placement Tri-Partite Agreement** Written agreement signed by student, host employer and IQY Technical College to specify the hours of work placement and activate insurance cover.

**Student Work Placement Logbook** A logbook is a permanent record of a student’s training, skills and achievements during a work placement. The logbook provides a record of the student’s hours at placement and diary of learning activities and tasks in the workplace

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## 5. REQUIREMENTS, PROCESS AND PROCEDURE

**5.1** Comply with industry training packages requirements including where work placement is a requirement of the qualification of unit of competency.

**5.2** IQY Technical Collegerecognises that work experience and placement for IQY Institute's students is a vital asset to:

- Comply with the AQF and registered Training Packages;
- Allows students to reach completion of their qualification in a reasonable timeframe and allows them an insight into the industry;
- Allows the flexibility of assessment to be done during real life situations by industry qualified assessors/trainers/experts.
- IQY Technical Collegehas appropriate arrangements for the supervision and assessment of students undertaking work placement training and assessment.

**5.3** IQY Technical Collegehas mechanisms in place to monitor a student's course progress and attendance while the student is completing work placement.

**5.4** The student work placement can be paid, or unpaid and IQY Technical Collegewill have no involvement in any sort of monetary payment to be made to the host employer nor will guarantee the students for any sort of committed remunerations to be paid on behalf of the host employer. However, the students are expected to fill in all the required documents as a part of the course.

**5.5** As the work placement is a part of the course and the students are entitled to complete this work placement, they **will not be** issued a Certificate of completion of the qualification till this component has been completed.

**5.6** IQY Technical Collegehas the primarily responsibility for organising the work placement. IQY Technical CollegeWork placement is an assessment requirement and therefore the training organisation is responsible for organising students in finding a host employer and will make sure that all the criteria of the work placement are met.

**5.7** Students can arrange their own employer; however, IQY Technical Collegewill go through a process of verifying that that workplace is suitable before entering into an agreement.

**5.8** The duration of the hours to be completed will be mentioned in Work Placement Information Booklet which will be handed out to the student prior to the work placement.

**5.9** The trainers are required to visit students in the workplace to monitor their progress, check on their welfare, engage with supervisors to get feedback. The

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frequency of these visits will be identified within the training and assessment strategy.

- 5.10** Where work placement is approved as part of a course for registration on CRICOS, the work placement component will be included in the duration of the course.
- 5.11** The work placement is not to exceed 20 hours per week for CRICOS students.
- 5.12** Part 5.4 Division 2 of the Education and Training Reform Act (ETRA) 2006 requires that students completing work placement must have a signed practical placement agreement with each host employer with whom they are placed. This is the basis on which IQY Technical College has set up the Tri-Partite Work placement agreement that is required to be done by all the three parties i.e. IQY Institute, the host employer and the student who is undertaking the work placement before the commencement of the work placement.
- 5.13 Records retention requirement** Practical placement agreements and records must be kept for a **minimum of 7 years** in case of insurance claims.

## **6. SOURCING WORK PLACEMENT HOST EMPLOYER**

- 6.1** To generate placements IQY Technical College will liaise with industry to identify potential host employers.
- 6.2** The process for sourcing a work placement position for students shall be undertaken as indicated below:  
Student is placed with a (screened & compliant) willing host employer; OR Existing employer or nominated employer of the student is screened for compliance following IQY Technical College Work Placement policy and procedure and on successful screening the student is registered against this employer.
- 6.3** IQY Technical College will determine the suitability (compliant) of potential host employer. Firstly IQY Technical College will determine their willingness and preferences for shifts and time frames for students to participate. IQY Technical College will determine if there will be adequate and suitable supervision of the student, if there is orientation and induction arrangements, if the nature of the duties to be performed align with the qualification, does the workplace have relevant equipment and procedures that will enable the student to perform the task necessary for the qualification, is there a sufficient scope of work available within the workplace, is the workplace certified where this is applicable, etc.
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- 6.4** The initial assessment of the site is completed by the Head of VET/ Work placement Coordinator or a suitably experienced delegate through an inspection of the site. The possibility of work placement is discussed with the Host employer ensuring that the student has access to the necessary things and the work placement arrangement is working both for the student and the Host employer and establishing that all the requirements of the Work placement Criteria are met.
- 6.5** The Host Employer Eligibility Assessment Form is duly filled in during the initial assessment of the Host Employer. The workplace supervisor is offered assistance and support by the Work Placement Coordinator.
- 6.6** During the training and assessment, the site is monitored through a range of mechanisms including the student site evaluation, inspection of the site by the VET Trainer/ Work Placement Coordinator and interview of the workplace supervisor and the staff.
- 6.7** The VET Trainer/ Work Placement Coordinator provides any assistance and support required by the workplace supervisor and confirms that all the requirements of the Work placement facility selection criteria are met **every six months**.
- 6.8** A site visit will be conducted by IQY Technical College 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 WH&S standards.
- 6.9** All host employers shall be given information relating to the work placement requirements and course information and will be required to enter an MOU with IQY Institute. The MOU will outline the responsibilities of both the parties.
- 6.10** A "Work Placement Tri-Partite Agreement" shall be signed by IQY Technical College of Business and Language, the host employer, and the student (tri-party). The agreement will specify the roles and responsibilities of all parties, hours of the work placement and the total hours required to complete the outcomes of the specified units of competency requiring the work placement.
- 6.11** The "Work Placement Tri-Partite Agreement" shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.
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## 7. PREPARATION FOR PRACTICAL PLACEMENT

