

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 Australia 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 Skills Training Australia
 - OR
 - A nominated employer of the student is screened by Skills Training Australia for suitability and compliance

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

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

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

 - Skills Training Australia will conduct a placement preparation class for the students to inform them of the practical placement requirements, timelines and obligations and to provide relevant documents.

 - A Professional Experience Placement Agreement shall be signed by Skills Training Australia, 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 Skills Training Australia.
- Before student's placement commencement date, Skills Training Australia will ensure that the Professional Experience Agreement is executed in accordance to the Standard VET Funding Contract.

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

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, returned and retained on the student file before competency can be achieved in the qualification being undertaken.
- For nursing, applicable log books must be completed, returned and retained on file before competency can be achieved in the qualification being undertaken.
- 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 part of their qualification completion

National Police Check

For certain qualifications, students undertaking placement may be required to obtain a national police check. This will be advised at the time of enrolment.

The cost of the police check is borne by the student however Victoria Police offers a reduced fee for issuing National Police Certificates for student placements. Skills Training Australia will advise the student regarding eligibility requirements.

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

The student is advised to contact the employer prior to placement to arrange an appointment to discuss the matter allowing the host employer to make an informed decision.

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

For certain qualifications, students undertaking placement may be required to obtain a Working With Children's Check. This will be advised prior to enrolment and the cost borne to the student.

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

www.workingwithchildren.vic.gov.au/

Should an individual wish to appeal any decision relating to this policy and procedure, Academic-Non Academic Grievance policy and procedure should be followed.

Practical Placement Progress

Any participant 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 participant 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 their clinical teacher. The clinical teacher may identify areas where a student is struggling to meet the required outcomes. In this instance the clinical teacher will discuss this with the student and put an action plan in place which is agreed to by both clinical teacher and student. Where a student does not progress after opportunity to improve, the outcome may be a 'not satisfactory' and a requirement to repeat the placement is required. In some cases and with consultation between the clinical teacher, the student and the Training department, the student may be required to re-enrol in one or more of the units linked to the placement.

The student will be required to pay an additional fee of \$85 per day 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 clinical facilitator of the venue and Skills Training Australia's Placement Coordinator.

These incidents include, but are not limited to:

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- Any incident where a student has been injured (e.g. needle prick to finger, slips on floor) or causes/is involved in an injury or potential injury to third party (e.g. gives incorrect medication to patient).
- 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.
- Is a WorkSafe notifiable incident.

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

Approval Authority:

This Policy and Procedure is approved by Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- Education and Training Reform Act 2006 (ETRA)
- Practical Work Placement Record
- Professional Experience Placement Agreement
- Clinical Placement Log Books
- Academic-Non Academic Grievance Policy and Procedure