

Name of the Policy	PPI16 International Practical Placement Policy and Procedure
Distribution	All Staff and Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as <ul style="list-style-type: none"> • Academy of Hypnotic Science • Stirling Institute of Counselling • Stirling Institute • Stirling Institute of Hypnotherapy • Stirling Institute of Business • Stirling Institute of Children’s Services
Related Documents	<ul style="list-style-type: none"> • Practical Placement Agreement • SIA Student Practical Placement Handbook • International Student Handbook • Course Outline • TAS • Host Employer site checklist
Statutory References	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTO’s 2015 Clause 5.2 • National Code of Practice 2018 Standard 2 • ESOS Act 2000
Legislative Context	<ul style="list-style-type: none"> • Disability Discrimination Act 1992 • Equal Opportunity Act 2010 • Victorians Occupational Health and Safety Act 2004 • Work Health and Safety Act (2011) • Working with Children Act 2005 • Education and Training Reform Act 2006 • Aged Care Act 1997 • HEGS Practical Placement Guidelines and Legislation

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1. Policy

This procedure describes how Stirling Institute of Australia (TOID: 21132 CRICOS: 03797M) (Stirling Institute) ensures practical placements are to be arranged to ensure that each placement achieves its aims and all stakeholders are protected from liability.

This procedure and associated documents apply to enrolled Stirling Institute's students who participate in a practical placement. It does not apply to apprentices/trainees employed under training agreements; or where students undertake part or all of their training in a workplace as employees of the workplace.

2. Purpose

To establish the legal and organisational requirements for the placement of students with host employers for Practical Placement, and the administration of Practical Placement ensuring compliance with the Higher Education and Skills Group (HESG) - *Practical Placement Guidelines* and legislation.

3. Scope

This procedure applies to all enrolled students at Stirling Institute undertaking practical placement.

4. Definitions

Host Employer is the Workplace providing practical placement activity.

Practical Placement is any structured workplace learning, including, but not limited to, work observation and work experience undertaken by a student as part of the course.

Practical Placement Agreement is a legal agreement which stipulates the rights, obligations and duties of the employer, the RTO and the student and must include, in addition to the relevant details and information about the RTO, employer and student, the following details:

- The length of the practical placement expressed as hours;
- The payment arrangements;
- The relevant skills to be developed, reinforced and/or assessed during the practical placement; and
- Signatures of the student, the employer and the RTO.

Work Placement Coordinator (WPC) is a Stirling Institute staff member who is charged with the responsibility of coordinating Practical Placement for a course / cohort.

Practical Placement Pack is a group of documents provided to the student and employer. It includes:

- Practical Placement FAQ's
- Student and Employer Practical Placement Handbook
- Student Practical Placement Logbook and Workplace Assessment Journal

Workplace Supervisor is the employee or owner of the host organisation identified as the contact person for the student and Stirling Institute.

5. Requirements, Process and Procedures

Guidelines

All arrangements for the Practical Placement of Stirling Institute students must adhere to the Higher Education and Skills Group (HESG) - *Practical Placement Guidelines*, 2018-19 VET Funding Contract and its amendments, which are in accordance with the *Education and Training Reform Act 2006* (ETRA) and relevant legislation.

The following internal procedures must be implemented by Stirling Institute where students undertake Practical Placement:

- 1 Stirling Institute recognises that work experience and placement for our students is a vital asset to:
 - Comply with the AQF and registered Training Packages.
 - Allow students to reach completion of their qualification in a reasonable timeframe and allow them an insight into the industry.
 - Allow the flexibility of assessment to be done during real life situations and by a number of industry qualified assessors/trainers/experts.

