VET Work Placement Procedure

Section 1 - Introduction

(1) Work placement is any structured, assessable workplace learning that prepares students for the workforce. It is generally linked to specific units of competency within a program of study.

(2) The experience in the workplace:

a. helps students link knowledge and skills with jobs;
b. helps students to better understand theory they have learnt by putting it into practice;
c. gives the students hands-on experience in the workplace; and
d. is an assessable part of the student's course.

(3) Work Placement is different from work experience. Instead of just observing what goes on, students are given the opportunity to undertake practical tasks to demonstrate skills related to their program under the supervision of a workplace supervisor.

(4) Work placement is facilitated by the unit lecturer. The staff member undertakes a review of the workplace to have confidence the workplace is suitable for the work placement (e.g. meeting work health and safety requirements, and able to provide the practical training required) and negotiate mutually agreeable placement arrangements.

Section 2 - Compliance

(5) This is a compliance requirement under the:

a. Education Services for Overseas Students Act 2000;
b. National Code of Practice for Providers of Education and Training to Overseas Students 2018; and
c. Standards for Registered Training Organisations (RTOs) 2015.

Section 3 - Intent

(6) This procedure details how to plan, schedule, facilitate, and assess students who undertake work placement.

Section 4 - Relevant Definitions

(7) In the context of this document:

a. Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course;
b. Industry means the bodies that have a stake in the services provided by the University. These can include, but are not limited to: specific enterprise/industry clients, e.g. employers; group training organisations; industry

organisations; industry regulators; industry skills councils or committees; industry training advisory bodies; training advisory councils, occupational licensing bodies and unions;

c. Placement Provider means the business accepting the student for work placement under the work placement agreement;
d. Training and Assessment Strategy (TAS) means the overarching document that describes the training and assessment of a Training Product. The strategy comprises multiple documents. However, there will always be consistency between these documents so that the overall strategy is clearly described;
e. Training Package Working Advisory Group (TPWAG) means staff members involved in the provision of Training Products from a particular Training Package, as well as VET Developers and other stakeholders. The Training Package Working Advisory Group meets at least four times a year to ensure there is a consistent approach to the planning, design, implementation and review of Training Products. The Training Package Working Advisory Group provide an organisation-wide approach and ensure consistency in the University's approach to the continuous improvement of VET provisions;
f. VET means Vocational Education and Training;
g. VET Quality Management System (VETQMS) means the policies, procedures, processes, guidelines and practices which govern and guide staff members in the planning, design, delivery and review of VET quality products and services;
h. Workplace Assessor means a University staff member qualified to undertake the assessment. The work placement provider is not responsible for the assessment of the student's competency against the unit assessment criteria;
i. Work Placement; means any structured, assessable workplace learning linked to specific units of competency; and
j. Workplace Supervisor means the person nominated by the provider to oversee and support the student during the work placement.

Section 5 - Procedures

Plan and Schedule Work Placement

(8) As part of the broader VET Quality Management System course planning process the Training Package Working Advisory Group:

a. identifies units of competency that are either suitable for, or required to be undertaken in, a work placement environment;
b. indicates in the Training and Assessment Strategy document that work placement is to be included in the training and assessment strategy and nominate relevant units;
c. incorporates work placement requirements in course flyers and course catalogue;
d. reviews and updates the Student Work Placement Handbook and the Provider Work Placement Handbook annually and prior to any placements occurring in any calendar year; and
e. allocates a reasonable timeframe for work placement in the student delivery schedule.

(9) As a risk mitigation strategy, the Training Package Working Advisory Group creates a framework for work placement simulation, in accordance with assessment conditions, should suitable industry based placement be unavailable when needed.

(10) The unit lecturer will:

a. inform students of work placement requirements as part of course induction/information sessions;

b. select potential providers for work placements;
c. match potential providers to students;
d. undertake introductory meeting/s with providers to establish the foundations for the work placement;
e. visit the workplace to ensure the workplace can provide the training required;
f. visit the workplace to review work health and safety practices; and
g. attach any documents relating to work placements to each students file.

Facilitate Work Placement

(11) The unit lecturer to contact placement providers, with sufficient lead time for them to prepare, regarding student work placement. Confirm the work placement meets the assessment conditions, including work health and safety requirements, and negotiate dates suitable for all stakeholders.

(12) Provide each student with a Work Placement Handbook detailing their obligations and expectations and ensure completion. Include clear instructions regarding assessment activities required for competency to be achieved.

(13) Obtain student's written consent to participate in the work placement.

(14) Provide a Work Placement Handbook to the placement provider detailing their legal obligations and expectations. Explain processes and timelines for completion. Obtain provider's written consent to host the work placement.

Assess Students Work Placement

(15) Unit lecturer to attend the workplace, at an agreed time(s) as necessary, to observe the student's work.

(16) Observe evidence of the student's competency against all relevant unit elements, performance criteria and range statements, performance and knowledge evidence, skills and knowledge under assessment conditions in accordance with the requirements of training package unit(s) of competency. Record this observation and make a competency judgement in accordance with the rules of evidence.

(17) Meet with the workplace supervisor. Document any feedback on the students' activities and performance during the work placement.

Section 6 - Non-Compliance

(18) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2022 and the Code of Conduct – Students.

(19) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(20) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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Responsible Executive	Lisa Papatraianou Deputy Provost
Implementation Officer	Lisa Papatraianou Deputy Provost
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