Practical Placement

Policy and Procedure

Purpose:

The purpose of this policy and procedure is to provide guidelines to students undertaking Practical Placement as part of their chosen qualification.

Policy Outline:

Skills Training Australasia (STA) ensures Practical Placement is conducted and implemented in line with all legislative and training package requirements and obligations.

Procedure:

General Guidelines:

- The process for sourcing a practical placement position for students shall be undertaken as follows:

  - Student is placed with a suitable, willing and screened host employer by STA

OR

  - A nominated employer of the student is screened by STA for suitability and compliance

- To generate placements STA will liaise with industry to identify potential host employers. STA will determine suitability of potential host employer, including supervision and occupational health and safety requirements.

- A site visit will be conducted by STA staff for all host employer workplaces. The site visit shall happen prior to the practical placement to ensure the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining Workplace, Health and Safety standards.

- The Placement Coordinator is responsible for planning and booking student practical placements.

- All host employers shall be given information relating to the practical placement requirements and course information.

- STA will conduct a placement preparation session for the students to inform them of the practical placement requirements, including the required immunisations prior to placement (Immunisation Record Form), timelines and obligations and to provide relevant documents. Students are reminded that they are responsible for covering any costs associated with obtaining the required documentation for their placement. It is also their responsibility to submit this documentation to the Clinical Placement Coordinator prior to the commencement of their placement.

- A Professional Experience Placement Agreement shall be signed by STA, the host employer, and the student prior to the commencement of placement. The agreement and associated documentation will specify the roles and responsibilities of all parties, hours the placement will take place, maximum hours of placement per week and the total hours required to complete the outcomes of the specified units of competency requiring the work placement.

Note: Any placement dates commenced without the signed Professional Experience Placement Agreement are not recognised by STA.

- Before student's placement commencement date, STA will ensure that the Professional Experience Agreement is executed in accordance to the Standard VET Funding Contract.

- Prior to the commencement of the placement the Placement Coordinator will ensure that the student has provided evidence of immunisation and a current and satisfactory Policy Record Check and Working with Children Check.

- STA will contact the host employer on the commencement date of placement to confirm students' attendance and participation in the workplace induction program.

- Students need to have Professional Experience Record Book with them at all times and ensure that they gain sign off on any objectives they have achieved. The completed record needs to be handed in to the Placement Coordinator at STA at the completion of the training.

National Police Check

Where a student has been identified as having a disclosable outcome, it is up to the student to contact the Placement Coordinator should he/she wish to disclose the outcome and discuss.

The decision of the suitability of the applicant rests with the host employer where Placement is to be undertaken.

The use and retention of the information contained on the National Police Certificate may be subject to State or Commonwealth legislation. The recipient is therefore urged to make own inquiries with respect to any applicable legislative obligations or requirements.

Police check application details can be found at the following site:

www.police.vic.gov.au

Working with Children's Check

Working With Children's Check application details can be found at the following site:

www.workingwithchildren.vic.gov.au/

Immunisation

For the protection of students and of potential clients, evidence of immunisation is required by all placement facilities prior to attendance. Accepted evidence includes documentation from the doctor or an official digital vaccination certificate. Completed and signed Immunisation Record Form must be submitted by the student to the Placement Coordinator prior the placement.

Undertaking Practical Placement

- All students undertaking Practical Placement will also be required to complete the relevant Practical Work Placement Record in conjunction with the host employer.

- The Practical Work Placement Record must be completed by the student, returned to the Placement Coordinator and retained on the student file before competency can be achieved in the qualification being undertaken.

- The student will 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 part of their qualification.
- An STA facilitator will make 1-3 visits to the student on placement (course dependent) to complete observation and assessment tasks.

Practical Placement Progress

Any student who is not showing evidence of satisfactory progression in meeting the unit of competencies whilst on placement will be given further learning support and placed on a learning contract. If the student is still unable to demonstrate satisfactory progression and is not likely to meet the requirements in the allocated time, they may be withdrawn from placement and required to re-enrol in all/some of the linked units and/or repeat the placement.

If students feel they are having difficulties with their placement they need to discuss these issues with the Facilitator at the host facility. The Facilitator may identify areas where a student is struggling to meet the required outcomes. In this instance a mutually agreed action plan will be put in place. Where a student does not progress after opportunity to improve, the outcome may be a 'not satisfactory' and a requirement to repeat the placement. The student might be required to pay an additional fee for any additional placement day.

Immediate Withdrawal from Practical Placement

In certain circumstances students may be withdrawn immediately from a placement. The reasons for this may include:

- Consistently unable to perform in a professional situation despite constant instruction and guidance.
- Unable to care for clients with any degree of autonomy.
- Inability to safely perform procedures which have already been taught, demonstrated and practiced in a simulated environment.
- Performing in a manner which takes away from the learning opportunities of the other students.
- Breaching legal, ethical or professional codes of practice.
- Demonstrates gross negligence in performing an assigned duty.

Reporting of Student Placement Incidents

In certain circumstances, students may be required to report any incidents that occur while on placement to the appropriate facilitator of the venue and the STA Placement Coordinator.

These incidents include, but are not limited to:

- Any incident where a student has been injured or causes/is involved in an injury or potential injury to third party
- Any incident where a student is removed from placement due to misconduct.
- Any incident that may cause harm, or creates a risk of causing harm to a student's health, safety and wellbeing.
- Any incident that requires police notification or involves matters of serious misconduct.
- Any WorkSafe notifiable incident.

The report must be made to the facilitator of the host facility and the Placement Coordinator immediately.

Approval Authority:

This Policy and Procedure is approved by the CEO.

Documents Referenced:

- Education and Training Reform Act 2006 (ETRA)
- Practical Work Placement Record
- Professional Experience Placement Agreement
- Clinical Placement Record Books
- Immunisation Record Form
- Host site visit checklist
- Academic-Non Academic Grievance Policy and Procedure

Revision History:

Rev	Description of Change	Author	Effective Date
3.4	Updated Immunisation Requirement	CEO	20/04/2022
3.5	Removed references to Diploma of Nursing, updated registered business name	CEO	30/06/2025