



Work Placement Policy and Procedure

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1. PURPOSE

- 1.1 Laneway Education's (the College) supports the role that work placement plays in contextualizing the learning experience of learners.
- 1.2 The College understands that work placement offers the opportunity to assess a learner's ability to apply skills and knowledge within an actual work environment.
- 1.3 Some course offered by the College contain units of competency that contain compulsory workplace assessment.
- 1.4 The College ensures that workplace supervisors and other workplace staff who play a role in the learning and assessment of its learners are consulted and provided with information relevant to the role they play.
- 1.5 We also ensure that learners are aware of the expectations of them during work placement and where work placement is a requirement of their course.

2. SCOPE

- 2.1 This policy applies to all College learners, staff and work placement partners.

3. DEFINITIONS

- 3.1 *Work placement* is the process by which non-trainee learners undertake practical experiences within the workplace to demonstrate their competence. Learners are not paid for their work, but are expected to comply with all work expectations with regards to hours of work, uniform, work health and safety regulations, etc. and work under the supervision of a suitably qualified member of the workplace.

4. POLICY STATEMENT

- 4.1 The College ensures that facilities where work placement is undertaken:
 - 4.1.1 have the resources required to conduct training and assessment, as specified in the relevant training and assessment strategy and the relevant training package.
 - 4.1.2 have staff who can act as workplace supervisors and who will have been given appropriate authority, induction and professional development in their role (see below under workplace supervisors).
 - 4.1.3 have work health and safety and critical incident policies and procedures in place.
- 4.2 The College clearly informs all domestic learners before placement that they are responsible for arranging work placement, and that assistance in obtaining a placement will be provided by the College if required.
- 4.3 In the case of overseas learners, the College recognises the difficulty arranging a placement could cause them, given their unfamiliarity with the local environment and customs. The College will arrange appropriate work placements, as specified in the points above, for its overseas learners.

5. PROCEDURE

- 5.1 The table below outlines the College procedure.

Steps	Description	Responsible
1. Select work placement venue.	Select and contact potential workplaces. Where a student cannot find a work placement, they will be assisted to secure a work placement.	Student, Trainer/ Assessor, Student

	<p>Overseas students will have work placements arranged for them. Consideration is to be given to the availability of public transport to the work placement location.</p> <p>Students are educated on what is expected of them in pre-work placement workshops delivered by the College.</p>	Experience Officer
2. Approval of work placement location	<p>Work placement locations are approved in advance of work placement commencing for any student. Checks are made to ensure the workplace has:</p> <ul style="list-style-type: none"> ● Required resources to meet Training Package requirements ● Appropriately qualified supervisory staff ● Critical incident procedures in place ● Understanding of and commitment to mentoring students. <p>The workplace is contacted to confirm placement and for capacity assessment check. Details of the capacity assessment will be kept on file.</p>	Trainer/ Assessor, Student Experience Officer
3. Information sent to workplace	<p>Information is sent to the workplace pre-work placement commencing, which includes:</p> <ul style="list-style-type: none"> ● Insurance details ● Supervisor guide (role, purpose, expectations, forms, third party reports, expectations of the student, how to get help and support) ● Student support services available 	Trainer/ Assessor, Student Experience Officer
4. Information provided to students	<p>Students will be supplied with written information prior to work placement commencing covering the:</p> <ul style="list-style-type: none"> ● Purpose of work placement ● Expectations of them during work placement ● Location of their work placement 	Trainer/ Assessor, Student Experience Officer
5. Contact with the workplace during placement	<p>During work placement, appropriate college staff will contact the workplace as follows:</p> <ol style="list-style-type: none"> 1. Day one – call the workplace to ensure student attendance and confirm a time to assess the learner in person, via Skype or other appropriate manner 2. Throughout the work placement as directed in the Training and Assessment Strategy 	Trainer/ Assessor, Student Experience Officer
6. Assessment	<p>Students have a range of documented tasks to conduct on placement. These are documented in their assessment materials.</p> <p>Workplace supervisors give feedback on these and general capabilities using a provided checklist. This form the basis of formal assessment of the student's demonstrated knowledge and skills in the workplace</p>	Student, Workplace Supervisor, Assessor
7. Records	Complete attendance sheets and records of student progress and other required documentation	Workplace Supervisor
8. Records	Completed workplace tasks are submitted for assessment	Student

6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R							X		
A	X								
S			X			X			
C									X
I		X		X	X			X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
Date	Version	Description of Modifications	Approved By
09/11/2017	1.0	Original	Dan Wortley
18/01/2019	2.0	Change to company name	Dan Wortley
04/06/2019	2.1	Minor document style and content edits	Stuart Hicks
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