



PP7 – Work Placement Policy

1. Purpose

This policy ensures that work placements and community-based learning are implemented in a structured, compliant, and student-focused way. It supports industry relevance, student safety, and alignment with training package requirements while also ensuring fair access, adequate supervision, and quality learning.

2. Scope

This policy applies to:

- All training products with mandatory or elective work placement components.
- Students, trainers/assessors, workplace supervisors, and third-party hosts.
- All work-integrated or simulated industry-based training that contributes to assessment outcomes.

3. Definitions

Term	Definition
Work Placement	Structured, supervised on-the-job learning required to meet unit or qualification requirements.
Host Organisation	An external business offering the placement under a formal agreement.
Placement Agreement	Documented agreement outlining responsibilities, timelines, and WHS obligations.
Work Placement Logbook	A student-tracking tool used to document attendance, tasks, skills and assessments.
Student Placement Pack	A customised document pack issued based on the qualification and unit requirements. Includes the Placement Agreement, Logbook, Code of Conduct, and Emergency Contacts.

4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standards 1.1, 1.3, 1.8
- National Vocational Education and Training Regulator Act 2011
- Work Health and Safety Act 2011 (Cth)
- Fair Work Act 2009
- Training package guidance and implementation details



5. Policy Statement

The RTO ensures that:

- All work placements meet the volume and conditions of workplace-based learning as specified in relevant training products.
- Placement packs and tools are developed and issued based on the specific qualification and unit structure.
- Placement sites are safe, suitable, and compliant with WHS and learning access standards.
- **Students receive a minimum of three placement visits by a qualified trainer/assessor. Additional visits are scheduled based on:**
 - Unit or course requirements
 - Student support needs
 - Workplace complexity
- Trainers complete workplace observations in direct discussion with the student's workplace supervisor, ensuring decisions on competence are valid, fair, and supported by evidence.
- RTO retains all documentation and review feedback to support audit and continuous improvement.

6. Procedure – Step by Step

Step	Action Description	Responsible Person
1	Identify qualifications and units requiring work placement	Compliance Manager
2	Establish and formalise host arrangements using signed Work Placement Agreements.	Work Placement Coordinator / CM
3	Match students to appropriate host organisations based on availability and suitability	Student Support Officer
4	Conduct WHS and Site Suitability Checklist before approving placement	Compliance Manager / WHS Officer
5	Issue the Student Placement Pack for the qualification, including : Placement Agreement, Logbook, Code of Conduct, Contact List, and other qualification-specific documents	Work Placement Coordinator/ CM



6	Confirm host access to relevant tools, supervision, and support systems	Trainer / Assessor
7	Conduct a pre-placement induction covering workplace rights, responsibilities, and expectations	Trainer / Support Officer
8	Student commences placement; workplace induction is confirmed	Student / Host Supervisor
9	Trainer conducts a minimum of three visits, with additional visits as needed based on training package and student support needs	Trainer / Assessor
10	Trainer completes Work Placement Observation Record in consultation with host supervisor	Trainer / Assessor
11	Gather and file feedback from host and student; verify attendance and skill development	Trainer / Admin Officer
12	Store placement records in the SMS and file management system	Admin Officer

7. Related Documents

- Training and Assessment Strategy (TAS)
- Student Placement Pack (customised per qualification)
- Placement Agreement Template
- WHS and Site Checklist
- Work Placement Logbook (customised per qualification)
- Workplace Observation Template (customised per qualification)
- Student Code of Conduct
- Continuous Improvement Register



Work Placement Process

