

Placement policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Placement policy	April 2020/V1.0	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Policy scope

The placement policy applies to all registered training organisation (RTO) staff members, trainers and assessors, students and host work placement organisations.

Policy purpose

The placement policy defines the expectations and standards relating to RTO students that are required to undertake a work placement as part of their training program.

The policy is intended to enhance work placement experiences, minimise work placement issues and provide a clear, consistent approach to ensuring a quality work placement learning environment is identified and maintained.

Policy statement

The RTO is committed to providing a quality placement learning environment that reflects normal workplace conditions and standards and supporting the learner to maximising the benefits of their work placement experience.

In planning and implementing work placements, including when visiting placement sites AIFL staff, students and contractors working on behalf of the organisation must be aware that:

- The AIFL Code of Conduct applies in work placement environments
- AIFL students and staff are to respect and follow the policies and procedures of the placement organisation as they apply to the individual.
- AIFL students and staff are to respect the confidentiality of the placement organisation and that of its staff and clients
- The student is to secure their own work placement
- The student is responsible for any additional requirements of the placement organisation including but not limited to, immunisations, police checks, working with children checks, First Aid certification
- Where a work placement cannot be secured the organisation will work with the student to assist them secure a suitable work placement
- The organisation must inspect and determine that the workplace identified is suitable for the work placement
- The organisation must enter into an agreement with the organisation where the work placement is to occur
- The RTO is to work with the placement organisation to organise a work placement plan that ensures that the placement aligns with experience of skills and knowledge required under the unit/qualification being undertaken by the student, and relevant to their learning needs
- The student is to be orientated appropriately into the workplace by both the RTO and the placement organisation including a clear process for the management of any incidents or complaints

Placement policy

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- The student is to be supported appropriately by both the RTO and the placement organisation for the duration of the student's placement

Legislative/statutory requirements

Current legislation relating to:

- Standards for Registered Training Organisations 2015
- Work Health and Safety Act and Regulations
- Disability Discrimination Act 1992
- Fairwork Act 2009
- Privacy Act 1988

Associated documents

- Code of conduct policy
- Training and assessment strategies
- Student handbook
- Course information
- Website information – placement and student support
- Placement checklist
- Placement agreement
- Workplace log

Measure of policy effectiveness

At a minimum, the effectiveness of this Policy will be measured by:

- Reduction in work placement issues and incidents
- Effectiveness of placement management and student and organisation satisfaction
- Outcomes of internal and external audits

Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy

Definitions/acronyms

Nil
