



Axis Institute is the trading name of Manigram Pty Ltd
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Work-based training and assessment policy and procedure

Version Control

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1. Purpose

This policy and procedure describes how practical placements are to be arranged to ensure that each placement achieves its aims and all stakeholders are protected from liability including gaining a positive experience and outcome.

2. Scope

This policy and procedure applies to all AQF qualifications and accredited courses offered by Axis Institute for which there is an approved workplace based training and assessment component.

3. Responsibility

CEO

- Ensure all staff understand and comply with the requirements of this policy and procedure
- Ensure all contractual requirements are met

RTO Manager

Ensure all relevant training and assessment staff are aware of and implement this policy and procedure and its application

Course Coordinators, Trainers and Assessors, Work Placement Officer

- Ensure adherence to this policy and procedure
- Ensure students are informed of this policy and procedure

Student

Ensure adherence to this policy and procedure

4. Compliance/legislation

Compliance context
Standards 1.8, 1.13-1.14, 2.3-2.4 of the SRTOs 2015
Standard 11 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

5. Definition

Term	Definition
AQF Qualification	An AQF qualification type endorsed in a training package or accredited in a VET accredited course
Host Organisation	Organisation, agency, service or other employer, which is not SCEI, at which a student undertakes a professional work

	placement or clinical placement.
Student	Active, on-campus student with a current course of enrolment with Axis Institute. This also includes an individual (onshore or offshore) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
Work-based Training (WBT)	WBT is considered to mean training and/or assessment that will occur in a workplace other than in a provider's own simulated workplace environment.
Work Placement	Employee of the host organisation responsible, in part or in whole, for supervising student(s) undertaking a work placement.

6. Policy

- This policy requires that Axis Institute has appropriate arrangements for the supervision and assessment of WBT for its students.
- WBT can only be included where it is required to gain the qualification.
- The Institute will have mechanisms in place to monitor a student's course progress while the student is completing an element of WBT.
- Where WBT is approved as part of a course, the WBT component will be included in the duration of the course. The duration of the course would be determined on the time required to complete the course on a full-time study basis.
- The Institute will make sure student has completed all the theoretical components before going on work placement and has attended 80% of the course.
- ensure the equitable allocation of available placements, taking into account the preferences of students wherever possible;
- take all reasonable precautions to ensure the health and welfare of students on placement;
- risk assess and quality assure placements to ensure learning outcomes are met;
- monitor the progress and attendance requirements of students while on placement; and
- ensure that all those involved in a placement are appropriately oriented, and aware of their rights and responsibilities

7. Procedure

7.1 Selection of Work Placement/host organisation

7.1.1 While selecting a host organisation due diligence is required to ensure the organisation:

- is suitable for the purpose of the specific work placement
- has adequate capacity for an appropriate level of supervision on a daily basis;
- has policies and procedures in place to ensure the health and safety of students and Institute staff; and
- has sufficient resources to support the learning of the student as aligned to the course and units of competency or modules.

7.1.2 A risk assessment is conducted by Axis Institute;

7.1.3 Ensure that appropriate insurance policies are in place to cover significant risks;

7.1.4 **Placement Agreement** is executed between the host organisation and Axis Institute;

7.1.5 Ensure that appropriate Placement Agreement is signed by each party (Axis Institute, student and host organisation) prior to the student commencing work placement

7.2 Information to host organisation

7.2.1 Ensure that the host organisation's contact person and supervisors receive an appropriate orientation before taking a student for the first time.

