Higher Education Work Based Training and Practical Placement Requirements Procedure

Policy Code: LT1907

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Purpose

Scope

Legislative Context

Definitions

<table>
<thead>
<tr>
<th>Key Term - Acronym:</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Key Term - Acronym:</td>
<td>Definition</td>
</tr>
</tbody>
</table>

Actions

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<td>3.</td>
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</tbody>
</table>
Supporting Documents

Responsibility

Promulgation

The Higher Education 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 Policy;
2. inclusion on the University Policy, Procedure and Forms website; and/or
3. distribution of e-mails to Head of School / Head of Department / University staff; and/or
4. documentation distribution, eg. posters, brochures.
5. Other - please describe

Implementation

The Higher Education Work Based Training and Practical Placement Requirements Procedure will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions; and/or
3. Other - please describe

Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eg. RPL / RCC evidence and assessment record.</td>
<td>Student File</td>
<td>Head of Department</td>
<td>2 years</td>
</tr>
<tr>
<td>Consultancy Agreement</td>
<td>Legal Office</td>
<td>University Solicitor</td>
<td>7 years after contract has expired</td>
</tr>
<tr>
<td>Standard Enrolment Form</td>
<td>Student Centre</td>
<td>Team Leaders - Student Services SMB/ Horsham</td>
<td>7 years after enrolment has expired</td>
</tr>
</tbody>
</table>