



**Mastery Institute Australia**

**Work Placement  
Policy and Procedure**

***Version 1.0***

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## 1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the selection and oversight of work placements, to ensure the work environment provides appropriate access to information, work tasks, facilities, resources and equipment and supervision arrangements for MIA students.

To ensure a positive experience for both the student and organisation, promoting learning, professional development, and adherence to industry standards.

## 2. Policy

### 2.1 Identification and Selection of host organisations

MIA is obligated to identify suitable host work placement organisations and to organise work placements on behalf of the student as work placement is an assessment requirement.

Alternatively, students may identify their own work placement organisation so long as these organisations are aware of and can meet all of the expectations of being a host workplace and are sufficiently equipped to host a student for the relevant course and understand their obligations. MIA will contact workplace organisations nominated by the student and will verify the suitability for the purpose of work placement.

Host organisations will be identified and selected based on their ability to provide students with access to:

- All the facilities, resources and equipment included in the training package;
- Access to a certain number of clients, if required by the training package;
- Suitable workplace policies and procedures, and any other information specified by the training package;
- Suitably qualified and experienced supervisors;
- Suitable orientation and induction arrangements; and
- Suitable work health and safety arrangements.

### 2.2 Student responsibilities and behaviour

Students are expected to treat peers, clients, staff, and others in the workplace with respect, dignity, and fairness while on work placement, and follow all instructions given by staff related to workplace activities and safety. Students are not to engage in disruptive or offensive behaviour.

Students who commit a breach of discipline, or who are assessed as presenting a significant risk to themselves or others during work placement, may be prevented from continuing their work placement. For courses where successful completion of work placement is a requirement, this could mean that the student will not complete their course.

The trainer is to brief the students and workplace supervisor on the range of duties that the student can perform. The student must not carry out any duties other than those specified by MIA.

Students must also be briefed and provided contact details to contact MIA staffs anytime they feel that the situation in the workplace is not safe.

### **2.3 Student readiness for work placement**

Generally, work placements will be scheduled to occur after there has been a reasonable amount of student-trainer contact, and when the trainer is satisfied that the student is ready to participate in workplace learning and duties. Where a specific units of competency has a mandatory assessment requirement for work placement, the student must have completed all the training in the unit of competency prior to commencing workplace. MIA is adhere to arrange work placement after a period of training which has enabled the student to acquire some foundational skills particularly in relation to workplace communication, working safely, working as part of a team and in the performance of the tasks which will be expected in the workplace.

Mandatory work placement is usually an assessment requirement. Whilst it is accepted that work placement presents a valuable opportunity for the student to gain experience, the purpose of the work placement is usually to gather evidence of their competent performance of duties whilst in the workplace. This requires that the student has all the necessary skills and knowledge required before commencing work placement as part of the assessment process. This should be a critical factor that is considered when designing training an assessment and scheduling work placement.

### **2.4 Workplace requirements by industry**

Some industries and work placements have prerequisites that must satisfied before being able to attend work placement. These differ from course to course but may include undertaking a [National Police Check](#), [Working with Children Check](#) and/or providing a [Health Care Worker/Student Vaccination Record Card](#).

Where these workplace requirements exist, they should be considered as part of the course development process and either required by the student to obtain these necessary certifications prior to work placement during the course or established as an entry requirement that should be verified prior to enrolment. MIA Pre-enrolment information that is provided to a prospective student considering a course which includes work placement, should also advise the prospective student of this mandatory requirement. This will hopefully avoid

a situation where a student has been enrolled into a course and subsequently identifies that they are not eligible to complete a mandatory component of the course.

## **2.5 Safety on work placement**

Host organisations are required to provide a safe environment in which to support the student's work placement, including:

- All students must complete workplace health and safety induction before any work integrated training commences.
- Students must have access to appropriate clothing and personal protective equipment required by the workplace.
- Appropriate supervision arrangements in the workplace must be established to ensure that the student's safe participation is monitored.
- Hazard risk assessment on planned work integrated training must be completed to identify the likelihood and consequence of injury or harm occurring and appropriate risk reduction measures.
- Students must be briefed and provided contact details to contact MIA staffs anytime they feel that the situation in the workplace is not safe.

When students are undertaking work placement, they must abide by the work health and safety policies and procedures of the host organisation.

## **2.6 Verifying work placement opportunities**

Prior to agreeing on placing students into a workplace, MIA is adhere to undertake evaluation of the workplace to determine if the workplace is going to be suitable for the purposes of supporting the delivery of nationally recognised training. This verification is to include a visit to the workplace by related trainer and assessor of MIA to meet with workplace managers or supervisors to determine the arrangements that will be in place to support the student's participation at the workplace.

Workplace suitability checklist to be completed upon site visit for the specific course on which the work placement is being considered. This means that the checklist will need to be specifically tailored to include the considerations which are relevant to the training package and the unique requirements of the industry in which the work placement is being undertaken. Particular focus should be given to making sure training package requirements particularly the assessment conditions are satisfied, and the student will have available safe working arrangements.

Completed workplace suitability checklist must include an indication from the workplace in terms of the availability of how many students can be accommodated on each day and must be signed by the workplace representative. These records form a critical component of the preparation for undertaking work placement

and are also important compliance records. These completed workplace suitability checklist must be stored securely with the course documentation.

