

Policy & Purpose-Work Placement Policy

This Policy and Procedure ensures that Work Placements are conducted safely and align with Training Package requirements for specific qualifications. It applies to students enrolled in programs with a mandatory placement component.

Before starting, students must review the relevant guidelines to meet learning outcomes within the required timeframe. The policy outlines procedures for approving and managing placements. Host employers provide appropriate experiences, and under Institute of Science Management & Technology's guidance, students may arrange their own placements, provided they follow the required standards.

Definitions

The College means Institute of Science Management & Technology Pty Ltd

AQF means the [Australian Qualifications Framework](#)

ASQA means the [Australian Skills Quality Authority](#)

aXcelerate is the student management system [aXcelerate](#), used by the College to manage all student records

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College

ESOS Act means the [Education Services for Overseas Students Act 2000](#)

Intranet is the [system](#) available to staff members only used by the College to manage information about the College

Moodle is the learning management system [Moodle](#), used by the College to record learning and assessment

National Code means the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

NVR Act means the [National Vocational Education and Training Regulator Act 2011](#)

PRISMS means the [Provider Registration and International Student Management System](#) operated by the Australian Government department responsible for export education

RTO means Registered Training Organisation

SRTOs means the [Standards for Registered Training Organisations \(RTOs\) 2015](#)

Staff member means a person engaged by the College as an employee, contractor or consultant

Student means a person enrolled in one or more courses with the College

Trainer means a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs

Placement: Placement means a subject, subject component or other work integrated learning activity, required as part of a subject or program of study (including an elective subject), that gives students unpaid practical experience (as per the [Fair Work Act 2009](#)) in the application of theoretical concepts and knowledge in a workplace environment.

Host Employer: means the organisation at which a student's placement is undertaken, and may include a business, government agency, primary or secondary school, early childhood setting, community organisation, not-for-profit, or volunteer organisation in Australia

Procedure - Work Placement Policy

Eligibility:

As work placement is undertaken in high risk industries with vulnerable people, students are required to complete certain unit(s) of competency to participate in the work placement. The students are only eligible to participate if they acquire the prescribed skills, knowledge and attitude to ensure safety and wellbeing of the clients. Students who are planned to participate in work placement, but not deemed ready to do so, will be interviewed and a supplementary course of action will apply. This may include but not limited to reassessment, repeating the appropriate unit(s) of competency, and/or discussions about the suitability of the course. If for any reason, a student is unable to meet the host employer's requirements, you must notify the Work Placement Officer immediately for intervention strategies. The delay may affect your ability to complete the qualification within the course duration specified in your Confirmation of Enrolment (CoE). For more details of Eligibility, refer to the Work Placement Logbook or discuss with your Trainer/Work Placement Officer.

Using student's own employer:

Students can complete Work Placement in their own workplace if it meets the Employer Suitability Criteria. The students must notify the college's Work Placement Officer to contact the employer for a suitability check. If the workplace is approved, the employer will need to sign the Memorandum of Understanding with Institute of Science Management & Technology.

on and any pre-training or induction prior to undertaking work placement at Host organisation/ Institute of Science Management & Technology as advised.

Institute of Science Management & Technology seeks to enhance student learning experiences by enabling students to engage in the culture, expectations and practices of a profession, workplace or discipline. Placements, or professional experiences, facilitate the student's entry into the work place, enhance their employability skills, and may be required for professional accreditation.

Institute of Science Management & Technology manages risk in relation to placements and ensures quality in accordance with this policy.

The policy does not apply to placements for which students receive remuneration or other payments, or are otherwise in an employment relationship, which must comply with the Fair Work Act 2009 (Cth), or to placements where students elect to voluntarily undertake experience that is not required as part of a subject or program of study.

In addition to the procedures required by this policy, Host Employers may implement the policy through local guidelines, handbooks and/or flow charts.

The policy should be read in conjunction with the Student Code of Conduct, the Course Progress Policy, the Student Misconduct Rule.

Students

Students must undertake and complete placements that are a requirement of their subject or program as scheduled and notify Institute of Science Management & Technology and host employer of any matter that is a serious disruption to their studies.

Student must understand and meet the inherent requirements of their program, to be able to meet the all the competencies during in-house training in order to qualify for work placement.

- complete any program requirements and prerequisites in advance;
- ensure they meet any special requirements relevant to their placement organisation including confirming their compliance with mandatory legal requirements within identified deadlines such as police and working with children checks and immunisation requirements;
- complete any required documentation within identified deadlines;
- Report to Institute of Science Management & Technology staff the possible impacts of a health condition that may affect their placement
- provide consent, following discussion with relevant placement staff, for the release of any necessary information to the placement organisation;
- disclose any identified possible or perceived conflict of interest, such as a relative being responsible for supervision, or that the student is in paid employment with the placement organisation; and
- communicate with the placement organisation as advised by the College.

Before undertaking and during a placement experience, students must:

- a. be enrolled in their program and usually the relevant placement subject, and complete any Special Requirements, program requirements or pre-requisites;
- b. adhere to all requirements of the Student Code of Conduct;
- c. uphold standards of professional behaviour; *as prescribed in your logbooks.*
- d. take due care with the placement organisation's equipment and other property;
- e. undertake their experience in a manner that is safe, actively participate in any health and safety training orientation, induction and follow instructions required by the placement organisation;
- f. comply with any laws that apply to the placement in the relevant jurisdiction, and the Institute of Science Management & Technology and the placement organisation's health and safety instructions and policies, rules or procedures and child protection requirements;
- g. be present at the agreed site during agreed working hours 15 minutes in advance and participate fully in the assigned tasks and activities and any required training;
- h. carry their Institute of Science Management & Technology identification at all times;
- i. make contact, as required with their placement officer, to report on progress of the placement;
- j. inform both the placement coordinator and the placement organisation of any absences from the placement as soon as possible.
- k. Work placement will be arranged to fit in with normal study hours. You are required to complete a total of 8 hours work placement per day (including a lunch break). In case a student does not attend placement on the given day, they need to notify the workplace supervisor and Institute of Science Management & Technology work placement coordinator. Failing to attend the placement when it is booked will lead to the cancellation/disqualification from the work placement. Students must attend an intervention with the workplace coordinator to explain the reason for not attending. Rescheduling work placement includes penalties. Students may require paying the placement fee again. The payment of the fee will be calculated on a case-by-case basis.

<https://ismt.edu.au/fee-charges/>

- l. notify the placement coordinator and the placement organisation immediately of any hazards, incidents, injuries, near miss or illness that occurs whilst on placement; <https://ismt.edu.au/incident-injury-report-form>
- m. communicate any concerns about the placement environment to their placement coordinator;
- n. advise the placement coordinator of any requests the placement organisation makes of the student to undertake work that is beyond the agreed tasks and activities;
- o. meet any expenses associated with the placement (including insurance costs or costs of implementing reasonable adjustments), such as those related to accommodation and travel to and from the placement, specific requirements of the placement organisation including attire, and any levies imposed by the Institute of Science Management & Technology relating to attendance or non-attendance at the placement; and
- p. consult with their placement coordinator in a timely manner if they are withdrawing from a placement.

Placement Organisations

Placement organisations will enter into a Student Placement Agreement with the Institute of Science Management & Technology that outlines the relationship between the Institute of Science Management & Technology and the host employer while students are undertaking a placement experience.