

PO4.3 Work Placement Policy

Effective Date: 5 May 2021

Policy Owner: Director, Education Strategy & Innovation

Applies to: All Online Delivery RTOs

1. Purpose

In some OC courses parts of the learning and assessment occurs in an actual workplace. This Work Placement Policy sets out details around how Structured Workplace Learning (**SWL**) works at OC and is to be read in conjunction with OC's Work Placement Support Procedure (PR4.3).

2. Scope

This policy applies to all students enrolled in any Nationally Recognised Training course delivered by OC that has a requirement to complete SWL.

3. Policy

3.1. What is SWL?

SWL is an important component of some nationally recognised courses delivered by OC, and a requirement of some Training Package qualification rules. SWL requires students to undertake part of their learning experience in the workplace and provides students with the opportunity to enhance their practical skills in a supportive workplace environment and develop valuable local networks within their chosen field. SWL involves evaluating the performance of a student's range of practical skills, under actual workplace conditions and over several occasions.

3.2. Responsibility for sourcing SWL

- a) The student is responsible for sourcing and securing a suitable host organisation to complete their SWL. SWL can usually be completed at a single host organisation, but this is dependent on whether the full requirements of the SWL (hours and tasks) can be completed there.
- b) A suitable host organisation is one who will be able to provide a student with access to the tasks, equipment and resources necessary to undertake their workplace assessments.
- c) Students will need to start preparing for their SWL well in advance, to ensure they are able to complete their required SWL hours within the maximum duration of their course.
- d) Where a student is having difficulty locating a suitable host organisation, OC's Academic Support team can provide support and assistance, as outlined in OC's Work Placement Support Procedure (PR4.3).

3.3. Use of existing employer

In many instances, where the student is working in the same industry as their course, SWL may be able to be completed with the student's employer (with their agreement). Again, this will be dependent on whether the full requirements of SWL can be completed there.

3.4. Costs of SWL

- a) Some host organisations charge a fee for allowing a student to carry out work placement within their organisation (**Placement Fee**). Where a host organisation (either sourced by the student or sourced by OC as part of work placement support) charges a Placement Fee, this Placement Fee is the responsibility of the student. This applies regardless of whether the host organisation charges the student directly or invoices OC for that Placement Fee.
- b) Where OC is invoiced the Placement Fee, OC will contact the student to discuss payment arrangements, including payment prior to placement commencing. If the student does not want to pay a proposed Placement Fee, then they will be required to source an alternative host organisation for their SWL.
- c) Any other costs associated with completing SWL including travel, accommodation and uniforms is also the responsibility of the student.

3.5. Insurance arrangements

- a) OC has the following insurance arrangements in place and a certificate of currency (if required by the host organisation) is available in OpenSpace:
 - i. \$50m public liability
 - ii. \$1m student accident coverage
- b) If a student is completing their SWL with their employer, they will be covered by their employer's Workers Compensation insurance policy.
- c) If a host organisation is unable to accept OC's insurance arrangements, then they are unable to be approved for the completion of SWL, and the student will be required to find an alternative host organisation.

3.6. Conduct while on SWL

- a) Prior to commencing SWL, the student must ensure that have satisfied the host organisation's documentation requirements including criminal or police checks, working with children clearances and vaccination requirements. A failure to do so may result in the host organisation cancelling the work placement.
- b) The student must conduct themselves appropriately, and comply with all lawful requirements, directions and instructions of the host organisation while completing their SWL, including any requirements relating to inductions, confidentiality, privacy and occupational health and safety. A failure to do so may result in the host organisation cancelling the work placement.
- c) Where work placement involves working with vulnerable persons (i.e., those who are or may be in need of community service care by reason of mental or other disability, age or illness), students are expected to respect their rights, treat them with fairness and dignity, and not engage in behaviour that amounts to physical, financial or sexual abuse. Students must ensure they are familiar with the host organisation's policies and procedures, including for reporting abuse.
- d) The student must immediately notify OC of any accident, incident or injury occurring during their work placement, as well as following the requirements of the host organisation.
- e) While on placement, students should also maintain appropriate contact with their OC trainer.

3.7. Role of the supervisor in SWL

A critical component of SWL is the completion of workplace documentation to ensure the adequacy of resources and workplace supervision available for the student and the completion of workplace assessment

activities to gather evidence of the student's competence supports the requirements of the training package. This process includes the collection of workplace documentation signed by the supervisor of the student. The supervisor does not assess the student, they merely provide oral and written evidence of a student's performance in the workplace. OC's workplace assessor assesses the evidence and makes the assessment decision. More information can be found in the Workplace Assessment Guide for the course.

3.8. Completion of SWL

The assessment of practical skills is a critical aspect in many of the units of competency in a course that contains SWL. Where a student does not complete their SWL, they will not be able to be awarded the applicable units of competency and/ or completion of their course, where successful completion of work placement is required.

3.9. Work placement support

OC's Academic Support team provides support and assistance with work placement support. They can be contacted by email to workplacementsupport@opencolleges.edu.au or by calling 1300 650 011 and selecting Academic Support. OC will endeavour to respond within 3 business days.

4. Related documents

- PR4.3 Work Placement Support Procedure
- Workplace Assessment Guide

Version control

Policy Category	Education Delivery & Academic Support				
Review Date	5/05/2024				
Version Control Changes					
Version	Authored By	Approved By	Description of Changes	Date Approved	Effective Date
1.0	Head of Legal & Compliance	Director, Education Innovation & Strategy	New policy	01/05/2021	05/05/2021