

## Policies and Procedures

### QMS1: 004C Work Placement

Policy details			
Responsible area	Training and Assessment		
Endorsed by	General Manager	Date	19.02.15
Review date	18 February 2016		
Modifications	30.03.15 Updated to new format for procedures and minor revisions		

#### Policy statement

At Linx Institute we support the role that work placement plays in contextualizing the learning experience of students. It also offers the opportunity to enable the assessment of students' ability to apply their skills and knowledge within the pressures and realities of the work environment. In some of the qualifications we offer, assessment in the workplace is a compulsory requirement of certain Units of Competency.

We ensure that workplace supervisors and other workplace staff who play a role in the learning and assessment of its students are consulted and provided with information relevant to the role they play. We also ensure that students are aware of the expectations of them during work placement and where work placement is a requirement of their course. We have a wide range of employer contacts and partners with whom we can place students as required.

This policy applies to both domestic and overseas students.

#### Definitions

<b>Work Placement</b>	Is the process by which non-trainee students undertake practical experiences within the workplace to demonstrate their competence. Students are not paid for their work, but are expected to comply with all work expectations with regards hours of work, uniform, work health and safety regulations etc. and work under the supervision of a suitably qualified member of the workplace.
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#### Policy rules

We ensure that facilities where work placement is undertaken:

- have the resources required to conduct training and assessment, as specified in the Training and Assessment Strategies and the relevant Training Package
- have staff who can act as workplace supervisors and who will have been given appropriate authority, induction and professional development in their role (see below under workplace supervisors)

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- have work health and safety and critical incident policies and procedures in place.

We make it clear to all domestic students before placement, that they are responsible for arranging work placement, and that assistance in obtaining a placement will be provided by Linx Institute if required.

In the case of overseas students, Linx recognises the difficulty arranging a placement could cause them, given their unfamiliarity with the local environment and customs. Linx will arrange appropriate work placements, as specified in the points above, for its overseas students.

Procedures		
Steps	Description	Responsible
<b>1</b> Select work placement venue	Select and contact potential workplaces. Complete the Work Placement Details Form (in Canvas) and email to Linx Institute.  Where a student cannot find a work placement they will be assisted to secure a work placement.  Overseas students will have work placements arranged for them. Consideration is to be given to the availability of public transport to the work placement location.  Students are told of these expectations in pre-course flyers, the online student handbook and in course documents.	Student, Trainer/ Assessor
<b>2</b> Approval of work placement location	Work placements locations are approved in advance of work placement for any student being approved. Checks are made to ensure the workplace has <ul style="list-style-type: none"> <li>• Required resources to meet Training Package requirements</li> <li>• Appropriately qualified supervisory staff</li> <li>• Critical incident procedures in place</li> <li>• Understanding of and commitment to mentoring students.</li> </ul> Workplace is contacted to confirm placement and for capacity assessment check, using the <i>Work Placement Capacity Form</i> . Forms are kept for audit purposes and stored in the student file.	Trainer/ Assessor



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<b>3</b> Information sent to workplace	Information is sent to the workplace pre-work placement, which includes: <ul style="list-style-type: none"> <li>• Insurance details</li> <li>• Supervisor guide (role, purpose, expectations, forms, third party reports, expectations of the student, how to get help and support)</li> <li>• Student support</li> </ul>	Trainer/ Assessor
<b>4</b> Information provided to students	Students will be supplied with written information on the <ul style="list-style-type: none"> <li>• Purpose of work placement and</li> <li>• Expectations of them during work placement.</li> <li>• Location of their work placement</li> </ul> This information is available to students on Canvas.	Trainer/ Assessor
<b>5</b> Contact with the workplace during placement	During work placement, assessors will contact the workplace as follows: <ul style="list-style-type: none"> <li>• Day one – call the workplace to ensure student attendance and confirm a time to assess the learner in person, via Skype or other appropriate manner</li> <li>• Throughout the work placement as directed in the Training and Assessment Strategy</li> </ul>	Trainer/ Assessor
<b>6</b> Assessment	Students have a range of documented tasks to conduct on placement. These are documented in their assessments.  Workplace supervisors give feedback on these and general capabilities using a provided checklist.  Students complete work based projects and submit these online. These, along with supervisor feedback, form the basis of formal assessment of the student's demonstrated knowledge and skills in the workplace	Student, Workplace Supervisor, Assessor
<b>7</b> Records	Complete attendance sheets and records of student progress and other required documentation	Workplace Supervisor
<b>8</b> Records	Completed workplace tasks are uploaded onto Canvas for assessing	Student



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<b>Context</b>	
<b>Associated documents</b>	
<b>Work orders and forms</b>	Work Placement Details Form Work Placement Capacity Form Workplace supervisor guide
<b>Policy base</b>	

