Purpose

Work Based Training and Practical Placement (WBT/PP) opportunities are an important component of employee engagement and skills development in a variety of VET and VCAL learning and teaching environments. This procedure and its associated documents are necessary to clearly define the University (FedUni) holistic overarching approach in the delivery and monitoring of WBT/PP programmes.

Scope

This procedure relates to all students undertaking WBT/PP requirements as part of their VET or VCAL study program.

This procedure does not apply to:

- A VETiS program delivered as part of a third party agreement with a Secondary School which undertake the training and assessment;
- The University training its own staff; and
- Apprentices and trainees employed under a training agreement.

Legislative Context
General Context

- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Federation University Australia Act 2010
- Victorians Occupational Health and Safety Act 2004
- Occupational Health and Safety Amendment (Employee Protection) Act 2009
- Work Health and Safety Act (2011)
- Working with Children Act 2005

Academic Context

- Education and Training Reform Act 2006
- Education and Training Reform Amendment (Skills) Act 2010
- National Code 2007
- Amended Guidelines for Registered Training Organisations and Employers for Registered Training Organisations and Employers in relation to students of technical and further education undertaking Practical Placement (the amended Practical Placements Guidelines (VET & VCAL Programs))
- Victorian Qualifications Authority Act 2000

Specific Context

- Educational Services for Overseas Students (ESOS) Act 2000
- Children, Youth & Family Act 2005
- Child Wellbeing and Safety Act 2005
- Children's Services Act 1996
- Health Practitioner Regulation National Law (Victoria) Act 2009
- Health Professions Registration Act 2005
- Major Sporting Events Act 2009
- Nurses Act 1993
- Education and Training Reform Act 2006 - Ministerial Order 723 - Structured Workplace Learning Arrangements (Non-School Providers)
- Education and Training Reform Act 2006 - Ministerial Order 724 - Work Experience Arrangements (Non-School Providers)
- Victorian Child Safe Standards

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>DET</td>
<td>Department of Education and Training Victoria</td>
</tr>
<tr>
<td>Work Based Training/Practical Placement (WBT/PP):</td>
<td>An assessable component of a qualification, designed to provide students with the opportunity, and the means, to apply skills and knowledge obtained through the study of their qualification in a supervised and authentic environment.</td>
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<td>Term</td>
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<tr>
<td>Structured Work-based Learning (SWL)</td>
<td>On-the-job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Quality Authority (ASQA) and undertaken as part of either the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).</td>
</tr>
<tr>
<td>Work Based Training/Practical Placement Agreement (WBT/PP Agreement)</td>
<td>A written agreement between a training organisation (for example FedUni) and an appropriate employer and a student. It includes work observation and other forms of workplace learning. This also includes Clinical Placement.</td>
</tr>
<tr>
<td>Host Employer/Placement provider (Host)</td>
<td>Workplace providing work based training/practical placement learning environment to FedUni student.</td>
</tr>
<tr>
<td>Host Employer Supervisor (HES)</td>
<td>The key contact person employed by the host employer organisation who will act or organise appropriate supervision for the University student during the WBT/PP arrangement.</td>
</tr>
<tr>
<td>Work Based Training/Practical Placement Liaison Officer (WBT/PP Liaison Officer)</td>
<td>An external staff member purposely employed by the University, to act as a facilitator between the FedUni WBT/PP Supervisor, the Host Employer Supervisor and the student in the WBT/PP arrangement.</td>
</tr>
<tr>
<td>WBT/PP Uni-Coordinator (FedUni-Coordinator)</td>
<td>A Federation University Australia staff member who is responsible for the coordination of students in WBT/PP arrangements within a FedUni approved program or course and specifically in that discipline and/or school. This may be a designated Trainer/Program coordinator.</td>
</tr>
<tr>
<td>WBT/PP Uni-Trainer &amp; Assessor (FedUni-Trainer &amp; Assessor)</td>
<td>A Federation University Australia staff member who is responsible for the academic progress and assessment of students in WBT/PP arrangements particular to a FedUni approved program or course and specifically in that discipline and/or school. This may be a designated Trainer &amp; Assessor/Program coordinator.</td>
</tr>
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**Actions**

The following steps must be completed in order to comply with this procedure.