- 2 Stirling Institute has appropriate arrangements for the supervision and assessment of students undertaking vocational Placement training and assessment.
- 3 That students studying with Stirling Institute will be required to complete Practical Placement during the course as per the requirements of the course. Students studying the following courses will be required to do the following minimum hours:

Qualification Code and Name	Number of hours (minimum)
CHC43121 Certificate IV in Disability	120 hrs
CHC43015 Certificate IV in Ageing Support	120 hrs
CHC52015 Diploma of Community Services	100 hrs
CHC30121 Certificate III in Early Childhood Education and Care	160 hrs
CHC50121 Diploma of Early Childhood Education and Care	280 hrs
CHC53315 Diploma of Mental Health	160 hrs

- 4 Stirling Institute must have mechanisms in place to monitor a student's course progress and attendance while the student is completing Practical Placement.
- 5 Students Practical Placement is unpaid. However, a host employer may offer monetary payment. Stirling Institute does not have involvement, nor will guarantee the students for any sort of committed remunerations to be paid on behalf of the host employer.
- 6 The students are expected to fill in all the required documents as a part of the course.
- 7 As Practical Placement is part of the course, students are required to complete the entire allocated hours of placement and will not be issued a certificate till this component has been assessed as completed.
- 8 Students can arrange their own employer; however, Stirling Institute will assist students in finding a host employer. All employers must be checked for suitability by Stirling Institute prior to the student commencing the Practical Placement.
- 9 As the students will be working in different industries the details of the Practical Placement will be outlined prior to the commencement of the placement and will be part of the Practical Placement Pack.
- 10 The trainer/assessor or Work Placement Coordinator will visit / contact the students at least once every 2 weeks and will make sure all the workplace documents are up to date. During this contact they will check the students' progress.
- 11 Where Practical Placement is mandatory as part of the training package, the practical placement hours will be included in the duration of the course. The duration of the course will be determined based on the time required to complete the course on a full-time study basis.
- 12 Where Practical Placement is not mandatory as part of the training package it is deemed Work Experience. The Work Experience hours are additional to the total course hours as the student will not be assessed in the work place.
- 13 The Education and Training Reform Act (ETRA) 2006 requires that students completing Practical Placement must have a signed Practical Placement Agreement prior to commencing the Practical Placement. The Agreement must be signed by the Host Employer, the Student and Stirling Institute. The original agreement must reside with Stirling Institute and a copy be provided to the student and host employer.
- 14 Practical Placement Agreements and records must be kept for a minimum of 7 years in case of insurance claims.
- 15 All students are covered by Stirling Institute Public Liability Insurance as part of their work placement arrangements. Where a student is undertaking Practical Placement as part of their Skills First funded course, they may be covered by the Departments insurance arrangements. All incidents must follow the reporting processes for incidents and WorkCover claims, as outlined in the Student Practical Placement Handbook.

Sourcing the practical placements

1 The process for sourcing a Practical Placement position for students shall be undertaken as indicated below:

- Student is placed with a (screened and compliant) willing host employer; or
- Existing employer, or nominated employer of the student, is screened for compliance following Stirling Institute Policy and Procedure and on successful screening the student is registered against this employer.

2 Stirling Institute maintains MOU's with different providers allowing our students priority placement.

3 To generate placements Stirling Institute will liaise with industry to identify other potential host employers.

4 Stirling Institute will determine suitability of potential host employer, including supervision and occupational health and safety requirements.

5 The initial assessment of the site is completed by the Work Placement Coordinator through an inspection of the site, interviewing of the work place supervisor and establishing that all the requirements of the Practical Placement Criteria are met. The workplace supervisor is offered assistance and support required by the Work Placement Coordinator.

6 Practical Placement venues will be monitored by Stirling Institute to ensure they comply with the agreement. During training and assessment, the site is monitored through a range of mechanisms including the student site evaluation, inspection of the site by the Work Placement Coordinator and interview of the workplace supervisor and the staff. The Work Placement Coordinator provides any assistance and support required by the workplace supervisor and confirms that all the requirements of the Practical Placement facility selection criteria are met every six months.

