

Practical Placement Procedure

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Purpose

The purpose of this procedure is to clearly define how GOTAFE will manage all practical placement agreements to meet its obligations under the *National Vocational Education and Training Regulators Act 2011* (NVR Act), the *Standards for Registered Training Organisations (RTO) 2015* (the Standards), the *Guide for non-school senior secondary providers*, the Department of Education & Training's VET Funding Contract and associated guidelines, and the *Education and Training Reform Act 2006* (The Act).

Relevant Policy/Policies

- Education Self-Assurance Framework EDSAFW
- Training & Assessment Policy E2
- Education Policy POIB-01

Roles and Responsibilities

This Procedure applies to all GOTAFE staff that provide training and assessment services, and management, coordination and administrative functions associated with practical placement. It includes continuing, fixed term, casual and contract staff.

The Standards and VET Funding Contract require that GOTAFE is responsible for the implementation, monitoring and reporting of all Practical Placement Agreements. This includes:

- Ensuring all student Practical Placement Agreements are formalised by an approved written agreement prior to the commencement of the placement.
- Ensuring organisational Practical Placement Service Agreements are formalised by an approved written agreement prior to the commencement of the placement.
- Ensuring all practical placements are sufficient and appropriate in order to meet the vocational outcomes of the subjects to which it pertains.
- Ensuring that Trainers and/or Assessors understand the rights, obligations, and duties of the Employer or organisation hosting the practical placement, the Training Provider and the Student and meet the requirements of the Standards.
- Ensuring that all Practical Placement Agreements are reported through the Skills Victoria Training System (SVTS) monthly, or as required by the Victorian VET Student Statistical Collection Guidelines.
- Ensuring that all Practical Placement Agreements are stored appropriately in a central location to be readily accessible by relevant staff.

GOTAFE's Education Directorates have an obligation to comply with this procedure when formalising Practical Placement Agreements.

The Practical Placement Coordinator¹ is responsible for building placement opportunities and managing GOTAFE's nominated placement system (InPlace) to allocate and confirm student placements, manage the collection of student compliance documents and manage the review and/or re-allocation of placements. The Placement team is also responsible for facilitating the completion and storage of Practical Placement Agreements prior to placements occurring and communicating the placement with external and internal stakeholders.

The Manager Education Compliance is responsible for overseeing GOTAFE's compliance to all relevant regulatory requirements, and in accordance with the Education Compliance Assurance Procedure.

Procedure

1. Approvals, Management and Monitoring of Organisational Practical Placement Service Arrangements

The management of organisational Practical Placement Service Agreements enables the provision for large organisations to engage in an overarching agreement with GOTAFE outlining the practical placement terms and conditions and any associated fees payable.

The management of organisational Practical Placement Service Agreements is defined by two stages:

- The Pre-Approval Process; and
- The Post Approval Process.

Pre-Approval Process - To gain approval to enter into an organisational level practical placement Arrangement, the following steps are required before any activity can commence.

STEPS	RESPONSIBILITY
<u>Step 1 – Review the proposed agreement</u> Where the Education Director/Coordinator &/or Placement Coordinator has identified that an organisation wishes to enter into an organisational level practical placement service agreement, they should draft an agreement. This agreement may be developed using a GOTAFE Service Agreement template, or the agreement may be derived from the organisation.	Education Director/Coordinator Placement Coordinator
<u>Step 2 – Approval of the agreement</u> The agreement should be reviewed and approved by the Education Director, who is responsible for ensuring all parties have signed the agreement prior to commencement of any placement activity.	Education Director/Placement Coordinator

¹ In 2022, the Placement Coordinator and team are coordinating placements using InPlace in the Health, Wellbeing & Community Directorate. It is the intention of GOTAFE to broaden this scope to include mandatory placements occurring in other directorates, predominately the Service & Natural Environment Directorate. Until this time, the use of the 'Placement Coordinator' term herein includes all non-HWC Education Coordinators who manage a mandatory placement at GOTAFE.

