

WORK BASED TRAINING POLICY

POLICY

This policy relates to the placement of students as part of the requirements of a course to ensure work based training is conducted in a manner that minimise the risk to the student, host employer and the Registered Training Organisation (RTO). The RTO being Yorke Institute.

The following ensures compliance with the requirements of the Guidelines for Applications for Approval of Work-Based Training in Courses for Overseas Students issued by the Victorian Registration and Qualifications Authority (VRQA).

- Students will only undertake practical placements when it is required to gain the qualification and the Yorke Institute has appropriate arrangements for the supervision and assessment of students in the workplace.
- Students will complete the work placement hours as part of the course duration requirements.

Please Note:

Yorke Institute has no involvement with any business employing students. This includes financial or incidental interests or relationships.

Definitions:

<i>Practical Placement:</i>	Any structured workplace learning that is part of a written agreement between Yorke Institute and an employer/organisation. It includes work observation, work experience and other forms of workplace learning.
<i>Host Employer:</i>	The organisation providing the work placement.
<i>Workplace Supervisor:</i>	An appropriate employee or owner of the host organisation, identified as the person responsible for monitoring the student in the workplace.
<i>Practical Placement Agreement:</i>	A written agreement between the student, host employer and Yorke Institute outlining the terms of the practical placement.

PROCEDURE

Practical Placement

A Work placement will be required as part of a course where:

- The Training Package specifically states Work Placement hours are to be completed as part of the training, or;
- The most appropriate method of training or assessment is through work placement in an appropriate industry/organisation.

Where a course has been identified as requiring practical placement, the RTO will identify the specific units and the reasons why work based training is the most appropriate form of delivery and assessment.

The specific number of work placement hours and the specific work place requirements must be determined and included in the course structure.

Yorke Institute will identify practical placement requirement on course marketing materials. The information will include the required hours of work placement and any industry specific requirements.

All staff involved in the delivery of the course shall also be informed about the work placement requirements and their roles and responsibilities involved with practical placements. This information shall be covered through the **staff induction process** and through on-going staff meetings.

Reference to any work placement will be included in marketing materials, student and staff handbooks.

Sourcing Practical Placements

Yorke Institute will liaise with industry/industry consultants to identify potential host employers and determine the suitability of a potential host employer based on the host employer checklist.

Once a potential host employer has been identified, a site visit will be conducted by Yorke Institute to ensure the workplace is appropriate for the student's placement. The host employer is provided with all information relating to the work placement requirements and course information.

A 'Work Placement Agreement' is entered into by Yorke Institute, host employer and student. The agreement will specify the roles and responsibilities of all parties, hours of work placement to complete the outcomes of the specified units of competency requiring the work placement.

The 'Work 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

Students will commence training in all pre-requisite units and the theory components of units to be assessed in the work placement, prior to commencement of their work placement. Training will take place at Yorke Institutes premises.

A **workplace induction** will be conducted by the host employer as indicated within the 'Work Placement Agreement' which will allow the student to become familiar with the workplace and meet the host employers and work colleagues.

Undertaking Practical Placements

- Students will complete the work placement hours as part of the course duration requirements.

Recording of Practical Placements

- Each student undertaking a Practical placement shall have a copy of their 'Work Placement Agreement' kept on their file.
- All hours completed within the workplace shall be recorded in the student's 'Work Placement Log'. This log shall be signed by the student and the employer and be monitored on a weekly basis by Yorke Institute trainer/assessor.
- The 'Work 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).
- Attendance sheet for monitoring process. Outcome of poor attendance or non performance (NYC).