(See supplementary steps required for Interstate or International Placements and placements Applicable to Students Under 18 Years)

**Applicable to All VET and VCAL WBT/PP (additional specific VCAL requirements listed in Under 18 of age section)**

**1 - Inform Staff and Student of Requirements**

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify practical placement requirements</td>
<td>Head of School/Education Manager</td>
<td>Course Finder information must make reference to any industry requirements</td>
</tr>
</tbody>
</table>
### STEPS | WHO IS RESPONSIBLE? | COMMENTS
--- | --- | ---
| on marketing materials including any industry specific requirements, e.g.: Working with Children and/or Police Checks and Immunisations. | | for students to undergo Police and/or Working With Children Checks. The Training and Assessment Strategy must include the placement hours as part of the qualification requirements.

2 Inform teaching staff of practical placement requirements. | Head of School/ Education Manager | • Training & Assessment • Strategy • Unit / Qualification Outline • Induction Sessions etc.

### 2 - Establish Terms

| STEPS | WHO IS RESPONSIBLE? | COMMENTS
--- | --- | ---
1 Liaise with industry to identify potential host employers. | FedUni-Coordinator | Refer to:
2 Determine suitability of potential host employer, including supervision and occupational health and safety requirements. | FedUni-Coordinator | Practical Placements OHS Checklist and Flowchart.
3 Placements that involve third party delivery of training and assessment. | Education Manager | Ensure that the arrangement adhere to the requirements outlined in the Third Party Delivery of VET Assessment and Training Procedure.
4 Conduct risk assessment of placement conditions. | FedUni-Coordinator | Refer to:
5 Conduct site visit for pre-placement risk assessment (HIRAC review) if placement conditions are identified as high risk or if this is the first time students have been placed with this host employer. | FedUni-Coordinator | Liaise with Occupational Health and Safety Unit. If Host Employer is an accredited body and/or regularly undergoes independent accreditation then a pre-placement risk assessment would not be necessary. A copy of the accreditation should be obtained and kept.
6 Ensure students receive Occupational Health and Safety training prior to commencement of placement. | Education Manager | Refer to:
7 Discuss scope for reasonable adjustment for students with disabilities. | FedUni-Coordinator | Where a student identifies themselves as having a disability and requests assistance, the student, placement coordinator, and
<table>
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<td></td>
<td>University Disability and Learning Access Officer (DLAO), if appropriate, should:</td>
<td>• ensure an accurate assessment of the requirements of the placement and the student's ability are made; • determine how the learning outcomes of the placement may be achieved while accommodating the needs of the student; and • discuss the information that will be provided to the host employer about the student's disability and who should provide it.</td>
</tr>
</tbody>
</table>
| 8    | Discuss hours of placement, payment and format of agreement with host provider. | FedUni-Coordinator | The recommended maximum duration for placement is 240 hours in total, with a maximum of 38 hours total worked in any one week. 

In accordance with the Ministerial Order the total number of structured workplace learning days for a student must not exceed 40 days during each Academic year and 10 days during each school term. 

If the hours of placement of the course exceed 240 hours ensure that the requirement is supported by a national package/State approved curriculum or regulatory/professional body mandate. 

Records detailing the reasons for any decisions to require a student to undertake more than a total of 240 hours, or more than 38 hours per week must be kept. 

Hours where the student will be treated as a volunteer or paid member of staff need to be clearly identified. 

NB: No payment is required for placement hours (New Secretarial Order under section 5.4.20 ETRA 23 December 2010 - effective from 1 January 2011) but can still be made at the discretion of the host. 

