



Merinda Park Learning & Community Centre Inc

A0028764B ABN 69 093 616 835
Melways Ref. 129 F8 RTO 3952
Phone: (03) 5996 9056 141-147 Endeavour Drive, Cranbourne North 3977
Fax: (03) 5996 9434 P.O. Box 7144 Cranbourne North 3977
Email: admin@merindapark.com.au Web: www.merindapark.com.au

Written/Amended By:	Steve Every	Policy No:	30/02
Authorised By:	Jan Gilchrist	Version:	1
Distributed to:	Steve Every and Trainers	Date:	28 th February 2017
Dates of previous issue:	New policy	Review date:	December 2017

PRACTICAL PLACEMENT POLICY

Practical Placement provides opportunities that are important for both learner engagement and skill development. They are particularly valued in the role they play in providing our learners with real workplace experience and enhanced connections and networks for post-training employment.

This Practical Placement policy and procedures and associated documents define the Merinda Park Learning and Community Centre (MPLCC) approach in the delivery of practical placements where the practical placement comprises a key component of structured training delivery.

This Practical Placement policy and procedures and associated documents define MPLCC approach in the delivery of practical placements where the practical placement comprises a key component of structured training delivery.

To ensure:

- Learners and prospective learners have clear advice about the role of practical placements in their learning and their responsibilities in identifying opportunities and participating in practical placements;
- A consistent approach in the organisation and delivery of the practical placement components of training delivery which is reasonable, transparent and clearly identifies the roles and responsibilities of all key stakeholders, including learners and employers, involved in practical placement arrangements.
- That RTO staff, contracted trainer/assessors and other MPLCC staff involved in practical placements properly consider their regulatory and statutory responsibilities in facilitating, assessing and successfully concluding a learner's practical placement.

This policy applies to all learners enrolling in courses/qualifications at MPLCC that contain a practical placement component to learning; to RTO staff responsible for facilitating, assessing, conducting and successfully concluding a practical placement for learners; any external liaison staff employed by MPLCC to facilitate practical placement arrangements; and hosts/supervisors/employers.

Practical placements must be conducted in accordance with the Amended Guidelines for Registered Training Organisations and Employers in relation to learners of technical and further education undertaking Practical Placement (the amended Practical Placement Guidelines) available at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/workplacelearn.aspx>

It is the responsibility of the RTO to ensure that the practical placement is a meaningful experience for the learner. The learning obtained during the practical placement should relate directly to the course outcomes at the appropriate skill level and to the actual competencies required for employment. An RTO Trainer/Assessor will visit the learner on placement to assess their workplace competencies and skills.

A written practical placement agreement is a mandatory component of any practical placement. It is a legal agreement and must stipulate the rights, obligations and duties of the employer, the RTO and the learner.

In addition to the relevant details of the RTO, employer and learner, the written practical placement agreement the RTO enters into with an employer about a practical placement learner should include:

- the course of study with the RTO and the relevant skills required as part of that course to be developed, reinforced and/or assessed during the practical placement; and
- the length of the practical placement expressed as hours; and
- payment arrangements, if any; and
- signatures of the learner, the employer and the RTO

The original of the written, signed practical placement agreement is to be securely filed by the RTO for future reference. A copy should be given by the RTO to both the employer and the learner.

Generally practical placements associated with Certificate III or higher level qualifications are for a maximum of 240 hours. Practical placements for Certificate I or II qualifications, including those delivered as part of CGEA programs targeting young people, will generally be for a maximum of 120 hours. Where a decision is made to extend an individual's practical placement or to increase the hours of a course's practical placement component (up to a maximum of 280 hours only) then agreement between the learner and host must be modified and reasons for this must be documented on either the learner's individual file or the program file (whichever is relevant).

In accordance with a directive of the Acting Secretary of the Department of Education and Training (DET) which came into effect on 1 January 2011, learners participating in practical placements are not required to be paid for work undertaken on practical placements.

However, if a host wishes to pay a learner for their work there is no impediment to them doing so.

Any arrangements to pay learners will be documented as part of the practical placement agreement with the learner and the host employer

It is the responsibility of the RTO and MPLCC staff to make appropriate inspections and conduct EEO and OH&S checks on host employers.

Learners who are injured while undertaking a practical placement with a host employer are eligible to make a claim under the WorkCover Insurance Policy held by DET. In such circumstances the RTO will be responsible for ensuring the learner knows how to lodge such a claim and support them in doing so.

