



WORKPLACE TRAINING

Policy and Procedure

Version 1.7

VERSION CONTROL and DOCUMENT HISTORY		
Date	Summary of modifications made	Version no.
July 2009	Created	V1
July 2011	Add employer agreement and amend procedures	V1.1
July 2013	Add Hospitality workplace details	V1.2
August 2014	Add Workplace pre-placement site visit checklist, Management qualifications	V1.3
July 2016	Align wording with National Code and remove specific courses	V1.4
August 2017	Update according to 2015 Standards for RTOs 2015 and current APSI practices	V1.5
August 2017	Add Trainer Assessor procedure for when visiting Host Employer	V1.6
May 2019	Voluntary Worker Insurance	V1.7
Next Review: May 2020		
Staff Responsible: Course Coordinator / Workplace Assessor		

POLICY DESCRIPTION

This policy/procedure ensures any qualifications requiring practical placement are developed to provide appropriate supervision and assessment as defined within the specified training package to ensure practical placements are managed in a manner which benefits the student and minimises any risk to the student, host employer and APSI.

The following procedures also ensure compliance with the ASQA Standards for Registered Training Organisations (RTOs) 2015 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 on work-based training.

Strategies for Training and Assessment meet the requirements of the current endorsed Training Qualifications and workplace regulatory requirements and have been developed through effective and ongoing consultation and validation with industry.

This policy and the procedures will ensure practical placements should only be implemented where:

- It must be undertaken to gain the qualification and
- APSI has appropriate arrangements for the supervision and assessment of students in place.

Definitions

Workplace Training - Any structured workplace learning that is part of a written agreement between APSI and an employer/host organisation. It includes work observation, supervisor's third party report where an authorised party can produce evidence that meets the requirements of a workplace assessor, work experience and other forms of workplace learning and assessment.

Host Employer - Workplace or employer providing practical placement for APSI students

Workplace Assessor - An employee of host employer or employee of APSI who holds from 1 January 2016, the Certificate IV in **Training and Assessment** (TAE40110 or TAE40116), or its successor, or holds a diploma or higher level **qualification** in adult education or the assessment skills set to undertake assessment

Workplace Buddy - Employee of host employer identified as the workplace mentor to the student

Workplace Supervisor - Employee or supervisor of host employer identified as a contact person for student and APSI.

Host Employer Information - Written agreement signed by host employer and APSI, to specify the hours of placement and activate insurance cover.

Objectives

Workplace training will be required as part of a course where:

- The Training Package specifically states the minimum hours required for Workplace Training and Assessment as part of the qualification;
- The Training Package specifically states that the student must complete a minimum number of shifts and assessed under a fully operational commercial environment;
- The most appropriate method of training or assessment is through work placement in an appropriate industry workplace as defined by APSI and industry.

Scope

- Where a course has been identified as requiring a practical placement component APSI will identify the specific units of competency and the reasons that work based training is the most appropriate form of delivery and/or assessment.
- The specific number of work placement hours and the specific workplace requirements will be determined and included in the Training and Assessment Strategy (TAS).
- APSI will list the workplace training requirements and duration on its website and all course marketing materials. The information will include the required hours of work placement and any industry specific requirements, for example police checks.
- For International students who are on APSI's CoEs, the workplace training duration is registered on the CRICOS provider course as part of the CRICOS course registration.
- All staff involved in the delivery of the course shall be informed about the work placement requirements and their roles and responsibilities involved with practical placements. This information shall be covered through the staff induction process and through on-going staff meetings and professional development.
- A nominated APSI Trainer Assessor/ Work Place Coordinator will coordinate placement and supervision of students work placements to ensure the policy and procedures are implemented and maintained.

Responsibilities

re responsible for arranging, coordinating, monitoring and reporting the work placement even if the school or pre-apprentice offers to find a suitable employer;

must engage an appropriately skilled staff member to undertake site visits and monitor the work placement; and

must assess each work placement site as suitable for the pre-apprentice's work placement.

PROCEDURE

Sourcing Host Employers for workplace training

1 Student identifies suitable employer

Ask employer, explain requirements, show them the workbook, and complete the Workplace Training Disclosure Form.