If the Host wishes to use an alternative format of agreement to the Single Placement Agreement or Organisation Placement Agreement templates a request for legal services will need to be sought from the Legal Office. |
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<th>STEPS</th>
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</table>
| 9     | Complete Placement Agreement in consultation with the Legal Office. | Education Manager | The agreement should take the form of the Single Agreement, or separate Student Agreement and Organisation Agreement. For overseas placements the Overseas Agreement should be used.  
If the Host wishes to use an alternative format of agreement to the Single Placement Agreement or Organisation Placement Agreement templates a request for legal services will need to be sought from the Legal Office.  
The Education Manager must ensure that any practical placement is sufficient and appropriate to meet the vocational outcomes as described in the relevant Training Package. |

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<tr>
<td>10</td>
<td>Retain Host placement information.</td>
<td>Education Manager</td>
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<th>STEPS</th>
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</table>
| 11    | Provide students with pre-placement briefing. | FedUni Trainer & Assessor | Refer to:  
• Curriculum/Training Package requirements, VET & VCAL Student Placement Information and Medical Consent Form. |
### Steps

<table>
<thead>
<tr>
<th><strong>Steps</strong></th>
<th><strong>Who is Responsible?</strong></th>
<th><strong>Comments</strong></th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Ensure students have obtained necessary pre-placement checks.</td>
<td>FedUni Trainer &amp; Assessor</td>
</tr>
<tr>
<td>13</td>
<td>Provide all parties with a copy of the Practical Placement Agreement form prior to commencement.</td>
<td>FedUni-Coordinator</td>
</tr>
<tr>
<td>14</td>
<td>Establish processes for recording student attendance on a University approved attendance record, and reporting non-attendance.</td>
<td>FedUni Trainer &amp; Assessor</td>
</tr>
<tr>
<td>15</td>
<td>Establish processes to liaise with student and workplace supervisor to monitor student progress.</td>
<td>FedUni Trainer &amp; Assessor</td>
</tr>
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### 3 - Monitor Progress

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<thead>
<tr>
<th><strong>Steps</strong></th>
<th><strong>Who is Responsible?</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monitor student placement according to qualification requirements.</td>
<td>FedUni Trainer &amp; Assessor</td>
</tr>
</tbody>
</table>
| 2         | Undertake assessments, as required. | FedUni Trainer & Assessor | • Assessment is the responsibility of the University.  
  • Ensure that any assessment undertaken during WBT/PP is assessed by a University assessor.  
  • Placement supervisors must not assess students on behalf of the University unless they have the required qualifications. |
| 3         | Provide students and host employer with an opportunity to provide feedback at conclusion of placement. | FedUni Trainer & Assessor | Show how feedback is planned, gathered, analysed and actioned. |
### Reporting of injuries whilst on placement.

**WHO IS RESPONSIBLE?** FedUni Trainer & Assessor

**COMMENTS** The host provider is required to notify the University of any incident resulting in injury of the student whilst on placement.

Upon notification of an incident, the designated Teacher/Program Coordinator must complete an Injury Report Form.

### Submitting Worker's Claim for Compensation.

**WHO IS RESPONSIBLE?** Manager, Risk Health & Safety

**COMMENTS** Upon notification of the injury of a student whilst on placement, the Manager - Risk, Health & Safety will, where applicable, liaise with the Host to ensure that the host and University's Work Claim for Compensation form is completed and signed by all parties and submitted to the GCU Workers Compensation (Victoria).

### Applicable to Interstate or International Placements

**WHO IS RESPONSIBLE?**
- Head of School / Education Manager
- FedUni Trainer & Assessor

**COMMENTS**

1. **Confirm activities are identified on Annual Activities Report.** Notify Chief Financial Officer if proposed practical placement is beyond the activities identified on Annual Activities Report.

2. **Identify country / state or territory placement requirements for the students, including OH&S requirements.** In consultation with Legal Office and Risk Health and Safety.

3. **Identify insurance and WorkCover arrangements for student and host employer with Finance and OH&S.** NB: VRQA insurance arrangements do not cover placements undertaken outside of Victoria. As such specific alternative arrangements will need to be made and communicated to all parties.

4. **Inform Executive Dean of Faculty / Executive Director of Centre of potential interstate or international placements.** Inform Executive Dean of Faculty / Executive Director of Centre of potential interstate or international placements prior to placement commencing.

5. **Online delivery of training involving interstate or overseas placement.** Ensure that any online delivery to eligible individuals undertaking industry or practical placement interstate or overseas does not exceed 50% of the total scheduled hours.

