

Work Placement Agreement Policy

What This Policy Covers

This policy ensures students undertake work placements in safe, suitable environments that meet training package requirements. It covers work placement agreements, roles and responsibilities, risk management, supervision, assessment procedures, and continuous monitoring to support student learning and wellbeing.

Key Sections of the Policy

Work Placement Requirements: Work placements are determined by training package or industry licensing requirements. Duration and assessment activities are detailed in each Training and Assessment Strategy.

Roles and Responsibilities: Work Placement Agreement specifies responsibilities for the Institute, work placement provider, and student including supervision, assessment, insurance, and workplace health and safety.

Evaluation and Sourcing: Work Placement Coordinator assesses workplace suitability including facilities, continuous supervision capability, health and safety compliance, and disability accommodation.

Work Placement Agreement: Formal written agreement required before placement commencement, signed by all parties, covering all responsibilities, insurance, risk management, and dispute resolution.

Risk Management: Risk assessments conducted for all placements. Documentation required includes police checks, immunizations, and insurance verification from work placement providers.

Assessment and Progress: Regular monitoring during placement with assessment conducted in workplace environment. Progress tracked through placement visits and student check-ins.

Wellbeing Support: Students receive orientation, ongoing support during placement, and access to complaint and appeal processes if issues arise.

Continuous Improvement: Feedback collected from students, work placement providers, and supervisors to improve placement arrangements and quality.

Work Placement Process

- **Step 1: Information Session** - Students informed about work placement requirements at orientation and through Training and Assessment Strategy. Requirements include hours, documentation needed, and responsibilities.
- **Step 2: Workplace Evaluation** - Work Placement Coordinator evaluates potential placement sites. Conducts site visits and completes Work Placement Site Assessment Checklist assessing facilities, supervision, safety, and suitability.
- **Step 3: Pre-Placement Documentation** - Student completes required documentation including police checks, immunizations, first aid certificates. Work placement provider provides current public liability insurance verification.
- **Step 4: Risk Assessment** - Work Placement Coordinator conducts risk assessment for each placement. Documents potential risks and develops mitigation strategies. Ensures workplace health and safety compliance.
- **Step 5: Agreement Signing** - Work Placement Agreement completed and signed by Institute, work placement provider, and student before placement begins. Agreement specifies all responsibilities, insurance, and protocols.
- **Step 6: Placement Commencement** - Student begins placement with workplace orientation from provider. Institute supervisor provides student with placement handbook and assessment requirements.
- **Step 7: Ongoing Monitoring** - Regular workplace visits by Institute supervisor. Student check-ins to monitor progress and wellbeing. Work placement provider completes progress reports. Issues addressed promptly.
- **Step 8: Assessment and Completion** - Competency assessment conducted in workplace. Work placement provider provides feedback. Student completes placement evaluation form. All documentation filed in student records.
- **Step 9: Continuous Improvement** - Feedback from all parties reviewed by Training and Assessment Committee. Placement arrangements improved based on feedback. Provider relationships evaluated for ongoing suitability.

Important Points to Remember

- Work Placement Agreement must be signed before placement begins
- All documentation (police checks, immunizations) must be current

- Work placement provider must have public liability insurance
- Risk assessments conducted for all placements
- Continuous supervision provided by qualified workplace supervisor
- Regular monitoring and support throughout placement
- Assessment conducted in workplace environment
- Students informed of complaint and appeal processes
- Reasonable adjustments made for students with disability
- Feedback collected from all parties for improvement

Additional Information

Work placement arrangements are overseen by Training and Assessment Committees (by course area) established in the Quality Governance and Accountability Framework. The Work Placement Coordinator manages all placement arrangements working with course staff. Student and Clinical Facilitator Handbooks provide detailed guidance. For nursing placements, additional requirements apply through MITP104 Risk Management Policy - Diploma of Nursing. All placements align with Standards for RTOs 2025 requirements for training and assessment in workplace environments.

Need Help?

For questions about this policy:

Work Placement Coordinator, 1300 244 002, placement@menzies.vic.edu.au

Related Policies and Documents

- MITP001 - Quality Governance and Accountability Framework
- MITP07 - Complaints and Appeals
- MITP13 - Assessment, Reassessment and Re-enrolment
- MITP20 - Health and Safety
- MITP32 - Training and Assessment Strategy Development
- MITP83 - Reasonable Adjustment
- MITP104 - Risk Management Policy - Diploma of Nursing
- Work Placement Agreement Template (MFA50)
- Student Handbook
- Clinical Facilitator Handbook
- Work Placement Site Assessment Checklist
- New Placement Provider Checklist (MFA67)