

PP7 – Work Placement Policy

1. Purpose

This policy ensures that work placements and simulated learning activities are implemented in a structured, compliant, and student-focused way. It supports industry relevance, student safety, and alignment with training package requirements while also ensuring fair access, adequate supervision, and quality learning.

2. Scope

This policy applies to:

- All training products with mandatory or elective work placement components.
- Students, trainers/assessors, workplace supervisors, and host organisations.
- All work-integrated or simulated industry-based training that contributes to assessment outcomes.

3. Definitions

Term	Definition
Work Placement	Structured, supervised on-the-job learning required to meet unit or qualification requirements.
Host Organisation	An external business offering the placement under a formal agreement.
Placement Agreement	Documented agreement outlining responsibilities, timelines, and WHS obligations.
Practical Placement Logbook	A student-tracking tool used to document attendance, tasks, skills and assessments. Includes the Placement Agreement, Logbook, Code of Conduct, and Emergency Contacts.

4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standards 1.1, 1.3, 1.8
- National Vocational Education and Training Regulator Act 2011
- Work Health and Safety Act 2011 (Cth)
- Fair Work Act 2009
- Training package guidance and implementation details

5. Policy Statement

AEATS ensures that:

- All work placements meet the volume and conditions of workplace-based learning as specified in relevant training products.
- Placement packs and tools are developed and issued based on the specific qualification and unit structure.
- Placement sites are safe, suitable, and compliant with WHS and learning access standards.
- Students receive a minimum of two placement visits by a qualified trainer/assessor. Additional visits are scheduled based on:
 - Unit or course requirements
 - Student support needs
 - Workplace complexity
- Trainers complete workplace observations in direct discussion with the student's workplace supervisor, ensuring decisions on competence are valid, fair, and supported by evidence.
- AEATS retains all documentation and review feedback to support audit and continuous improvement.

6. Procedure – Step by Step

Step	Action	Responsible
1	Identify qualifications and units requiring work placement	Compliance Manager
2	Establish and formalise host arrangements using signed Work Placement Agreements.	Work Placement Coordinator
3	Match students to appropriate host organisations based on availability and suitability	Work Placement Coordinator
4	Conduct WHS and Site Suitability Checklist before approving placement	Work Placement Coordinator
5	Issue the Student Practical Placement booklet for the qualification, including : Logbook, Code of Conduct, Contact List, and other qualification-specific documents. Student name tag.	Work Placement Coordinator
6	Confirm host access to relevant tools, supervision, and support systems	Work Placement Coordinator
7	Conduct a pre-placement induction covering workplace rights, responsibilities, and expectations	Work Placement Coordinator

8	Student commences placement; workplace induction is confirmed	Student / Host Supervisor/ Work Placement Coordinator
9	Trainer conducts a minimum of two visits, with additional visits as needed based on training package and student support needs	Workplace Assessor
10	Trainer completes Work Placement Observation Record in consultation with host supervisor	Workplace Assessor
11	Gather and file feedback from host and student; verify attendance and skill development	Workplace Assessor
12	Store placement records in the SMS and file management system	Admin Officer

7. Related Documents

- Training and Assessment Strategy (TAS)
- Placement Agreement Template
- WHS and Site Checklist
- Work Placement Logbook (customised per qualification)