<p>The finalised agreement is to be submitted to the Contracts and Procurement team by completing the Agreement Register Form to create a new agreement number and folder for the contract on GOTAFE's Agreement Register.</p> <p>The Agreement Register Form along with a signed copy of the agreement and any further documents associated with the agreement are emailed to procurementandcontracts@gotafe.vic.edu.au</p>	
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Post Approval Process – Once approval has been granted, the following steps must be undertaken to ensure the correct management and monitoring of the organisational level Practical Placement Service Agreement occurs.

STEPS	RESPONSIBILITY
<p>Step 1 – Monitor the agreement</p> <p>The Education Director/Placement Coordinator (as the assigned Contract Manager) is to monitor the agreement and any updated schedules or addendums to ensure that all terms and agreements are being met throughout the duration of the contract.</p> <p>Any variations to the original contract are to be submitted to the agreements register via email to procurementandcontracts@gotafe.vic.edu.au to be stored with the original agreement and all associated documents</p>	Education Director/Placement Coordinator
<p>Step 2 - Invoicing</p> <p>The Education Director/Placement Coordinator will ensure that invoicing occurs as per the schedule provided in the agreement and monitor expenditure.</p>	Education Director/Placement Coordinator
<p>Step 3 - Review</p> <p>In addition to systematic monitoring of the agreement by the Education Director/Placement Coordinator, practical placement agreements will be audited intermittently by Education Compliance to ensure risk to GOTAFE, and students is mitigated.</p> <p>Where quality issues are noted, the Education Director/Placement Coordinator should email a <i>request for an audit</i>, to Education Compliance at educationcompliance@gotafe.vic.edu.au.</p>	Education Director/Placement Coordinator Education Compliance

2. Process, Management, Monitoring and Reporting of Student Practical Placement Agreements

All Student Practical Placement Agreements must be formalised by a written agreement prior to any placement activity commencing. The agreement must include:

- The signatories of the Student, GOTAFE, and the employer or the organisation hosting the practical placement.
- The rights, obligations, and duties of the Student, GOTAFE, and the employer or the organisation hosting the practical placement (as described in the Practical Placement Agreement, including each student needing to be inducted on workplace safety by the host employer).

- The program name and the relevant skills required as part of the program to be developed, reinforced and/or assessed during the practical placement.
- The location and address of the practical placement.
- The start and end dates, total length of the practical placement expressed as hours and the maximum hours to be undertaken per week.

The Practical Placement Agreement will only be officiated if an approved template is used. The approved template is available on the GOTAFE Intranet:

- Practical Placement Agreement (Study Plan Part B) (FSA-68)

Student Practical Placement Agreement Requirements

STEPS	RESPONSIBILITY
<p><u>Step 1 – Training and Assessment Strategy (TAS)</u></p> <p>The course Training and Assessment Strategy (TAS) must include the mandatory placement hours as required by the training package, with due consideration of the maximum hours allowable. (The maximum duration of a student's practical placement is 240 hours in total per year, and a maximum of 38 hours to be worked in any one week.)</p> <p>If more than a total of 240 hours, or 38 hours per week is required, GOTAFE is responsible for documenting in the TAS a rationale for the additional hours, which should include consideration of student welfare.</p>	Education Director/Education Coordinator
<p><u>Step 2 – Prior to enrolment</u></p> <p>Prior to enrolment or the commencement of training and assessment, GOTAFE must inform prospective students of any practical placement requirements associated with the course, with clear information in relation to who will arrange the placements.</p> <p>This course information is to be provided via the public website, course information guides and information sessions to ensure prospective students are fully informed of the practical placement components of the course.</p>	Education Director/Education Coordinator
<p><u>Step 3 – Post enrolment</u></p> <p>Post enrolment the following steps are to be undertaken to implement, monitor and manage the students' practical placement:</p> <ul style="list-style-type: none"> • Student course induction is to include detailed information on practical placement requirements specific to the qualification enrolled. Discussion is to be held with students in regard to the nature and purpose of the practical placement including the provision of the <i>Practical Placement Handbook</i>. • Students are to be advised of any legislative requirements related to the industry in which they are undertaking practical placement. • Suitable dates for placement are negotiated with employers to best meet the students' learning schedules, and industry or cyclical demands. • Enrolled students are linked to InPlace² (Placement Management System) by the Placement Coordinator or team delegate. 	Placement Coordinator or team delegate

