

Date of Implementation

7th July 2021

Date Reviewed

July 2021

Date Due for Review

January 2022

Student Practical Placement Policy and Procedure

Purpose

This purpose of this procedure and associated documentation is to provide guidance on the administration of Practical Placement and to ensure agreements with a Host Employer are in place prior to commencement of any work placement hours/ service shifts.

Policy

MiHaven Training embraces opportunities to place students within industry settings where it is a meaningful experience for the student and further enhances the quality of the education and training received and leads to the possibility of ongoing permanent employment. The processes designed to support this approach have been developed in accordance with relevant legislative and regulatory requirements and is relevant to all mandatory work placement and student practical placements.

Learning gained in work placement activity directly relates to the course outcomes and competencies being studied and the mandatory requirements for the successful completion of qualification.

MiHaven Training is committed to offering placement opportunities which support the policy objectives and will assist all students who require mandatory work placement opportunities. All students and staff are responsible for ensuring compliance with applicable internal and external governance relating to work placement including the signing of the Vocational Placement Agreement by all three parties. MiHaven Training Vocational Placement Coordinator will induct all students within their initial 4 weeks of training delivery, this will include the explanation of the application process for relevant security clearances (Police checks, Blue Card and/or Yellow Card), what vaccinations could be required for workplaces and placement and any other required accredited training courses; first aid and/or CPR training.

Scope

This procedure applies to MiHaven Training students enrolled in qualifications that require the completion of mandatory work placement. It does not apply to Apprentices/trainees employed under training agreements. Students attending practical placement will remain subject to all workplace Policies and Procedures.

The Vocational Coordinator will be responsible for the negotiation of potential work placements with employers (Host Employers) using the Practical Placement Responsibilities and Agreement

documentation and administration of the documentation, inclusive of tracking forms and advising trainer and assessors of each placement client host and an approximate start date for coordination of initial site visits.

Trainer and assessors to conduct a site visit for each practical work placement within the initial 4-6 weeks of placement. A second work placement site visit is to also be coordinated by the trainer and assessor prior to completion on work placement hours.

Procedure

1. Practical Placement Pre-Planning
2. Identify the Practical Placement requirements for a particular course. Determine the need for Practical Placement by referring to the Training Package.
3. Ensure that students' Police Checks, Working with Children's Checks and/or working screening checks are completed prior to the student commencing placement and a copy retained on students records.
4. Establish if there is an overarching agreement for placements, and if so, refer to the Agreement to determine contact details for commencing negotiations.
5. The Host Employer to discuss details such as:
 - Details around pending matters as recorded from current National Police History Check, security screening outcomes- blue and/or yellow cards.
 - Any special requirements before the student starts at the workplace.
 - The timing of the placement, including starting and finishing dates and maximum hours of work per week; and
 - Particular safety (PPE) or clothing items / Dress
 - Standards the students must supply or adhere to
6. Complete Practical Placement Agreement forms prior to students commencing a practical placement with a Host Employer. Parents or guardian to also sign agreement if student is under the age of 18 years,
7. If student has a medical condition or disability that may affect their Practical Placement, the student needs to inform MiHaven Training.
8. MiHaven Training can only forward personal details to a Host Employer with the consent of the student.

NOTE: A written agreement is one of the fundamental requirements for ensuring that WorkCover insurance (Volunteer worker insurance) is activated for a student on practical placement.

9. Ensure that the practical placement does not exceed the recommended maximum duration for a practical placement, with a maximum of 38 hours to be worked in any one week.
10. Provides a copy of the signed agreement to the student and the Host Employer for their records.
11. Student and Host Preparation for placement
12. Ensure practical placement participants are briefed/given induction about their placement responsibilities and rights. Ensure participants are made aware of the consequences if they do not complete the placement as arranged.
13. Ensure the Host Employer is aware of their role in providing feedback to Participants on their performance of tasks while on placement. Explain how the work placement book/logbook is to

be used and the requirements for Host Employer Staff to complete sections and provide written feedback.

14. Ensures, as part of an induction session, the student is aware of the practical placement requirements and that all learning and/or assessment objectives are specified in the activities (e.g. completion of work placement book/ logbook) that the student will undertake.

NOTE: The work placement book/logbook contribute to the evidence gathered for a student to be resulted as competent.

15. Ensuring safety prior to Placement – Either request a Host Employers Risk Assessment for their site or conduct a Risk/Hazard Assessment for each site yearly.
16. Maintain WorkCover insurance (Volunteer worker insurance) coverage for students undertaking practical placement.
17. Contact the Host Employer in writing if the site is deemed not suitable. Follow this letter promptly with a phone call or visit to resolve the matter. If the matter cannot be resolved the placement will not go ahead with that Host. A replacement Host Employer will need to be sources for those participants scheduled to take part in placement at that venue.
18. In the case of the participant sustaining an injury during Placement, student is to complete and sign a Worker’s Injury Claim form with the assistance of the Host Employer if required.
19. Follow the process for handling grievances, if a grievance arises, as detailed in Student Complaints and Grievance Policy (where applicable).
20. Conduct (where appropriate), a debrief interview with the student and/or Host Employer. Maintain a record of de-brief interview in the student files.
21. Ensure that areas for improvement (if required) are discussed with the student, Host Employer and General Manager where necessary and an appropriate plan is put in place and documented within the continuous improvement register.
22. After Placement, forward letter of thanks to Host Employer.
23. Review work placement book/logbook and ensure all appropriate documentation, signatories and assessment requirements have been met.
24. Submit to Operations/Administration team for processing

