

PRACTICAL PLACEMENT PROCEDURE

1. PURPOSE

To establish the legal and organisational requirements for the placement of learners with host employers for Practical Placement, and the administration of practical Placement ensuring compliance with the Higher Education and Skills Group (HESG) - *Practical Placement Guidelines* and legislation.

2. SCOPE

This procedure applies to all enrolled learners at GOTAFE undertaking practical placement.

3. DEFINITIONS

Practical Placement	Any structured workplace learning, including, but not limited to, work observation and work experience undertaken by a learner as part of a technical and further education course.
Practical Placement Agreement – Study Plan Part 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: <ul style="list-style-type: none">• the length of the practical placement expressed as hours;• the payment arrangements;• the relevant skills to be developed, reinforced and/or assessed during the practical placement; and• signatures of the learner, the employer and the RTO.
Practical Placement Coordinator (PPC)	This is any GOTAFE staff member who is charged with the responsibility of coordinating Practical Placement for a course, or Teaching Centre.
Employer	Delegated person or supervisor, in an organisation or workplace, that provides practical placement for a GOTAFE learner.

4. PROCEDURE

All arrangements for the Practical Placement of GOTAFE learners must adhere to the Higher Education and Skills Group (HESG) - *Practical Placement Guidelines*, 2017 TAFE VET Funding Contract *Skills First Program* and its amendments which are in accordance with the *Education and Training Reform Act 2006* (ETRA).

The following internal procedures must be implemented by teachers of courses at GOTAFE where learners undertake Practical Placement:

- 4.1 The Registrar will have responsibility for the administration of the Higher Education and Skills Group (HESG) - *Practical Placement Guidelines* across the Institute and will ensure the Institute maintains a record system for all Practical Placements.
- 4.2 The Teaching Division Executive Officer shall delegate to the relevant Commercial Manager the authority to appoint Practical Placement Coordinators (PPCs) from within their existing staff.
- 4.3 The Practical Placement Coordinators will:
 - 4.3.1. Negotiate potential placements with employers utilising the Practical Placement Agreement documentation. This should include the provision of detailed information on practical placement for potential employers using the *Practical Placement Handbook*, *Study Plan Agreement Part A (EN-15S)*, *Practical Placement Agreement – Study Plan Part B (FSA-68)*.
 - 4.3.2. Arrange the suitable dates and times for placements to best meet the learners learning schedules and industry seasonal or cyclical demands.
 - 4.3.3. Discuss with learners the nature and purpose of Practical Placement, their options, and obligations whilst on placement. This will include provision of the *Practical Placement Handbook*.
 - 4.3.4. Ensure that both the learner and employer involved in each Practical Placement receive induction related to the requirements and expectations of Practical Placement.
 - 4.3.5. Ensure that learners undertaking work placement in industries where there are legislative requirements for workers meet those legislative requirements prior to starting work placement. (eg. Working with Children Check, Police Check, CI Card).
 - 4.3.6. Act as the Institute's direct liaison with the employer during the period of a learner placement, ensuring the employer has his/her direct telephone contact number.
 - 4.3.7. Ensure that the Institute *Study Plan Agreement Part A (EN-15S)* and the *Practical Placement Agreement – Study Plan Part B (FSA-68)* is completed and signed by all parties and that each party (employer and learner) is provided with a signed copy five (5) days prior to the start of the placement. For each different placement a new *Study Plan Agreement Part A (EN-15S)* and *Practical Placement Agreement – Study Plan Part B (FSA-68)* must be completed for every learner.

- 4.3.8. Ensure the relevant Commercial Manager or Team Leader Operations (TLO), if delegated, signs on behalf of the Institute.
 - 4.3.9. Work with the Course Co-ordinator, in the first instance, on any issues or grievances arising from a Practical Placement and arrange a satisfactory resolution if possible. Matters which cannot be resolved as an issue will be managed through the GOTAFE grievance procedures.
 - 4.3.10. Give particular attention to the placement of learners with special needs. Guidance in this matter must be sought from the Learner Services Disability officer. Refer to: *Practical Placement Handbook – Learners with a disability*.
 - 4.3.12. Ensure that any accident reports are provided to the Institute Occupational Health and Safety Coordinator within ten (10) clear working days of completion of any Practical Placement. Any general queries in regard to WorkCover insurance eligibility matters should be directed to Gallagher Bassett. Refer to: *Practical Placement Handbook - WorkCover*
 - 4.3.13. Ensure a letter of thanks is sent to each employer on completion of a placement.
 - 4.3.14. Ensure that the employer provides the detail of any requirements or pre-requisites particular to their business for workers, that are to be met by the work placement learner so that the learner is appropriate to the workplace.
- 4.4. The employer is responsible for providing information about any requirements or pre-requisites for their workers, particular to their business so a match can be made with the placement learner and that learners are provided with a practical placement experience as agreed in the *Practical Placement Agreement – Study Plan Part B*.
- 4.5 The Practical Placement Co-ordinator will:
- 4.5.1 Be responsible for and make the necessary arrangements to ensure the required assessment of the learner is conducted in accordance with the relevant assessment guidelines.
 - 4.5.2 Ensure that all learners, who participate in a period of Practical Placement, will be given a formal debriefing session as an integral part of their learning process.

4. DOCUMENTATION

- [Practical Placement Agreement – FSA-68](#)
- [Practical Placement – Letter seeking host employer participation – FSA-88](#)
- [Practical Placement – Letter to confirm commencement – FSA-89](#)
- [Practical Placement – Letter of thanks – FSA-90](#)
- [Practical Placement Handbook – ODPPL-06](#)
- [Practical Placement Record Book – ODPPL-04](#)

- [Practical Placement Host Employer Information Brochure – ODPPL-05](#)
- [Incident Reporting and Investigation Procedure - CS15-P75](#)
- [Incident Report Form – FOH-01](#)
- [Complaints and appeals from learners and clients procedure – PRQM-170](#)
- Education and Training Reform Act 2006 (ETRA)
- Occupational Health and Safety Act 2004
- Privacy Act 1988
- Equal Opportunity Act 1995.