² The InPlace Placement Management System has been implemented live in production from 2022 for the HWC directorate. Prior to its implementation a variety of methods were used to store and communicate mandatory

<ul style="list-style-type: none"> • Students are to upload all documentation required for placement to InPlace including, Working with Children Check, Police Check, Immunisation records etc. • Placement Coordinator or team delegate allocates students to placements. Particular attention is to be given to the placement of students with special needs. Guidance in this matter must be sought from GOTAFE's Student Success Team. • Students are sent an email informing them of the placement arrangements and location of the placement. • The student has 2 weeks to request a review of the placement in extenuating circumstances, to request a change in the placement. • Any request for review is assessed by the Placement Coordinator or their team delegate. • Students are advised of the outcome of their review request within 2 weeks of the closing date of the review and the placement allocation is finalised. • Once the placement allocation is finalised an email is sent to the student which includes but is not limited to, Practical Placement Agreement – Study Plan Part B (FSA-68), reminder to upload compliance documents to InPlace, provider orientation requirements, rosters, attendance & absences, accommodation information, DHHS updates relating to practical placement. • Student placement details are entered into the Placement Allocation Tracker by the Placement Coordinator or their delegate • Student returns signed Practical Placement Agreement – Study Plan Part B (FSA-68) to placement@gotafe.vic.edu.au • The Practical Placement Agreement – Study Plan Part B (FSA-68) is signed by a GOTAFE delegate and sent to the employer for signature. • Once returned the Practical Placement Agreement – Study Plan Part B (FSA-68) signed by all parties is emailed to all signatories to ensure they retain a signed copy five (5) days prior to the start of the placement. • The completed Practical Placement Agreement – Study Plan Part B (FSA-68) is forwarded to sms@gotafe.vic.edu.au to enable Systems Administrators to complete monthly reporting functions. • A copy is also saved in the student file on the GOTAFE Course Directory • For each different placement a new Practical Placement Agreement – Study Plan Part B (FSA-68) must be completed for every student. • The Practical Placement Coordinator or team delegate are to act as GOTAFE's direct liaison with the employer during the placement period (excluding activity pertaining to training and assessment). • If a placement is cancelled, the Coordinator must email sms@gotafe.vic.edu.au to report the cancellation, and if relevant, state the placement end date and hours completed. 	
<p>Step 4 – Monthly Reporting of Practical Placements to SVTS</p> <p>From the commencement of the 2020 collection year, GOTAFE is required to report practical placements as part of its monthly submission to SVTS including the workplace ABN, the activity start and end dates and</p>	<p>Education Systems Administrator</p>

placement requirements including GoLearn shells, student files and face to face interviews. These methods may still be used by non-HWC training areas yet to migrate to InPlace.

<p>the scheduled hours (or as prescribed by the Victorian VET Student Statistical Guidelines).</p> <p>To ensure the accurate reporting of practical placement data to SVTS, the following process is to be undertaken:</p> <ul style="list-style-type: none"> • Once completed and signed by all stakeholders, the completed student's Practical Placement Agreement is emailed to sms@gotafe.vic.edu.au to enable Education Systems Administrators to enter the required data into the Student Management System (SMS) to complete monthly reporting functions. • Data submissions are to be monitored for errors and rejects to ensure all practical placements are reported accurately and meet monthly reporting deadlines. • A copy of the completed Practical Placement Agreement is to be stored in the students record in SMS under the Student Documents section. • Where a placement is cancelled, this must also be reported to the Education Systems team (sms@gotafe.vic.edu.au) who will report the cancellation, including the end date and hours completed. 	
<p>Step 5 – Student Absences</p> <p>In the event of an illness or emergency requiring an absence from a scheduled placement, as early as possible prior to the allocated shift, the student is required to notify the placement provider directly and notify the GOTAFE practical placement team via email placement@gotafe.vic.edu.au</p> <p>An adequate explanation of the absence i.e., a medical certificate must be provided, and the student must complete an absence record in their Clinical Assessment Record (CAR) or Placement Record Book.</p> <p>Any absence from placement (including those with a medical certificate) must be made up. Additional placement hours will be negotiated by the Placement Team and offered to the student at the next available time. <i>This may not be at the same facility as the original placement. A new Practical Placement Agreement will be required to be completed (or an amendment to the existing agreement).</i></p> <p>When a student is absent from practical placement, it is necessary to adhere to the following procedure:</p> <ul style="list-style-type: none"> • Costs for the student to undertake placement on the FIRST occasion are carried by GOTAFE. • Students absent from practical placement without a medical certificate or prior arrangement with the placement provider and placement team may incur the cost of the placement at \$60.00 per day. • It is the discretion of the Institute to determine whether the student will incur the costs for additional make up days. 	<p>Placement Coordinator or team delegate</p>
<p>Step 6 – Placement Cancellations</p> <p>GOTAFE reserves the right to cancel practical placement for reasons not limited to, but including failure to meet the following mandatory requirements:</p> <ul style="list-style-type: none"> • Current Year Police Records Check • Working with Children Check 	<p>Placement Coordinator or team delegate</p>