(Student sends to APSI, Workplace Coordinator/Trainer Assessor sends to employer)

Documents:

- Workplace Training Disclosure Form

Email to: service@apsi.edu.au Subject line Workplace Training

2. APSI Workplace Coordinator/Trainer Assessor contacts employer to ascertain suitability and discuss requirements

Documents: (APSI Workplace Coordinator/Trainer Assessor sends to employer)

- Workplace Site Visit Checklist
- Management Host Employer Agreement Template
- Voluntary Public Liability Insurance Certificate of Currency
- Workplace Training Record Book

3. Employer signs and returns signed agreement to APSI Workplace Coordinator/Trainer Assessor, student is then notified of approval.

Documents:

- WP Training checklist for students
- Workplace Training Record Book

4. Workplace visit dates are arranged as placement commences. APSI Workplace Coordinator/Trainer Assessor will contact employer with dates.

5. During placement period, student enters details into their Workplace Training Record Book, liaises with supervisor, and maintains communication with Workplace Coordinator/Trainer Assessor.

6. Workplace Coordinator/Trainer Assessor visits student and supervisor in the workplace at least once during the 10 week period.

7. Student finishes work placement and ensures supervisor has completed and signed sections in Workplace Training Record Book. Student ensures that all required records are also completed in the Workbook. Student returns the signed, completed workbook to APSI. (If required, a copy can be made for the student to keep.)

The process for sourcing a work placement position for students shall be undertaken as indicated below:

- Student is placed with a (screened and compliant with industry standard operational regulations) willing host employer
OR
- Existing employer or nominated employer of the student is screened for compliance following APSI policy and procedure and on successful screening the student is registered against this employer
- Workplace Coordinator can make use of the Host Employer website to determine the suitability of the employer.

- To confirm a host employer, APSI will liaise with industry to identify potential host employers. APSI will determine suitability of potential host employer, including supervision and assessment and workplace health and safety requirements.
- A site visit will be conducted by APSI course coordinator or workplace assessor of all host employer workplaces. The site visit shall ensure the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining WH&S standards. A workplace pre-placement site visit checklist must be completed and filed in the host employer workplace folder.
- All host employers shall be provided information relating to the work placement requirements and course information and will be required to enter into a MOU/Workplace Agreement with APSI. The MOU/Workplace Agreement will outline the responsibilities of all parties, hours the work placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring work placement.
- The 'Work Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being undertaken.

Workplace Training outside Metropolitan Perth and overseas

- If a student identifies a host employer outside Metropolitan Perth, interstate or overseas, the assessor must communicate with the student to determine who is going to incur the additional travelling costs.
- The costs associated with the visits outside Metropolitan areas must be agreed before the student is confirmed with the host employer.

Undertaking Workplace Training and Assessment

Students will undertake face to face training at APSI in all pre-requisite units and the theory components of units will be assessed prior to commencement of work place training. This includes any Workplace Health and Safety training that is to be included within the course. The student must be deemed safe to practice in a real-life situation prior to being approved to undertake workplace training.

Students will complete a workplace induction prior to commencement of any workplace training to ensure they are familiarised with the workplace, meet host employers and colleagues and be informed of and agree to the host employer operational policies and procedures. The induction will be conducted by the host employer.

Students will be required to complete the work placement as specified in the Assessment and Delivery Schedule. Any variations to the hours worked and conditions of the work placement must be amended in agreement with APSI and all parties for authorisation.

Student's attendance through the work placement shall be recorded by the host employer in the Workplace on APSI's Training Record Book and will record all dates and times the student attends work placement hours at the host employer site.

The student shall be provided support and guidance from the host employer in all required tasks undertaken. These tasks will ensure the student further develops their knowledge and skills in the specified areas as recorded in the Host Employer Agreement and the Training Record Book.

APSI will monitor the work placement through trainers and assessors undertaking:

- Regular contact with the student through emails and telephone where feedback on the work placement can be sought;
- Regular contact with the host employer by telephone or email to monitor student progress;
- Scheduled site visits to conduct assessments in the workplace where trainers will also ensure the workplace is providing adequate support and guidance to the student. The trainers will monitor the workplace is WH&S compliant;
- All contact and workplace visit records must be entered into the student logbook in WiseNET under the profile of the student and registered course

Assessment of required practical skills will be undertaken by qualified trainers and assessors and will be conducted in compliance with the unit of competency assessment requirements. On some occasions the trainer may request the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be conducted by a qualified assessor from APSI or an authorised qualified host employer assessor.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015 mandatory competency requirements for assessors.

