

PR4.4 Work Placement Support Procedure

Responsible Officer	Chief Education and Experience Officer
Functional Owner	Head of Shared Services Work Placement Manager
QAS Owner	Compliance Manager

1. Scope

PR4.4 Work Placement Support Procedure is formulated to guide stakeholders through the steps of providing Work Placement Support services to students. The Work Placement process begins when Open Colleges provides information to students about the Work Placement and ends when an approved Host Organisation is sourced. The procedure provides guidance on roles, responsibilities and steps for sourcing an approved Structured Workplace Learning (SWL) host organisation.

This procedure is to be read in conjunction with PG4.4 Procedural Guideline – Work Placement Support.

2. Procedure (with reference to PG4.4 Guideline for Work Placement Support)

- Enrolment Consultants and Marketing will provide SWL information to student to inform them of the process for seeking an appropriate workplace and the requirements of the assessment process.
- Student will research, source and secure an approved Host Organisation initially themselves. Should an approved workplace be difficult to find, the Work Placement Support Officer will provide support in sourcing and securing host organisation, if required, but can not guarantee a work placement can be located.
- Student Support will provide the Structured Workplace Learning Support Kit which will describe in full detail, the requirements, information on sourcing a workplace, the role of the workplace supervisor, the role of the Workplace Assessor and any special conditions required to achieve competencies required in the training package.
- Enrolment Consultants will be available to discuss any queries with regard to SWL from the student.

Note: Structured Workplace Learning (SWL) is an important component of some courses delivered by Open Colleges. A critical component of SWL is the completion of workplace documentation to ensure the adequacy of resources and workplace supervision available for the learner and the completion of workplace assessment activities to gather evidence of the learner's competence supports the requirements of the training package.

This process includes the collection of workplace documentation signed by the Supervisor of the learner. The supervisor does not assess the learner, they merely provide oral and written evidence of a student's performance in the workplace. Open Colleges' Workplace Assessor assesses the evidence and makes the assessment decision.

A suitably qualified and experienced Open Colleges' Workplace Assessor conducts the workplace assessment. Specific details are outlined to the learner, Workplace Supervisor and the Workplace Assessor in the Workplace Assessment Guide (WAG).

3. Quality and Continuous Improvement

This procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders.

4. Related Documents and Forms

- [PG4.4 Guideline for Work Placement Support](#)

Refer to [QMS1.8 Location of related documents](#)

How can we improve this document?

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Version	Approved	Endorsed	Effective date	Review date
6	GM, Student Experience 13/03/17	Functional Owner 13/03/17	13/03/17	13/03/18
Version History	V2: Minor update to align with current QCI role (Feb 14). V2 did not require ETAB approval. V3: Changes to reflect new organisational design and the new Standards for Training Organisations 2015. V3 did not require ETAB approval. V4: Removed reference to PR4.6 Special Consideration Procedure and inserted PR10.1 Cancellation and Refund Policy and Procedure. V5: September 2016 updated to new format V6: February 2017 updated to new format with only minor changes. V6: February 2018 updated role titles			
Course Type	All			
RTOs:	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
Partner RTOs:	Yes			