<ul style="list-style-type: none"> • Course specific First Aid, CPR, Hand Hygiene certificates • Current Fitness to Practice Declaration • Failure to meet immunisation requirements • Failure to satisfactorily complete required assessments prior to the commencement of practical placement • Failure to complete required orientation requirements as stipulated by the employer <p>Where a scheduled placement is cancelled by a student without notice or due cause, GOTAFE reserves the right to impose cancellation fees on the student to recover the placement costs accrued by the host organisation.</p> <p>Cancellation fees may vary dependant on the course and will be outlined to students as part of their course induction.</p>	
<p><u>Step 6 – Issues, Incidents, Complaints and Appeals</u></p> <p>The Placement Coordinator is to be informed of any issue or grievance arising from a practical placement and where possible arrange a suitable resolution. Matters that cannot be resolved as an issue are to be managed following GOTAFE's Feedback, Complaints and Appeals Procedure (POQM-01).</p> <p>In the event of an accident, an Incident Report form is to be completed and submitted to the OH&S Coordinator.</p>	<p>Placement Coordinator or team delegate</p>

3. COVID-19 Requirements

As per current government directives, students undertaking clinical placements in a healthcare setting will need to provide evidence of their vaccination status to enter a public health service setting unless a valid medical exemption as evidenced by an authorised medical practitioner is provided.

Students are recognised as part of the healthcare workforce and are permitted to continue clinical placements during the ongoing COVID-19 environment, with appropriate safeguards in place (i.e., based on assessment of the risk of COVID-19 exposure as part of the relevant clinical placement).

Final year students are able to provide care/intervention to confirmed COVID cases, and be placed on designated COVID wards, with safeguards in place.

Where practicable, all other student year levels should not care for patients who are confirmed COVID cases at any time and should not be placed on a defined COVID streaming ward where all patients have been confirmed as testing positive for COVID-19. Non-final year students can continue on placement if there is a confirmed COVID case within the relevant clinical setting.

Further information can be located <https://www.dhhs.vic.gov.au/student-clinical-placements-covid-19-guidance-doc>

In the instance that a student develops symptoms or tests positive to COVID-19 whilst undertaking practical placement, they must inform both the employer and Practical Placement Coordinator immediately and follow the current Victorian Government guidelines located online at [vic.gov.au](https://www.vic.gov.au)

4. VETDSS - Structured Workplace Learning

Many GOTAFE VETDSS programs (VET Delivery to Secondary Students) have a Structure Workplace Learning (SWL) component that is a requirement of the Victorian Curriculum and Assessment Authority (VCAA). It is designed to help students apply the skills and knowledge they learn in their VET program in an industry environment. Structure Workplace Learning arrangements are between the secondary school, parent, student and host employer, as per the Department of Education & Training's (DET) guidelines and SWL Arrangement Form. This is a school responsibility.

A Practical Placement Agreement is not required in these situations. Practical Placement is only for post-secondary students (as defined by the state guidelines; i.e. non-VETDSS students).

As noted by the VCAA, SWL complements the training undertaken at the school and the Registered Training Organisation (RTO). VCE VET program publications contain information relating to the SWL requirements. The SWL requirements are expressed in hours and weeks, and where possible should be spread across the duration of VCE VET programs and consider industrial agreements. The VCAA mandates SWL under the following situations:

- where a period of work placement is mandated for the award of the qualification, or
- where the Assessment Conditions from a Unit of Competency contains a statement regarding the requirement to demonstrate skills in a workplace.