7.2.2 Information to be provided to host organisation by Axis Institute includes

- Purpose of work placement and alignment to course and units of competency or modules;
- Outline roles and responsibilities of host organisation, student and Axis Institute;
- Expected student learning outcomes;
- Insurance and WorkCover arrangements including reporting of incidents
- Student induction to the workplace requirements e.g. WHS, emergency procedures, professional behaviour and conduct, dress, daily start and finish times, break times, workplace orientation;
- Methods of supervision;
- Communication process between all parties during placement;
- Attendance requirements;
- Complaints process;
- Confidentiality of student and Institute information;
- Assessment requirements; and
- Institute contact person and contact details

7.3 Information to Student

7.3.1 Institute to provide each student with an appropriate orientation before they commence their work placement to ensure they understand the procedural arrangements in place and what is expected of them, of the host organisation and what they can expect of Axis Institute

7.3.2 Following information to be provided to students:

- Dates of work placement;
- Hours of work;
- Host organisation, address, contact person, contact number;
- Attendance requirements;
- Procedure if ill and unable to attend work placement;
- Expected behaviour and conduct;
- Safety considerations and responsibilities;
- Assessment requirements;
- Procedures if an incident or emergency happens during work placement.

7.4 Responsibilities of the Host Organisation

7.4.1 During work placement, the host organisation should:

- treat student and Institute's information in confidence;
- provide the student with a workplace induction including Occupational Health and Safety (OHS) requirements;
- explain the expectations regarding student's performance of tasks, behaviour, conduct, hours of work;
- provide the student with a briefing of the policies and procedures;
- treat the student as a learner and not as a paid member of staff;
- inform clients and staff as to the role of the student;
- supervise and support the students work on a day-to-day basis;
- take responsibility for the day-to-day supervision and contribution to the professional development and learning of the student during work placement in accordance with their course and units of competency requirements;
- notify the Institute if the student is not complying with requirements, progressing unsatisfactorily, or is absent or frequently late;
- verify the attendance of the student in the work placement log book;
- assist in the assessment process of the student whilst on placement

7.5 Responsibilities of the Student

7.5.1 During work placement, the student should:

- work supportively and sensitively during work placement particularly in relation to staff and clients
- follow reasonable instructions and operate to the host organisation's standards, policies and procedures
- work the agreed hours and ensure punctual attendance
- attend work placement for a minimum of 8 hours per day which includes a 30-minute lunch break.
- abide by the expected behaviours and code of conduct of both the host organisation and Axis Institute;
- be aware that they are a student and not an additional staff member;
- maintain appropriate confidentiality of host organisation and their clients' information;
- actively participate in the learning process and complete assessment tasks;
- inform the host organisation and Institute if they are absent and supply a medical certificate;
- notify Axis Institute if there are any concerns or issues during work placement or if an emergency or incident occurs during placement

7.6 Responsibilities of Axis Institute

Institute will:

- exercise due diligence in the selection of host organisations;
- ensure placement agreements are signed, dated and executed by all parties prior to placement commencing;
- ensure host organisation and students are provided with appropriate orientation prior to commencement;
- ensure that the student and host organisation are informed of Insurance and WorkCover responsibilities;
- inform the host organisation of Institute's requirements and expectations;
- inform the student and host organisation's supervisor of the learning outcomes expected and assessment to be undertaken;
- provide support to the student and host organisation during the work placement and respond to any student and/or host organisation concerns, promptly and professionally;
- undertake site visits and monitor student progress;
- ensure all work placement assessments are undertaken by a qualified assessor. On some occasions the assessor may require the host organisation to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from Institute;
- respond to any complaints or grievances in accordance with Institute policies and procedures;

- ensure students hold current and valid security checks e.g. working with children check and national police record check, Commonwealth of Australia Statutory Declaration, prior to commencement of work placement;
- ensure students meet all the pre-requisite requirements of the course before commencing work placement e.g. immunisation status, satisfactory completion of theoretical and supervised practical skills of relevant units of competency or modules and fit for practice;
- inform the host organisation if any issues with a student's security checks and discuss an appropriate outcome prior to work placement commencing
- undertake an evaluation of the work placement by inviting the host organisation and the student to complete a formal evaluation and submit to the Course Coordinator.

The Course Coordinator in collaboration with the Institute's work placement officer and RTO Manager will address any areas of concern identified by students, the host organisation and the Institute Assessor and integrate improvements into the course and document on the continuous improvement register.

8. Associated documents

- Work Placement Agreement
- Memorandum of Understanding for Practical Placement
- Occupational Health and Safety Checklist
- Facilities Checklist