Recording of Workplace Training

The student, workplace supervisor and workplace assessors must complete the Workplace Training Workbook. The finished Workplace Training Record Book should be submitted to APSI Student Services by the student upon completion of workplace training. The workbook will be retained by APSI for audit purposes.

Work placement Implementation Procedure

1. Preparation: All work placement will take place according to dates allocated on the student's individual delivery schedule. All Community Service and Aged Care students are required to hold a current National Police Clearance (maximum acquired date of 6 months unless otherwise determined by the host employer) and CV prepared and held in their student folder at least 4 weeks before scheduled workplace training.
2. Work Experience Coordinator or workplace assessor will verify by email to students to remind them to prepare documents.
3. Two weeks after course commencement, the Work Experience Host Employer Information sheet will be distributed and students will be required to research an appropriate host employer close to their home if possible.
4. Alternatively, the course coordinator or workplace coordinator shall allocate a suitable host employer site.
5. If students have identified a host employer, they are required to provide information about the prospective host employer or a business card. The Host Employer Information and Disclosure Form must be approved by the course coordinator or workplace coordinator.
6. Workplace Coordinator will email to the host employer to confirm the period of training and attach student's CV, introduction letter, student's police clearance (if applicable) and APSI Voluntary Public Liability insurance, located on the server Staff Drive or generated via UReport from WiseNET.
7. Once it is confirmed with the host employer, student services or workplace coordinator will enter all details in WiseNET under workplace. For International students, their attendance will not be recorded during this period.
8. If required, student services will prepare a trainee photo ID card for the student with name and address and contact details of host employer and the agreed period of workplace training. Students are advised to pick up the ID card and Workplace Training Record Book from their course trainer prior to commencement of workplace training.
9. As a general rule, students should be visited in the first 5 weeks, then every 10 weeks thereafter, dependent on the period of workplace training.
10. Student must return the completed Workplace Training Record Book to APSI for marking prior to any qualification issuance.

Workplace Coordinator/Trainer Assessor student site visit procedure

1. Work Placement Coordinator/Trainer Assessor will email host employer and student to advise of proposed day of visit.
2. At arrival to the host employer venue the Work Placement Coordinator/Trainer Assessor will register, if required, at administration and request to speak with Manager/Supervisor and permission to visit student.
3. Feedback about student progress is sought from Manager/Supervisor and Industry Consultation Form completed.
4. Assessment of student is undertaken by Work Placement Coordinator/Trainer Assessor.
5. The date and time of visit and details of the visit will be recorded in the Workplace Training Record Book.
6. In the student WiseNET qualification file note, the assessor and date of visit details will be entered with substantial documentation of the visit undertaken and outcomes observed.

Associated Documents

Workplace Pre-Placement Site Visit Checklist (sample attached Addendum 1)
Workplace Training Host Employer Information Form (sample attached Addendum 2)
Workplace Training Record Book
Host Employer Agreement Template
Host Employer Information Handbook
Public Liability Insurance

Addendum 1. Workplace Pre-Placement Site Visit Checklist

The form is to be completed by the Course Work Placement/Trainer Assessor before a student is placed in the workplace for work experience and after an initial workplace inspection.

Name of Host Employer:

Address of Host Employer:

Date of site visit

Expiry Date (12 months):

The following checklist must be discussed onsite with the host employer's representative PRIOR to the student beginning practical placement to ensure all parties are aware of their responsibilities and rights with regard to WHS issues, and that the student will be able to undertake their placement in a safe environment and under supervision.

- Has the workplace training agreement been signed by the host employer and APSI?
- Does the host employer have the appropriate equipment and resources required for the student to practice their skills and knowledge? Please add details over the page.
- Will the student be assigned appropriate supervision throughout the placement?
- Will both parties agree on suitable time for planned workplace visit by the course coordinator or assessor?
- Will the host employer and the student be briefed regarding their responsibilities and obligations to ensure the safety of the student whilst undertaking the placement?
- Is the host employer aware of, and familiar with, the procedures to undertake in the event of an injury during the placement?
- Is the host employer aware of the procedures to undertake in the event of a WorkCover claim being lodged?