6. **Non-attendance of international students.** Host Employee is required by contract to notify university of non-attendance of international students.
### Applicable to Students Under 18 Years of age and VCAL Students

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<tr>
<td>1</td>
<td>Ensure that the Faculty/ Centre teaching staff are familiar and up to date with the requirements of SWL. Including the particular requirements of the Ministerial Order 723 - Structured Workplace Learning Arrangements (Non-School Providers) and the correct forms for VCAL SWL</td>
<td>Head of School / Education Manager / Trainers &amp; Assessors</td>
</tr>
</tbody>
</table>

Refer: *Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers)*

- *Amended Practical Placements Guidelines (VET & VCAL Programs)*
- *DEECD Structured Workplace Learning Arrangement Form*
- *DEECD Structured Workplace Learning Travel and Accommodation Form*

This Order applies to all VCAL Students and Overseas Students undertaking structured workplace learning.

| 2 | **Age prerequisite** - A VCAL Arrangement may only be entered into where a student is: of or over the age of 15 years; and undertaking an accredited Senior Secondary Course; and the Arrangement is for the purposes of training as part of that Accredited Senior Secondary Course. | Education Manager / Faculty and Teaching Staff |

Refer: *Ministerial Order 723 clause 5.1*

| 3 | **Maximum Number of Days and Hours of SWL** - A student under an Arrangement must not work hours outside the direction of the Ministerial Order 723 Clause 11. In particular: |

- Not between the hours of 11.00pm and 6.00am
- Not beyond the number of hours in a day which are normal working hours for a |

Head of School / Education Manager / FedUni Trainer & Assessor |

Refer: *Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers)*

Clause 10 & 11
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| standard shift in which the Employer is engaged - Not beyond a time which is ten hours before the start time of a placement day, or school day which the student is expected to attend. | Head of School / Education Manager / Trainers & Assessors | Refer: Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers) Clause 16 and 17. Refer to the following documents published by the Victorian Department of Education and Training:  
- Amended Practical Placements Guidelines (VET & VCAL Programs)  
- DEECD Structured Workplace Learning Arrangement Form  
- DEECD Structured Workplace Learning Travel and Accommodation Form  
Students should be provided with information on the Victorian Child Safe Standards and the University processes in dealing with any issues. |
| 4 Develop and deliver appropriate information to employers, students and parent groups in regards to SWL.  
In particular information on the requirements of Ministerial Order 723 Clause 16 and 17 in reference to travel and accommodation arrangements.  
- The student or the parent (where the student is under 18 years of age) will be responsible for the Student's transport to and from the workplace  
- Prior consent for Student undertaking vehicle travel with the Employer and/or Supervisor and completion of the correct SWL Travel and Accommodation Form  
- If a Student is required to stay at accommodation other than their normal residence for the purpose of the Arrangement, the student or Parent is responsible for making suitable arrangements and must complete the correct SWL Travel and Accommodation Form.  
- Where the student is under the age of 18, the parent is responsible for the control and care of the |
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</table>
| 5     | Student at all times where the Student is not under the care of the Employer, or any other person. | FedUni Trainer & Assessor / Education Manager / Head of School | Refer: Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers) Clause 18 VCAL SWL Forms:  
- DEECD Structured Workplace Learning Arrangement Form  
- DEECD Structured Workplace Learning Travel and Accommodation Form |
| 6     | Inform students in the correct use of all documentation including the SWL Booklets.  
For all VCAL arrangements, only the current Arrangement Forms prescribed by the Ministerial Order 723 must be used in respect of all Arrangements in Victoria or in a Reciprocating State.  
Copies of completed Forms must be retained for 5 years. However, if the industry to which the Arrangement relates, includes potential exposure of the student to scheduled carcinogenic substances and/or other hazardous substances the completed Arrangement Forms must be kept for 30 years from the date the Student last worked at the Employers workplace. | Head of School / Education Manager / Trainer & Assessor | Refer: Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers) Clause 13 |
### Unsatisfactory WBT/PP Performance

**WBT/PP Termination**

When it is agreed by both the University and organisation that a student's performance in the workplace is seriously inappropriate and/or jeopardises the welfare or safety of clients, staff or student:-

- The student's placement will be immediately discontinued.
- A Not Satisfactory (NS) will be assigned for the placement component.
- After consideration of the circumstances and obtaining documentation from both the organisation and the student, the University will determine whether the student may be permitted with, extra supervision and support, to undertake work placement again.

