

Work Experience Placement Policy



Policy Overview

This policy outlines the placement of a student, requires a for work experience when he/she is studying CHC40108Certificate IV in Aged Care or BSB41407 Certificate IV in Occupational Health and Safety.

In the case where a student is not currently in employment and he/she has no experience in any industry, where possible, DRs. TQM (the RTO), will endeavour to obtain a work place experience for the student at his/her chosen Industry/ organisation,.

Several models of work experience may be adopted in students to meet different needs. These models can include:

- *Structured work placement*
 - provides learning opportunities that are part of DR's TQM Nationally Recognised Training program and take place in a workplace or simulated workplace and are structured, monitored, regulated and assessed;
 - is negotiated between trainer, student and work experience provider prior to placement to identify specific tasks for student; and
 - allows students to gain knowledge and demonstrate application of that knowledge in the workplace.
- *Work sampling*
 - provides students with opportunity to gain first-hand knowledge, skills and attitudes required in a workplace;
 - gives students an opportunity to test personal vocational preferences through performing tasks in a workplace.
- *Work shadowing*
 - provides students with opportunity to learn actively about people at work and examine the work role they perform.
- *Research work experience*
 - requires a student or group of students to assume the role of researchers in workplace investigating a topic of enquiry decided upon by trainer, student and work experience provider;
 - links one or more projects with the experience of work; and
 - requires students to seek assistance from trainer and work experience provider to develop appropriate research skills.

Department	Vocational Education & Training	Author(s)	RTO/Training Manager	
Document Title	Work Experience Placement Policy	Approved	RTO/Training Manager	
Version	1.1 (Modified – September 2011)	Authorised	CEO	
		Distribution	Internal	RTO Staff, RTO Students
			External	N/A

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>1.0 Placement will be negotiated between DR's Total Quality Management Training Service Pty Ltd. (RTO) and the work experience organisation.</p> <ul style="list-style-type: none"> The management of the organisation or delegate (workplace) and the DR's TQM Training Service will negotiate a suitable work program for each student. The student must adhere to Occupational Health & Safety guidelines and Infection Control guidelines. The student will have access to relevant equipment and resources in the clinical environment and the organizations policy and procedure manuals. Work placement Agreements will be confirmed in writing. Negotiate with the management of the Workplace to monitor student practices and notify the TQM trainer of any unsatisfactory practices or conduct 	Training Manager	At all times	Policy Statement
<p>2.0 Each student is accountable for his or her practice when undertaking work experience in a workplace/organization and in the exercise of this practice, is required to act within the harmony of the workplace/organization. Accordingly:</p> <ul style="list-style-type: none"> Each student is to carry out only procedures for which he/her has been prepared. This preparation will include theory and supervised practice, until assessed as competent. Maintenance of knowledge and skills in performing procedures is essential, and TQM will provide measures that ensure regular review of competence. Each student is responsible for his/her actions at all times and is expected to be aware of their limits and abilities and to function within these limits. Each student is to be aware of the policies & procedures of the host organisation. However, it must be noted that acting within a guideline or policy statement of the organisation does not relieve a student of responsibilities for their own acts and may not provide immunity in case of negligence. Each student must discuss and organised with the workplace supervisor or with the trainer when the task need to be assessed (Refer to Student Record/workbook). Each student is to be aware to contact the TQM trainer immediately of any concerns relating to the workplace. Each student is to be aware that management of the workplace has the right to notify the TQM trainer of any unsatisfactory practices or conduct. 	Training Manager Student	At all times	Policy Statement Student handbook

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3.0 The letter of Introduction will be given to the student to present to the management of host organisation or Trainer will be present to introduce the student to the host organisation.	Training Manager	At all times	Policy Statement
4.0 The following insurance policies will be provided as necessary to host organisation; <ul style="list-style-type: none"> • Workcover • Public liability • Professional Indemnity 	CEO	At all times	Policy Statement
5.0 The CEO will be the person responsible for the implementation and maintenance of the policy.	CEO	At all times	Policy Statement

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