- 7.1** IQY Technical College will identify the specific units and the reason that Work Placement is the most appropriate form of delivery and assessment.
- 7.2** Students will undertake training within the IQY Technical College environment in all pre-requisite units and the theory components of units to be assessed in the work placement. This includes any Workplace Health and Safety training that is to be included within the course. This training shall take place within IQY Institute's classrooms and simulated work environments and shall occur prior to any work placements are undertaken.
- 7.3** It's important that before the student commences work placement that they have fully completed the training in the unit of competency that requires work placement in the performance evidence.
- 7.4** Students will undertake a workplace induction which will allow for the student to become familiar with the workplace and meet host employers and colleagues. The induction will be conducted by the host employer as indicated within the 'Work Placement Tri-Partite Agreement'.
- 7.5** The VET Trainer/ Work placement Coordinator will conduct a session in the orientation program with each workplace prior to acceptance of students. The orientation program will include the following:
- IQY Technical College of Business and Language's responsibilities to train students to acceptable standards, introduce students to the Work placement program, support students in the workplace, provide support to the students and monitor attendance and progress;
  - Workplace responsibilities to provide students with work in keeping with the requirements of the logbook, to properly complete the logbook, to monitor and supervise student work, to record attendance and to allow workplace visits and contact between the VET Trainer/ Work placement
  - The visa and ESOS compliance requirements.
- 7.6** Students will be informed about the work placement on the orientation day. A student Work placement Information Booklet and a logbook will be distributed during the orientation session.
- 7.7** Orientation to the work placement program will be as follows:
- Information will be provided about the program in the IQY Institute
  - Students will not be placed on the program until they are assessed by IQY Technical College as "work ready".
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**7.8** A Work placement Quality Assurance checklist is duly filled in by the Head of VET/ Work placement Coordinator at the beginning of Work Placemen. This assists in maintaining and confirming the establishment of the work placement arrangement.

**7.9** This Quality Assurance Checklist is discussed and presented to the academic board every six months for continuous improvement actions as required.

## **8. UNDERTAKING PRACTICAL PLACEMENTS**

**8.1** Students will be required to complete the work placement as specified in the 'Work Placement Tri-Partite Agreement'.

**8.2** Student's attendance through the work placement shall be recorded by the host employer and the student via the 'Student Work Placement Logbook'. This will record all times and dates the student completes work placement hours for the host employer.

**8.3** During the work placement changes in relation to individual student participation can be coordinated locally between the Work Placement coordinator and the workplace supervisor.

**8.4** In addition to recording hours, the workplace supervisor will usually need to also keep a record of the duties performed in relation to the requirements of the unit of competency and provide a reflection of these to record their duties performed over the duration of the work placement

**8.5** The student shall be provided 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 Work Placement Agreement.

**8.6** IQY Technical Collegewill monitor the work placement through trainers and assessors completing:

- Regular contact with the student through normal classes where feedback on the work placement will be sought;
  - Site visits to conduct assessments in the workplace where trainers will ensure the workplace is providing adequate support and guidance to the student. The Trainers will also ensure the workplace is WH&S compliant;
  - The employer and student will be required to sign a student work placement logbook indicating the hours completed which will be monitored by trainers / assessors.
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**8.7** Assessment of required practical skills will be undertaken by qualified trainers and assessors where appropriate. On some occasions the trainer 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 IQY Institute.

**8.8** Student responsibilities related to Work Placement which are covered in the Work Placement Information Booklet as well as in the Work Placement Tri-partite agreement are:

- (a) To comply with all safety and WH&S policies and procedures, as well as other protocols that are practiced by the Host Employer.
- (b) A willing attitude to learn, complete the tasks assigned by the Workplace Supervisor by listening to instructions and be polite and courteous with all the staff members.
- (c) Attendance and punctuality – allocated start time, lunch and tea breaks and returning promptly after the break etc.
- (d) To contact the Workplace Supervisor and the Work Placement Supervisor immediately in case of emergency or if sick to attend the work placement.
- (e) To maintain personal safety in the workplace and report any hazards or unsafe practices that they observe.
- (f) The students are required to wear clean and neatly pressed uniform (uniform requirements are informed in the orientation) and wear chef/kitchen shoes while working in the kitchen in the work placement.
- (g) Follow general rules for personal health and cleanliness.
- (h) Inform the Work Placement Coordinator and workplace supervisor if the student suffers from any medical condition or disability that may affect the student's work performance, prior to commencing work placement.
- (i) IQY Technical College has Public Liability Insurance of up to \$20 million, along with 'Voluntary Work placements workover'.

## **9. MONITORING AND RECORDING OF PRACTICAL PLACEMENTS**

**9.1** The Work Placement Host employer Eligibility Checklist should be completed before every work placement commences.

**9.2** Each student undertaking a Practical placement **MUST** have a copy of their 'Work Placement Tri-Partite Agreement'.

**9.3** All hours completed within the workplace **MUST** be recorded in the student's 'Student Work Placement Logbook'.

**9.4** This log **MUST** be signed by the student and the employer and be monitored on a **weekly** basis during the work placement by

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- IQY Technical College trainer / Work Placement Coordinator
- the 'Work Placement Logbook' 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).

**9.5** A Work placement Quality Assurance checklist is duly filled in by the Head of VET/ Work placement Coordinator after the completion of the work placement. This assist seeking feedback from the student after work placement.

**9.6** This Quality Assurance Checklist is discussed and presented to the academic board every six months for continuous improvement actions as required.

## **10. RESPONSIBILITY**

The VET Trainer/ Work Placement Coordinator, Head of VET, Director of Academic and Business development and CEO are responsible for IQY Institute's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## **11. RELATED DOCUMENTS**

### **Related Documents**

- Work Placement Information Booklet
  - Work Placement Host Employer Eligibility Checklist
  - Work Placement Memorandum of Understanding
  - Work Placement Training Tri-Partite Agreement
  - Student Work placement Logbook
  - Work Placement Quality Assurance checklist at the end of WP
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