## **2.7 Establishing the work placement agreement**

Prior to agreeing on placing students into a workplace, MIA is adhere to undertake its own agreement with the workplace that underpins the obligations of each party in the hosting of the student at the workplace to perform duties through a memorandum of understanding (MOU). This is an important component to establishing a successful work placement as the agreement will define the responsibilities of the employer and MIA to work cooperatively for a successful work placement.

Work placement agreements are to be signed by the Training Manager and a senior representative of the relevant workplace. These records form a critical component of the preparation for undertaking work placement and are also important compliance records. These completed Work placement agreements must be stored securely with the course documentation.

## **3. Procedures**

### **3.1 Identify the need for work placement**

When any new qualification is added to scope a Training and Assessment Strategy will be prepared which includes identifying if the training package requires work placement.

### **3.2 Prepare a Workplace Suitability Checklist**

If a work placement is identified, a Workplace Suitability Checklist will be prepared to ensure access to:

- All the facilities, resources and equipment included in the training package;
- The number of clients included in the training package, if required;
- The scope of work that relates to the units of competency being undertaken;
- Policies and procedures, and any other information specified by the training package;
- Suitably qualified and experienced supervisors; and Suitable work health and safety arrangements.

### **Option 1 - MIA identifies organisations for possible work placements**

Use industry networks to identify organisations which may be suitable hosts for work placement students. The Training Manager is to research the suitability of the organisation online and also make

contact with the workplace to determine the likelihood and viability of work placement before proceeding to visit the workplace and prepare a work placement agreement.

### **Option 2 – Student identifies host organisation for work placement**

Students may choose to select their own organisation for work placement, or may already be working in a workplace where they want to do their work placement. MIA supports students to identify their own host organisation, contingent on that organisation meeting the following criteria:

- The workplace meets the requirements within the Work Placement Suitability Checklist,
- The workplace is within a reasonable travel distance for our assessor to visit the workplace, and

The workplace enters into a completed Work Placement Agreement with MIA.

### **3.3 Complete a Work Placement Agreement**

The host organisation and MIA must complete a Work Placement Agreement to outlining the:

- Facilities and equipment to be provided by the organisation.
- Range of work tasks and work-related training to be provided by the organisation.
- Duration and hours of the placement.
- Roles and responsibilities of the student.
- Responsibility of the host organisation to provide a person with the appropriate qualifications and/or experience to supervise the student and facilitate their on-the-job training.
- Learning objectives and performance expectations.
- Confidentiality and privacy requirements.
- Safety requirements.

### **3.4 Work placement orientation and induction**

Prior to commencing work placement, or on the first day of work placement, host organisations are required to complete a work placement induction with the student. The work placement induction will cover:

- Organisational structure
- Supervision arrangements
- Tour of the premises and location of facilities
- Briefing on times for starting, finishing, and breaks, what to do if the student is sick
- Dress code and expectations
- Work health and safety policies and procedures including safe manual handling, risks, hazards, and emergency procedures
- Privacy and Confidentiality policy and procedures
- Overview of the tasks and expectations of the students during Work Placement

### 3.5 Supervise students on work placement

While the student is on work placement, the Trainer will undertake 2 visits to oversee the students and conduct workplace assessments.

The administration staff will assist the Trainer to schedule and confirm these visits with the student and the workplace. During this scheduling process, the administration staff will confirm any equipment/information/clients required during the assessors visit for the assessor to undertake necessary observations and assessment.

**Collecting and recording evidence** - During workplace visits the Trainer will meet with the student and their supervisor and record details of the visit and feedback on the students' performance in the *Workplace Visit Report*. The *Workplace Visit Report* will be saved in the Student Management System.

The Trainer will also observe tasks required to be performed in the workplace and complete the *Observation Checklist* for these tasks. The Observation Checklist must be completed at the time of observation and saved in the Student Management System.

Students are to complete a Logbook of work placement hours and activities completed and provide this to their assessor as a compulsory part of their assessment. Logbooks are to be recorded in the Student Management System and be submitted fully when placement completed. Students are to contact their Trainer or the Student Support Officer if they have any issues on work placement.

### 3.6 Evaluate Work Placement and ID Opportunities for Improvement

The Trainer will monitor verbal feedback from the student and host organisation during work placement, and MIA will send out student and employer surveys upon completion of training. Where there are any issues or opportunities for improvement, they will raise these at the Management Meetings and a Continuous Improvement action will be raised.

#### P&P Version Control

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**Standards:** Outcome Standards for RTOs, Standard 1.1, 1.4 and 1.8

**Responsibility** CEO and Compliance Team

#### Reference

Outcome Standards for Registered Training Organisations, Quality Area 1 – Training and Assessment:

- Standard 1.1, Training is engaging and well-structured and enables VET students to attain skills and knowledge consistent with the training product, The RTO demonstrates: (e) where the training product requires work-integrated learning, work placements or other community-based learning, necessary skills and knowledge are able to be attained in that environment.
- Standard 1.4, The intent of Standard 1.4 is to ensure VET students' skills and knowledge are assessed in a way that is fair and appropriate, and assessment outcomes are reliable. Robust assessment systems that enable assessment in line with the principles of assessment and rules of evidence are critical to upholding the defensibility of an RTO's assessment decisions and qualifications. This underpins the integrity of VET.
- Standard 1.8, Facilities, resources and equipment for each training product are fit-for-purpose, safe, accessible and sufficient: (c) where training involves work-integrated learning, work placements, or other community-based learning, strategies are in place to manage any risks associated with these facilities, resources and equipment.

Fair Work Act 2009 (Student placements - Fair Work Ombudsman)