If the learner wishes to claim compensation, they will need to do the following:

- The Learner completes and signs a Worker's Injury Claim form, with the assistance of the host employer and/or MPLCC, if necessary.
- MPLCC should complete and sign the Employer section of the Worker's Injury Claim form and an Employer Injury Claim Report form, in consultation with the host employer if necessary.
- MPLCC should clearly mark on both forms Practical Placement Claim the Employer scheme registration number of 1624618 and the Employer's reference number of 9573347 should be entered on both forms.
- MPLCC should then forward the original copy of both claim forms, any medical certificates and accounts and a certified copy of the Practical Placement Agreement to:

CGU Workers Compensation Victoria
PO Box 2090S
Melbourne VIC 3001
Phone: (03) 8630 1165
Fax: (03) 8804 9426

PROCEDURE

This procedure is to be used by RTO staff when working with learners to identify practical placements, throughout the duration of practical placements and in post-placement follow up.

Learners receive Occupational Health and Safety training as outlined in the Training Package Curriculum prior to commencing a practical placement.

VET Manager liaise with potential host employers to identify practical placement opportunities for learners. VET Manager are responsible for discussing supervision arrangements and conducting site visits for OH&S and risk assessments including determining the risk level and mitigation strategies for a learner placement.

Where a learner identifies their own placement, the VET Manager must obtain contact details from the learner liaise directly with the Host to conduct all necessary checks and establish supervision and assessment arrangements if the venue has not been used before to host MPLCC students.

VET Manager identify insurance, WorkCover, OH&S and any other requirements prior to placements. They provide learners and host supervisors with pre-placement briefing; ensure expected learning outcomes are documented in the practical placement log book and discussed with learner and host; and ensure Agreement is discussed with all parties, signed by all, with copies (3) returned to the learner and the host employer and one placed on the file.

Learner is reminded of their responsibilities to report unsafe situations to either their workplace supervisor or the VET Manager and their own OH&S and Placement obligations including conduct and responsibility for workplace safety. Key points to be raised with the learner prior to placement include:

- Name/details of workplace supervisor

- MPLCC RTO contact for issues, complaints, concerns
- Training outcomes/skills/competencies anticipated to be gained from placement
- Where, when, how and by whom workplace assessment will be undertaken
- Workplace behaviours, activities and expectations
- Workplace requirements for dress and any personal protective items
- Attendance requirements including procedure for reporting absence

VET Manager is responsible for:

- establishing processes for recording learner attendance/assessment records including how non-attendance will be recorded and reported
- liaison with learner and workplace supervisor to monitor progress;
- monitoring and responding to any employer and learner issues and concerns to ensure an effective placement experience
- liaising between the trainer/assessor and host and learner to facilitate workplace observation and assessment
- VET Manager is responsible for ensuring learner and host understand the skills to be learned, enhanced or demonstrated through the practical placement before the placement commences.

The host supervisor may provide evidence towards assessment but the RTO trainer/assessor is responsible for the final assessment and will conduct workplace observation and interviews with the employer and learner as required

If an issue, concern, grievance or complaint arises from either the learner or the host, the VET Manager is responsible for attempting to resolve it. If necessary, complaints can be escalated to the CEO to assist in resolution.

The VET Manager is to seek feedback from both learner and host at the conclusion of a practical placement and to ensure any learnings identified are recorded on a Continuous Improvement Form for further action.

AQTF	The Australian Quality Training Framework (AQTF) is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.
ETRA	Education and Training Reform Act 2006 (Vic)
Practical Placement	Any structured workplace learning that is part of a written agreement between the MPLCC RTO and an appropriate employer/host and a learner. It includes work observation and other forms of workplace learning. The term 'practical placement' refers to work experience or training undertaken by a post secondary student/learner with an employer under an arrangement entered into between the employer and a RTO pursuant to section 5.4.14 of ETRA.
Enrolment	The recording of a learner's qualification(s)/program(s) and unit(s) of study for a specified enrolment period.
Stakeholders	Individuals or organisations affected by, or who may influence, the delivery of the MPLCC's training services but who are not directly involved in purchasing or using the MPLCC's RTO services.
Learner	An individual, enrolled with the RTO, who is receiving, responding to and processing information in order to acquire and develop competence. This incorporates the processes of preparing and presenting for assessment.

Host	Workplace employer providing work based training / practical placement as part of a learning program to a MPLCC RTO learner.
Host Supervisor	The key contact person employed with the host organisation that will act or organise appropriate supervision for the MPLCC RTO learner during the practical placement.
RTO	Registered Training Organisation. MPLCC is a registered training organisation, registered by the VRQA. MPLCC is only eligible to deliver training within the State of Victoria.
DEECD	The Department of Education and Training (DET) is a department of the Victorian government and offers learning and development, support, services and resources for all Victorians, from birth through to adulthood. Referred to as the "Department". The Higher Education and Skills Group Skills First of the Department is responsible for managing and monitoring government funding for VET training.

Relevant Legislation, Standards and Contracts

- Victorian Occupational Health and Safety Act 2004
- Working with Children Act 2005
- Education and Training Reform Act 2006
- Education and Training Reform Amendment (Skills) Act 2011
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- AQTF Standards 1 (1.1, 1.2, 1.3) and 2 (2.3, 2.4, 2.5)