

Work Placement Policy and Procedure

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Department	Academic		
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Purpose

- Sydney City College of Management supports the role that work placement plays in contextualizing the learning experience of students.
- SCCM understands that work placement offers the opportunity to assess a student's ability to apply skills and knowledge within an actual work environment.
- Some course offered by SCCM contain units of competency that contains compulsory workplace assessment.
- SCCM ensures that workplace supervisors and other workplace staff who play a role in the learning and assessment of its students are consulted and provided with information relevant to the role they play.
- SCCM also ensure that students are aware of the expectations of them during work placement and where work placement is a requirement of their course.

Scope

This policy applies to all SCCM students, staff and work placement partners.

Definitions

Work placement is the process by which non-trainee learners undertake practical experiences within the workplace to demonstrate their competence. Students are not paid for their work but are expected to comply with all work expectations with regards to hours of work, uniform, work health and safety regulations, etc. and work under the supervision of a suitably qualified member of the workplace.

Policy Statement

SCCM ensures that facilities where work placement is undertaken:

- have the resources required to conduct training and assessment, as specified in the relevant training and assessment strategy and the relevant training package.
- have staff who can act as workplace supervisors and who will have been given appropriate authority, induction and professional development in their role.
- have work health and safety and critical incident policies and procedures in place.
- SCCM will arrange appropriate work placements, for its overseas students.

Procedures

The table below outlines SCCM procedure for work placement.

Steps	Description	Responsible
1. Select work placement venue.	Students will have work placements arranged for them. Students are educated on what is expected of them.	<ul style="list-style-type: none"> Academic Manager Trainer/ Assessor
2. Approval of work placement location	<p>Work placement locations are approved in advance of work placement commencing for any student. Checks are made to ensure the workplace has:</p> <ul style="list-style-type: none"> Required resources to meet Training Package requirements Appropriately qualified supervisory staff Critical incident procedures in place Understanding of and commitment to mentoring students. <p>The workplace is contacted to confirm placement and for capacity assessment check.</p>	<ul style="list-style-type: none"> Academic manager Trainer/ Assessor
3. Information sent to workplace	<p>Information is sent to the workplace pre-work placement commencing, which includes:</p> <ul style="list-style-type: none"> Insurance details Supervisor role, purpose, expectations, forms, expectations of the student, how to get help and support Student support services available 	<ul style="list-style-type: none"> Academic manager Trainer/ Assessor
4. Information provided to students	<p>Students will be supplied with written information prior to work placement commencing covering the:</p> <ul style="list-style-type: none"> Purpose of work placement Expectations of them during work placement Location of their work placement 	<ul style="list-style-type: none"> Academic manager Trainer/ Assessor
5. Contact with the workplace during placement	During work placement, appropriate college staff will contact the workplace to ensure students attendance and confirm the times to assess the students in person	<ul style="list-style-type: none"> Academic manager Trainer/ Assessor
6. Assessment	<p>Students have a range of documented tasks to conduct on placement. These are documented in their assessment materials/logbooks.</p> <p>Workplace supervisors give feedback on these tasks and on the general capabilities using the provided materials. This form the basis of formal assessment of the student's demonstrated knowledge and skills in the workplace</p>	<ul style="list-style-type: none"> Student Workplace Supervisor Trainer/Assessor
7. Records	Completed workplace tasks including supervisor feedback and signatures, are submitted for assessment	<ul style="list-style-type: none"> Workplace Supervisor Student

<p>8. 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 trainer/assessor and the Academic Manager via email.</p> <p>Any absence from placement (including those with a medical certificate) must be made up. Additional placement hours will be negotiated by the Academic Manager and offered to the student at the next available time.</p>	<ul style="list-style-type: none"> • Student • Academic Manager • Trainer/ Assessor
<p>9. Placement Cancellations</p>	<p>SCCM 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 • Course specific certificates, i.e., First Aid, CPR etc. • 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, SCCM 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>	<ul style="list-style-type: none"> • Student • Academic Manager • Trainer/ Assessor
<p>10. Issues, Incidents, Complaints and Appeals</p>	<p>The Academic Manager 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 SCCM Complaints and Appeals Policy and Procedure.</p> <p>In the event of an accident, an Incident Report form is to be completed and submitted to the Operations Manager.</p>	<ul style="list-style-type: none"> • Workplace Supervisor • Academic Manager • Trainer/ Assessor • Operations Manager

Policy Implementation Manager

- Operations Manager