



MANDATORY WORK PLACEMENT POLICY (IN ACCORDANCE WITH h&h REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of h&h Accredited Training ('the business') and outlines all requirements that need to be met for completing mandatory work placements

Purpose:

Mandatory Work Placement is the short-term involvement of students in the workplace, to obtain 'real work' experience on an unpaid basis, and to gain an insight into the work and operation of an industries workplace. This policy applies to all parties participating in mandatory work placement components of a unit of competency/qualification (CHC Community Services Training Package). This policy does not apply to volunteers or other work experience students at h&h Accredited Training (the College) undertaking administration work experience.

Guidelines:

h&h acknowledges the mutual benefits to all parties that participate in work placements and actively provides opportunities to all students. This work placement opportunity enables the student to experience as many components, as is reasonably possible, in a workplace environment. Mandatory work placement is an essential part of learning and assessment at h&h. Mandatory work placement consideration/allocation/arrangement should be given to the student's geographical and individual needs, while also maintaining the requirements of training package qualifications, units of competency and assessment guidelines.

Work placements aim to provide students with an opportunity that relates to all elements and performance criteria of the relevant unit/s of competency of relevant qualifications. It aims to prepare the student for the demands and expectations of the 'studied' industry and assist them to make informed career decisions.

The main purposes of the mandatory work placement are workplace-based assessment and to prepare students for their future expectations of performance in the workplace, develop practical skills and knowledge and to expose to the real workplace situation/environment.

Through in-class training, h&h has responsibility to ensure that the student has adequate skills and knowledge to perform for assessment at the workplace. Students are not to be placed in areas that expose them to, or are likely to expose them to, any form of a dangerous situation or any contact with sensitive information.

h&h would arrange facilities for students to carry out the mandatory work placement. However, students can find a facility for themselves and notify h&h for other requirements such as insurance, introduction, responsibilities, third party report, supervision etc.

Work Placement Pre-requisites:

The following conditions must be satisfied before the work placement takes place:

- Work placement is compulsory to all student who is currently enrolled in a qualification (Early childhood education and care, Individual support, Ageing support, Disability specialisation) with h&h where mandatory work placement and amount of hours are identified in the assessment requirements.(when applicable by the training package unit/s of competency)
- First Aid (if applicable in course requirements) must be completed prior to commencement of work placement
- All workplace facilities must be relevant and appropriate to the qualification the student is currently undertaking
- An induction will be held on site for each student at the commencement of their placement, this will outline details of working hours, emergency evacuation procedures, manager's details, WHS, outline of work roles and location of policies and procedures, etc
- All theory and practical components must be completed in line with the schedule set out in the Training and Assessment Strategy.
- A written acceptance must be provided to h&h from facilities
- A Memorandum of Understanding (MOU) is completed by the facility prior to commencement (signed by the facility supervisor/manager and the student, outlining details)
- Insurance paperwork is provided to the facility prior to student commencing
- Police checks/working with children check/immunisations have been completed/provided to college prior to commencement
- Students who have not provided the college with a completed and approved Student Workplace Agreement are required to complete the mandatory work experience placement hours

Work experience placements requirements:

- Completion of work placement booklets (supplied by the college)
- Supervisor/manager to verify attendance (see the sign on section of work placement booklets)
- Adherence to the code of conduct and appropriate dress code, including any restrictions on jewellery, makeup and false nails
- Follow all smoking/non-smoking policies of the placement facility
- Notify college and facility of all absences
- Notify college/trainer of any complaints and/or appeals (see complaints and appeals procedure)
- Attend placement hours, as per facility instructions
- Professional and ethical conduct is to be displayed at all times by the student
- The placement is not to occur during times of excessive workload or limited resources; students must work within ordinary working hours (as determined by the applicable awards, legislation or any industrial agreements)
- Respect for all confidential material, notes, reports etc, is a key requirement of all work placements
- Any materials and documents sighted during the work placement are not to be copied or removed from the facility

- Each student is to be assessed by a qualified Trainer/Assessor from h&h; the student is not permitted to organise their own assessment and the facility is not approved to organise an assessment. However, assistance in assessment may be required from the workplace i.e. third party report.
- No payment is to be made, or accepted, for any work performed during the work placement

Insurance:

Insurance covers each student for the duration of their work placement. This insurance is only provided when approved by the college. Student's seeking and undertaking work placement without the knowledge, or approval, of h&h will not be covered under the college insurance policy. This information is discussed at the student induction and throughout their studies. For further information on current insurances in place see the h&h Insurance Policy.

Work Health and Safety (WHS):

h&h is required to ensure all student's attending their work placement are familiar with WHS and duty of care procedures while on placement, these can include (but are not limited to):

- Informing students about workplace health and safety required in a workplace environment
- Taking all practical steps to ensure that a student is not exposed to any hazardous situations or environments
- Taking all practical steps to ensure that the working environment, into which the individual is being placed, is without risk to the health and safety of the individual student, in accordance with the *Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 (WHS Regulation)* (reference)
- All accidents and incidents, and other workplace issues involving students, are to be dealt with using the same procedures applicable to h&h employees
- The General Manager is to consult with the student and facility with regards to any accident or incident; the actions taken are to be recorded in the Complaints and Appeals file

Discrimination:

While h&h's students are on work placement with the facility,

h&h expects all members of the business community to abide by relevant Federal and State legislation and to adhere to standards of behaviour that reflect positively on the business.

h&h does not tolerate any unwelcome or unfair treatment by any person, or group of people, while engaged in an activity or business on behalf of, or in association with, the business of h&h, regardless of the day, time or place.

h&h expects that work performance issues will be identified and dealt with in a constructive and objective manner, without resorting to personal insults or derogatory remarks.

In situations where a member of the business community is dissatisfied with management practices, student performance or practices, those concerns should be raised in a professional and objective manner through the appropriate process.



h&h commits to the prompt and confidential treatment of complaints of unwelcome (or unfair) treatment, in accordance with the principles of fairness and natural justice.

h&h upholds the right of any person to make a complaint following the Complaints Procedure without fear of retaliation, victimisation or punishment.

Termination of Work Placement:

h&h may terminate (or not approve) a work placement at any time, due to operational requirements or non-performance by a student. The General Manager in conjunction with the facilitator determines non-performance by the student.

Non-Performance can include the following:

- Punctuality
- Non-Attendance
- Student is not adhering to facility policies and procedures as directed by staff
- Student conduct or behaviour is of concern
- Student is not yet competent in theory components of their studies, resulting in the Trainer/Assessor requiring further evidence of competence

All students have the option of terminating their work placement at any time. The General Manager and the Trainer/Assessor will communicate with the facility to understand and document the termination. Any cancellation of work placement must be put in writing to each student.

VSL placement:

When calculating the length of units of study, the provider must include supervised and unsupervised learning or training necessary to cover the material associated with the delivery and assessment of the unit of study and time spent in workplace learning or industry placement.

Mandatory work placement hours:

Currently, mandatory work placement hours in some units of the CHC30113 is 120 hours, CHC50113: 240 hours, CHC33015: 120 hours, CHC43015: 120 hours

Related Legislation/Guidelines:

- Smart and Skilled Operating Guidelines
- Standards for Registered Training Organisations (RTOs) 2015
- VET Student Loans Rule 2016
- Training Packages: <https://training.gov.au/Home/Tga>
- CHC Community Services: Implementation Guide.

Version Dates	Policy Version 1 approved 11 December 2012 / Policy Version 2 approved 15 March 2018/Policy Version 3 approved 31 July 2020.
Review Date	Version 3 will be reviewed as policies are updated
Approved by	CEO / General Manager
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A