7 A site visit will be conducted by the Work Placement Coordinator 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 OH&S standards.

8 All host employers shall be given information relating to the Practical Placement requirements and course information and will be required to enter into an overarching MOU with Stirling Institute, where this is practical. The MOU will outline the responsibilities of both parties. If an overarching MOU is not possible the Written Agreement for each student clearly outlines the responsibilities for all parties.

9 A 'Practical Placement Agreement' shall be signed by Stirling Institute, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, hours the Practical Placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the practical placement.

10 The 'Practical 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

1 Students will undertake training within the Stirling Institute environment in all pre-requisite units and the theory components of units to be assessed in the Practical Placement. This includes any Occupational Health and Safety training that is to be included within the course. This training shall take place within Stirling Institute classrooms and simulated work environments and shall occur before commencing Practical Placement.

2 Students will undertake a Practical Placement 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 'Practical Placement Agreement'.

3 The Work Placement Coordinator will conduct an orientation program with each workplace prior to acceptance of students. The orientation program will include the following:

- Stirling Institute's responsibilities to train students to acceptable standards, orientate students to the Practical 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 log book, to properly complete the log book, to monitor and supervise student work, to record attendance and to allow workplace visits and contact between the Trainer / Work Placement Coordinator, the workplace supervisor and the students.

- Compliance requirements.

4 Students will be informed about the Practical Placement prior to commencing the course. A student guide to Practical Placement and a log book will be distributed during the Practical Placement Information Session undertaken after the beginning of the course.

5 The Work Placement Coordinator will ensure that students undertaking Practical Placement in industries where there are legislative requirements for workers meet those legislative requirements prior to starting Practical Placement. (e.g. Working with Children Check, Police Check, CI Card). This should be arranged prior to the student commencing the course, where possible.

6 The session on the Practical Placement program will be as follows:

- Information will be provided about the program in the student handbook
- Students will not be placed on the program until they are assessed by Stirling Institute as “work ready”. In the normal course of events this will occur during the middle section of the course delivery
- A half day information session will be conducted with students prior to commencement of the program.

Undertaking Practical Placements

1 Students will be required to complete the practical placement as specified in the ‘Practical Placement Agreement’. Any variations to the hours worked and conditions of the Practical Placement must be amended in the agreement by Stirling Institute and re-issued to all parties for authorisation.

2 Student’s attendance through the Practical Placement shall be recorded by the host employer and the student via the ‘Practical Placement Log’. This will record all times and dates the student completes Practical Placement hours for the host employer.

3 The student shall be provided with 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 Practical Placement Agreement.

4 Stirling Institute will monitor the Practical Placement through trainers and assessors / Work Placement Coordinator completing:

- Regular contact with the student through normal classes where feedback on the practical placement will be sought;
- Site visits to conduct assessments in the workplace where Trainers / Assessors will ensure the workplace is providing adequate support and guidance to the student. The Trainers / Assessors will also ensure the workplace is OH&S compliant;
- The employer and student will be required to sign a log book indicating the hours completed which will be monitored by trainers / assessors.

5 Assessment of required practical skills will be undertaken by qualified assessors where appropriate. On some occasions the assessor 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 Stirling Institute. Date and time of the assessment visit will be communicated to the students via email. Students will need to ensure to be present on that day to ensure assessment will be carried out. In case the student will not be able to attend, the host centre and Stirling must be informed in writing at least 24 hours prior the scheduled visit/assessment. Failing to do so (unless proven compassionate and compelling reasons) will see the student incurring in extra charges in line with PP02 International Fees Refunds.

After the Practical Placements

1 Work Placement Coordinator forwards letter of thanks to host employer.

2 Work Placement Coordinator ensures that all practical placement records including learning and/or assessment objectives, accident reports and the results of assessments done during practical placements are filed in the relevant student log books.

3 At the end of a student’s course, the Police Check and Working with Children Check records are archived in the student files, where these are kept by Stirling Institute. Host facilities are required by law to keep these as part of their compliance.