**Unsatisfactory WBT/PP Performance**

A student who has not demonstrated competency in all modules / competencies connected to the placement will need to repeat the placement in a different organisation following consultation with University staff.

The University will determine whether the student will be required to undertake supplementary work in theory units related to the placement to assist with successful completion. The University will work with the student to identify supervision arrangements and supplementary work to support the student in the second placement attempt.

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**TABLE:**

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</table>
| 7     | Cancelling an Arrangement - A VCAL Arrangement may be cancelled at any time by written notice from:  
   a) the CEO (Head of School to the Employer; or  
   b) the Employer to the Head of School,  
   sent to both parties. | Head of School / Education Manager | Refer: Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers) Clause 14 for the full details pertaining to Cancelling and Arrangement |
| 7     | The minimum rate of pay for a VCAL Student engaged under an Arrangement in Victoria is $5.00 per day. For the avoidance of doubt, an Employer may elect, but is not required to make a payment to a Student that is more than that minimum payment. | Head of School / Education Manager / Trainer & Assessor | Refer: Education and Training and Reform Act 2006, Ministerial Order 723 - Structured workplace Learning Arrangements (non-School Providers) Clause 15 for further details.  
   No payment is to be made to a student engaged under an Arrangement if the SWL placement is with a Commonwealth Department or a body established under a Commonwealth Act. The student may also choose to donate back their payment to a charitable or not-for-profit organisation. |
Students must achieve a Satisfactory S in the repeat placement to demonstrate Competency in the relevant units attached to the placement.

**Maximum Repeat WBT/PP Opportunities**

A student will not be assigned more than one repeat workplace experience during a module / unit of competency enrolment period. Should a student not complete the required tasks on placement, after undertaking a repeat placement, they will be graded CN for the relevant units of competency.

**Supporting Documents**

1. [Monitoring Course Progression Procedure](#)

**Forms.**

- [Medical Consent Form](#) (DOCX 228.9kb)
- [Organisation Placement Agreement](#) (DOCX 246.1kb)
- [Overseas Placement Agreement](#) (DOCX 254.3kb)
- [Practical Placements OHS Checklist and Flowchart](#) (PDF 66.5kb)
- [Structured Workplace Learning Arrangement Form](#) (DOCX 141.5kb)
- [Structured Workplace Learning Travel and Accommodation Form](#) (DOCX 145.0kb)
- [VET Host Employer Information](#) (DOCX 40.8kb)
- [VET Student Placement Information](#) (DOCX 41.4kb)

**Responsibility**

Federation University Australia Academic Board has responsibility of the WBT/PP Procedure. The specific responsibilities are identified in the action sections of this procedure.

**Promulgation**

The [VET Work Based Training and Practical Placement Requirements Procedure](#) will be communicated throughout the University via:

1. an Announcement Notice under ‘FedNews’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Procedure;
2. inclusion on the University Policy, Procedure and Forms website; and
3. distribution of e-mails to Head of School / Head of Department / University staff.

**Implementation**

The [VET Work Based Training and Practical Placement Requirements Procedure](#) will be implemented throughout the University via:

1. Information Sessions;
2. Training Sessions; and
3. Other.
## Forms/Record Keeping

<table>
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<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
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<tbody>
<tr>
<td>OHS Checklist and Flowchart</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Agreements</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Medical Consent Forms</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Attendance Record</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Files Notes / Contact Recording</td>
<td>Risk, Health &amp; Safety</td>
<td>Manager, Risk, Health &amp; Safety for extended retention period post incident</td>
<td>If incident reported, destroy 15 years after incident</td>
</tr>
<tr>
<td>VCAL SWL Arrangement Forms (standard SWL Arrangement)</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>7 years from last date of Arrangement employment</td>
</tr>
<tr>
<td>VCAL SWL Arrangement Forms (Scheduled Hazardous Environment - SWL Arrangement)</td>
<td>School</td>
<td>FedUni Supervisor / Dean</td>
<td>30 years from last date of Arrangement employment</td>
</tr>
</tbody>
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