

Industry Work Placement Policy

1. Purpose

This policy/procedure ensures any courses requiring practical placement are developed to ensure that the practical placements are managed in a manner which benefits the student and minimises risk to the student, host employer and Mint International College.

This policy and procedure will ensure practical placements should only be implemented where:

- a) It must be undertaken to gain the qualification
- b) Mint International College has appropriate arrangements for the supervision and assessment of students in place

2. Definitions

Student Industry Work Placement (IWP) - Voluntary	Any structured workplace learning that is part of a written agreement between Mint International College and an employer/organisation. It includes work observation, work placement and other forms of workplace learning. The workplace is found on behalf of the student by Mint International College.
Student Industry Work Placement (IWP) - Existing	Any structured workplace learning that is part of a written agreement between Mint International College and an employer/organisation. It includes work observation, work placement and other forms of workplace learning. The workplace is searched by the student or is an existing workplace in which the student is currently engaged with as a paid place of employment.
Host Employer	Workplace providing practical placement venue.
Workplace Supervisor	Employee or direct Line Manager of host organisation identified contact person for student and Mint International College.
Mint International College	Mint International College is a registered training organization (RTO 21524 CRICOS 03700C)
Memorandum of Understanding relating to Work Placement	Written agreement signed by student, host employer and Mint International College to specify the hours of placement and activate insurance cover
Industry Partner Intro Letter (Letter 1)	In the form of a letter this document is sent to the Host Employer explaining the process of Industry Work Placement.
Industry Partner Student Hours Letter (Letter 2)	In the form of a letter this document is sent to the Host Employer explaining who the student is and how Work Placement forms part of the student's course.

Please Note:

Students will complete these work placement hours as part of the course duration requirements.

3. Procedure

Work placement will be required as part of a course where:

- the Training Package specifically states Work Placement hours are to be completed as.
- the most appropriate method of training or assessment is through work placement in an appropriate industry work place.
- where a course has been identified as requiring a practical placement component Mint International College will identify the specific units and the reasons that work based training is most appropriate form of delivery and assessment.

The specific number of work placement hours and the specific work place requirements will be determined and included in the total course structure (Referencing document the Training Assessment Strategy).

Mint International College identifies practical placement requirement on course marketing materials in the student handbook and RTO website. The information will include the required hours of work placement and any industry specific requirements, for example police checks or Working With Children Checks.

All staff involved in the delivery of the course shall also be informed about the work placement requirements and their roles and responsibilities involved with practical placements. This information shall be covered through the staff induction process and through on-going staff meetings.

4. Sourcing Practical Placements

The process for sourcing a work placement position for students shall be undertaken as indicated below:

1. Student is placed with a (screened & compliant) willing host employer (Student Industry Work Placement (IWP) Voluntary); OR
2. Existing employer or nominated employer of the student is screened for compliance following Mint International College policy and procedure. On successful screening the student is registered against this employer. (Student Industry Work Placement (IWP) – Existing)

Mint International College will liaise with industry to identify potential host employers. Mint International College will determine suitability of potential host employer, including supervision and occupational health and safety requirements. These duties will be performed by the Placement Coordinator. Students are permitted to seek their own host employer, or to nominate a host employer to the RTO.

Mint International College shall ensure the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining WHS Standards.

All host employers shall be given information relating to the work placement requirements and course information. A 'Work Placement Agreement' shall be signed by Mint International College, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, hours the work placement will take place and the total hours required to complete the outcomes of the units of competency requiring the work placement.

The 'Work Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

5. Prior to Practical Placements

Students will undertake training within the college environment in all pre-requisite units and the theory components of units to be assessed in the work placement. This includes any Work Health and Safety training that is to be included within the course. This training shall take place within Mint International College classrooms and simulated work environments and shall occur prior to any work placements undertaken.

Students will undertake a workplace induction which will allow for the student to become familiar with the workplace and meet host employers and colleagues. The induction will be conducted by the host employer as indicated within the 'Work Placement Agreement'.

6. Undertaking Practical Placements

Student's attendance through the work placement shall be recorded by the host employer and the student via the 'Work Placement Log'. This will record all times and dates the student completes work placement hours for the host employer.

The student shall be provided support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas as specified against those Units of Competency that apply to the work placement program.

Mint International College will monitor the work placement through trainers and assessors completing:

- Regular contact visits with the student at the host employers premises through normal classes where feedback on the work placement will be sought (minimum of 2 site visits are conducted)
- The employer and student will be required to sign in the log book indicating the hours completed which will be monitored by trainers / assessors.
- If the workplace has any gaps student is informed to seek another workplace to complete required work placement hours

Assessment of required practical skills will be undertaken by qualified trainers and assessors where appropriate. On some occasions the trainer may require the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from Mint International College.

7. Recording of Practical Placements

Each student undertaking a Practical placement shall have a copy of their 'Work Placement Agreement' kept on their file.

All hours completed within the workplace shall be recorded in the student's 'Work Placement Log'. This log shall be signed by the student and the employer and be monitored on a weekly basis by the Mint International College trainer / assessor.

The 'Work Placement Log' will be kept in the student's file as evidence for the specified unit(s) and be included as an assessment requirement for the specified unit(s) or course.

8. Associated Documents:

- Mint International College website: www.mintraining.com.au
- Industry Partner Intro Letter
- Work Placement Agreement