

PR5.2 Workplace Assessment Procedure

Responsible Officer:	Chief Education and Experience Officer
Functional Owner:	Heads of Portfolio Training Operations Manager
QAS Owner:	Compliance Manager

1. Scope

PR5.2 Workplace Assessment Procedure outlines the steps required to confirm an appropriate host organisation and identify the roles and responsibilities of people involved in work placement. This procedure must be read in conjunction with PG5.2 Guideline for Workplace Assessment.

Refer to PG5.1 Guideline for Information on Assessment procedures for the work placement.

Note: A suitably qualified and experienced Open Colleges' Workplace Assessor conducts the Workplace Assessment which is detailed in the Workplace Assessment Guide (WAG) for each course.

This procedure will cover the seven (7) components for work placement within the procedure.

- Simulated Skills Development Activities (SSDAs) prior to commencement
- Pre-Approval of the Workplace and Supervisor
- Logbook and Attendance Report
- Workplace Portfolio
- Student and Workplace Supervisor Interviews
- Workplace Assessor visit to the workplace (in certain circumstances)
- Final Report and Grading Workplace Assessments

2. Procedure

- The Student will independently secure an appropriate Host Organisation to undertake SWL
- The Workplace Assessor will review and pre-approve the workplace and the supervisor based on Open Colleges standards
- The Training Operations Manager will organise Simulated Skill Development Activities for the student (where applicable) prior to the commencement of SWL
- The Student and the Workplace Supervisor will complete the Student Logbook and Student Attendance Report
- The Workplace Assessor will conduct assessments of student's skills at their host organisation's workplace (where applicable)
- The Workplace Supervisor and the Student will undertake interview questions with the Workplace Assessor
- The Student will complete and submit the Workplace Portfolio
- The Workplace Supervisor will complete the final report
- The assessor will grade the assessments based on all evidence available

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 Forms and Documents

- PG5.2 Guideline for Workplace Assessment.
- [PG5.1 Guideline for Information on Assessment Procedures](#)

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

How can we improve this document?

If you can identify opportunities for us to improve this document, please email improvements@opencolleges.edu.au. This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.

Version: 9	Approved	Endorsed	Effective date	Review date
	GM, Education 13/03/17	Functional Owner 13/03/17	13/03/17	13/03/18
Version History:	V2: This version updates the Workplace Assessment Procedure (effective 1 December 2012) to reflect additional elements of the Structured Workplace Learning model presented in V2 of the Education Blueprint (as approved by the ETAB) V3: Administrative Changes (May 13), did not require ETAB approval. V4: Minor update identified as part of the annual policy review (Feb 14). V4 did not require ETAB approval. V5: Minor changes to reflect new organisational design and the new Standards for Registered Training Organisations 2015. V5 did not require ETAB approval. V6: Minor changes to names of workplace documents V7: September 2016 updated to new format V8: Dec 16 Reviewed by GM, Education for accuracy and confirmation of Functional Owner V9: March 2017 reformatted into new template. V9: 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			