4 The Work Placement Coordinator arranges for the Practical Placement Agreement to be kept with the student's enrolment form in student files.

5 If there is an overarching MOU, the Work Placement Coordinator maintains checks on currency of dates and at least two months prior to expiry, commences negotiations for the next agreement by phone, letter or visit.

Recording of Practical Placements

1 Each student undertaking a Practical Placement shall have a copy of their 'Practical Placement Agreement' kept on their file. An electronic copy of the original Agreement will be kept on the students file in VETtrack.

2 All hours completed within the workplace shall be recorded in the student's 'Practical Placement Log'.

3 This log shall be signed by the student and the employer and be monitored on a weekly basis by

- Stirling Institute trainer / assessor or Work Placement Coordinator.
- The 'Practical 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).

Documents Required

- Practical Placement MOU
- Practical Placement checklist
- Practical Placement Agreement
- Student and Employer Practical Placement Handbook
- Practical Placement Handbook
- Student Practical Placement Logbook and Workplace Assessment Journal
- Practical Placement Letter of Confirmation

Work Placement Coordinators (WPC) Responsibility

1 Negotiate potential placements with employers utilising the Practical Placement Agreement documentation.

2 Arrange the suitable dates and times for placements to best meet the students learning schedules and industry seasonal or cyclical demands.

3 Discuss with students the nature and purpose of Practical Placement, their options, and obligations whilst on placement.

4 Ensure that both the student and employer involved in each Practical Placement receive induction related to the requirements and expectations of Practical Placement.

5 Act as the Institute's direct liaison with the employer during the period of a student placement, ensuring the employer has his/her direct telephone contact number.

6 Ensure that Stirling Institute's Practical Placement Agreement is completed and signed by all parties and that each party (employer and student) is provided with a signed copy prior to the start of the placement.

7 Ensure that the signed original Practical Placement Agreement is kept in each individual student file and provided to the Data Manager for uploading to VETtrack.

8 Ensure the Work Placement Coordinator, or authorised delegated, signs on behalf of the Institute.

9 Work with all parties on any issues or grievances arising from a Practical Placement and arrange a satisfactory resolution if possible. Matters which cannot be resolved as an issue will be managed through the Stirling Institute's Complaints and Appeals Policy and Procedure.

10 Give particular attention to the placement of students with special needs. Guidance in this matter must be sought from host employers and legislation requirements.

11 Ensure that any accident reports are provided to the Work Placement Coordinator prior to completion of any practical placement. Any general queries in regard to WorkCover insurance eligibility matters should be directed to the CEO of Stirling Institute in the first instance.

12 Be responsible for and make the necessary arrangements to ensure the required assessment of the student is conducted in accordance with the relevant assessment guidelines.

6. Appeal

Where Practical Placement is allocated to the student and any disagreements/issues with the outcome/process occurs, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussion, the individual may appeal by using the methods outlined in the 'Students Complaints and Appeals Policy and Procedure.' This policy and procedure can be obtained from the SIA website and is also found in the Student Handbook.

The request for an appeal must be lodged in writing no later than 20 business days from notification of the outcome of the application.

7. Responsibility

The Quality and Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure. The Data Manager is responsible for collecting, verifying, assessing, and filing evidences of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the CEO in person or by email to: info@sia.edu.au

8. Review Date

12 months from the date of this version, or as required.

9. Version History

Version Number	Date	Reason for change	Prepared By	Approved By
1	Dec 2018	Initial release	Quality & Compliance Manager	CEO
V1.1	January 2020	Added extra fee for re-assessment visits if student will be absent on the day of scheduled assessment without informing Stirling and host centre.	Quality and Compliance Manager (GDS)	CEO (DY)
V1.2	January 2023	Added new CRICOS qualifications requiring placement hours	Quality and Compliance Manager (GDS)	CEO (DY)