- Is the host employer aware of the public/voluntary liability and professional indemnity insurance undertaken by APSI?
- Is the host employer aware of the responsibilities for claims if the student is undertaking paid or unpaid workplace training?
- Is the host employer aware of the workplace training hours for each block of training? (Refer to student introduction letter or email)
- Does the host employer know who to contact at APSI in the event of emergency or any issues arising from this student placement?
- Host Employer Information Handbook given
- A copy of the workplace workbook is given to the employer

Additional comments:

Equipment onsite for student placement-

Name of Course Coordinator:	
Signature:	
Name of Workplace Supervisor:	
Signature:	
Date:	

Addendum 2. Community Services Workplace Training Host Employer Information and Disclosure Form

Instructions on how to use this form

All international and domestic students undertaking Certificate III in Individual Support (Ageing, HACC and Disability) must complete a minimum of 160 hours work placement to meet the course requirements or as defined by the Course Coordinator.

All students undertaking Certificate IV in Ageing Support must complete a minimum of 160 hours and all Diploma in Community Services must complete a minimum of 200 hours work placement or as defined by the Course Coordinator.

In week two of the course the Course Coordinator/Workplace Training Coordinator and student will have confirmed contact with a Residential Aged Care Facility and/or a Home and Community Care Organisation as close to home as possible that is easily accessible by public transport/private transport. It is a requirement of APSI that students work day shifts for 75% of the work experience period. Any adjustments to these details are to be made by the course coordinator and the host employer.

Once an organisation has been sourced for work experience (student may be asked to attend an interview) this form needs to be completed so APSI are able to confirm placement details at least three weeks prior to commencement date. A current Police Clearance (acquired within the last six months) must be submitted to APSI along with this form. Undisclosed offences may prevent a placement. Organisations are not expected to host students with prior convictions. Please note that employment as an outcome of work experience is **not guaranteed** by APSI or the host employer. Please clarify any queries with the Course Coordinator.

Important disclosure note:

APSI will not be held responsible for the placement of a student who has not met the requirements of the course despite reasonable adjustment; this includes, but is not restricted to, suitability to the industry workplace through assessment of the generic employability skills that are essential to effectively participate in the workforce; criminal or other unspent convictions that may be interpreted by the community services organisation as being of high risk to their residents/clients, staff and visitors, unsatisfactory or pending assessments, outstanding course fees, misconduct or any other course related matters that APSI deem to be relevant. If a student is therefore directed to find their own placement, APSI will not be held responsible for workplace insurance.

Student Details:

Given Names:	Surname:
Mobile number:	Suburb:
Street Address:	Post Code:
Email Address:	
Public transport:	Own transportation:
Name of Course: (please circle) Certificate III in Individual Support (Ageing) Certificate III in Individual Support (Disability) Certificate IV in Ageing Support Diploma in Community Services INTERNATIONAL/DOMESTIC STUDENT (please circle)	Course Start Date: Other:
Work Placement Coordinator/Trainer Assessor Name:	
Education Provider:	
Australian Professional Skills Institute Pty Ltd	ABN 65-131-433-433 RTO Number 52007
Unit 12, Wellington Fair, 40 Lord Street, East Perth, WA 6004, Australia	
Contact: Liza Gomes	Email Address: Telephone: (08)6365 4386

<p>The below workplace has been approved by APSI as the appropriate organisation to conduct workplace training.</p> <p>Name of Assessor:</p> <p>Signature:</p> <p>Date of Approval:</p>	<p>I have read and agree to the workplace requirements as defined in this form and the Training Record Book.</p> <p>Student Name:</p> <p>Student Signature:</p>
<p>Comments</p> 	

<p>Host Employer OPTION 1: <i>(Please attach a business card or an information flyer of the host employer)</i></p>	
<p>Name of Contact Person:</p>	<p>Position:</p>
<p>Name of Organisation:</p>	
<p>Full Address of the Facility:</p> 	
<p>Contact Tel Number:</p>	<p>Email Address:</p>
<p>Work Experience Start Date:</p>	<p>Work Experience End Date:</p>
<p>Orientation Date:</p>	<p>Orientation Time:</p>

Host Employer OPTION 2: (Please attach a business card or an information flyer of the host employer)

Name of Contact Person:	Position:
Name of Organisation:	
Full Address of the Facility:	
Contact Tel Number:	Email Address:
Work Experience Start Date:	Work Experience End Date:
Orientation Date:	Orientation Time:

Note to Host Employer: All work experience students are covered by APSI's voluntary public liability insurance if there is no salary paid to the student.

OFFICE USE ONLY

For administration staff:

- Entered onto Wisenet by _____
- Confirmation sent to Host Employer with Voluntary Public Liability Insurance Certificate
- Work Experience ID Card prepared