For more information on SWL, see <https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/HowSWLWorks.aspx>.

If a training product (i.e. qualification, accredited course or unit) requires Practical Placement and is delivered as a VETDSS program with SWL required, GOTAFE should ensure that the SWL component has sufficient hours to meet the training product requirements, and is incorporated into our assessment process and mapping. This is needed to ensure students can be awarded accredited units or qualifications, as per the Australian Qualifications Framework (AQF).

5. Audit & Review of Practical Placement Arrangements

The Manager Education Compliance is responsible for implementing an Internal Audit Program to manage education compliance and associated risk across GOTAFE.

In managing risk and compliance, the Manager Education Compliance will be responsible for:

- undertaking intermittent internal audits of Practical Placement Agreements, either triggered or as part of the Internal Audit Program.
- undertaking intermittent internal audits of timely and accurate reporting of student practical placement data.
- undertaking intermittent internal audits on the accuracy of marketing materials pertaining to practical placements against course requirements and industry body regulatory requirements.

For more information on GOTAFE's approach to the management of its education compliance, see the Education Compliance Assurance Procedure.

See also Fairwork Australia's advise and student placement factsheet at <https://www.fairwork.gov.au/tools-and-resources/fact-sheets/unpaid-work/student-placements>.

Definitions

Practical Placement

The term, Practical Placement refers to work experience or training undertaken by a post-secondary student with an employer under an arrangement entered into between the student, employer and an RTO.

Practical Placement Agreement – Study Plan B Is a legal agreement which stipulates the rights, obligations, and duties of the employer, the RTO and the learner and must include, in addition to the relevant details and information about the RTO, employer, and learner, the following details:

- the rights, obligations, and duties of the parties to the agreement
- the program name and the relevant skills required as part of that program to be developed, reinforced and/or assessed during the Practical Placement
- the location and address of the Practical Placement
- the start and finish dates, the total length of the Practical Placement expressed as hours, and the maximum hours per week
- the payment arrangements
- signatures of all parties to the agreement

Practical Placement Coordinator GOTAFE staff member charged with the responsibility of centralising and coordinating practical placements, ensuring consistency across education directorates.

The Practical Placement Coordinator is responsible for establishing and maintaining relationships with employers. The coordinator liaises with employers and students to organise overall planning, negotiation, and confirmation of the placements of students within all participating placement providers, including start and end dates.

They ensure that students are prepared for Practical Placement, and that the Placement meets the training package guidelines relevant to the qualification they are undertaking.

Employer Delegated person or supervisor, in an organisation or workplace, that provides practical placement for a GOTAFE student.

Documentation and regulation

This procedure is to be made available on the GOTAFE intranet. Other documentation related to practical placement at GOTAFE include, but are not limited to:

- *National Vocational Education and Training Regulators Act 2011* (NVR Act)
- *Education and Training Reform Act 2006* (The Act)
- Standards for Registered Training Organisations (RTOs) 2015
- Guide for non-school senior secondary providers (VRQA)
- VET Funding Contract (DET)
- Victorian VET Student Statistical Collection Guidelines (DET)
- Practical Placement Guidelines (DET 2017)
- Occupational Health and Safety Act 2004
- Privacy Act 1988
- Equal Opportunity Act 2010
- Student Disability Support Procedure (PRSS-193)
- Child Safe Standards
- Duty of Care of Minors Procedure (PRSS-151)
- Agreements Register Procedure (B24-P37)
- Student Records Management Procedure (PRSA-175)
- Education Compliance Assurance Procedure (E-17)
- Feedback, Complaints and Appeals Management Policy (POQM-01)
- Service Agreement template (POIB-15-T16)
- Practical Placement Agreement – Study Plan B (FSA-68)
- Practical Placement Handbook (ODPPL-06)
- Practical Placement Host Employer Information Brochure (ODPPL-05)
- <https://www.dhhs.vic.gov.au/student-clinical-placements-covid-19-guidance-doc>
- <https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>