

## Student Practical Placement Policy

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### 1.0 Policy Statement

Practical placement is an important component of employability, engagement and skills development in a variety of Vocational Education and Training learning environments. This policy defines Bendigo Kangan Institute's (BKI's) overarching approach to the delivery and monitoring of programs that require practical placement.

### 2.0 Purpose

The Practical Placement Policy and its associated documents are necessary to comply with the requirements of:

- Victorian Department of Education and Training, VET Funding Contract, Schedule 1, mandates that Practical Placements must be conducted in accordance with the *Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements*
- Standards for Registered Training Organisations (RTOs) 2015 Standard 5: Inform and protect learners
- Child Safe Standards (Vic)
- Mandated practical placement hours in training packages
- Requirements of professional bodies and industry regulators about accreditation and professional registration.

### 3.0 Scope

This policy relates to all (BKI) students who are required to undertake compulsory practical placement in the qualification they are undertaking, based on the requirements mandated in the training package. Practical Placement requirements include but are not limited to, clinical placement, field education professional experience and industry placement undertaken as a requirement of a program and/or course of study. The intent of this policy is to provide students with positive and effective hands on learning experiences, which will benefit all parties involved and assist students in their preparation for future employment.

This policy does not apply to:

- Vocational Education and Training in Schools (VETiS) program delivered as part of third-party agreement with a Secondary School which undertake the training and assessment.
- Students undertaking a senior secondary certificate – Victorian Certificate of Applied Learning (VCAL) – these Students can only participate in structured workplace learning or work experience
- Students in the Foundation and Pathways portfolio
- International Automotive students
- Apprentices and trainees employed under a training agreement
- Commercial/Industrial training program agreements between the Bendigo Kangan Institute and commercial enterprise

Executive Owner: Chief Experience and Growth Officer

Doc Custodian: Manager - Placements

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- Students participating in work integrated learning experiences, work experience, volunteer working arrangements or non-mandated placement opportunities that fall outside of the training package requirements.

### 4.0 Principles

BKI is committed to providing all learners with an opportunity to attend Practical Placement within their relevant industry, if it is a requirement of the qualification, to assist learners to complete their qualification and to obtain practical experience.

To ensure all parties meet their obligations, BKI will make sure:

- In line with the institutes risk appetite, BKI adopts a no risk approach, wherever possible, regarding the safety and wellbeing of students, in particular, where students are engaged in additional activities to complete their studies such as practical placement.
- Students are informed about practical placement requirements through BKI's marketing materials, information sessions, pre-training interviews and published course information.
- Practical placement arrangements comply with the regulations of the Guidelines for Practical Placements issued by the Department of Education and Training.
- The placement provider is fully informed of the requirements associated with hosting a student practical placement.
- Placement environments are assessed and safe. WHS Checklist are completed - students will be placed only with approved Placement providers.
- Practical placement is coordinated and monitored by BKI staff.
- Each student has Practical Placement Agreement signed off by BKI, host and student.
- BKI regularly checks in with students and placement providers about wellbeing, issues and placement progress through face-to-face meetings, phone, and emails.
- BKI provides support to students dealing with any practical placement issues.
- If a student is injured while on placement, support and guidance is provided by the relevant BKI staff, this will be assessed on a case-by-case basis, and may involve Student Services, Teachers, Education Managers, and Health Safety and Wellbeing representatives.
- Students provide practical placement feedback
- BKI reviews and acts on the student feedback.
- Each student completes their Placement Logbook as evidence of practical placement.
- BKI reviews and signs the student's Placement Logbook.
- Connecting procedure sets out clear requirements for the three stakeholders involved with the Practical arrangements. It ensures that the roles and responsibilities of the student, Placement provider supervisor, and the Bendigo Kangan Institute staff are clearly defined and transparently applied to all placement opportunities.

### 5.0 Legislative Context

- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (VIC)

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- The Privacy Act 1988 (Cth)
- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Amendment (Employee Protection) Act 2009 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Worker Screening Act 2020 (VIC)
- Child Wellbeing and Safety Act 2005 (VIC)
- Public Records Act 1973 (VIC)
- Education and Training Reform Act 2006 (VIC)
- Victorian Qualifications Authority Act 2000 (VIC)
- Educational Services for Overseas Students (ESOS) Act 2000 (Cth)
- Children, Youth & Families Act 2005 (VIC)
- Health Practitioner Regulation National Law (VIC) Act 2009
- Health Professions Registration Act 2005 (VIC)
- Major Sporting Events Act 2009 (VIC)
- Nurse (Amendment) Act 2004 (VIC)
- Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placements Guidelines (VET & VCAL Programs) as of 10 April 2017

### 6.0 Roles and Responsibilities

Role	Responsibilities
Board of Studies	Board of Studies (as the approval authority) is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure(s).
Chief Experience and Growth Officer	Executive owner.
Industry Placement Co-ordinator	BKI staff member who oversees sourcing and allocating practical placements for a course or teaching centre.
Industry Experience Support Officer	staff member responsible for supporting the administration and coordination of practical placements.

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Role	Responsibilities
Student Support inclusive for students under 18	<p>Support students with any wellbeing related issues and undertake student welfare check ins while they are on placement. Any student who identifies as having a welfare risk is referred to student services for triage of ongoing support and care.</p> <p>Students under 18: will be referred to the BKI Child Safety Officer for Child Safe Standard Risk Assessment.</p>

### 7.0 Definitions

Word/Term	Definition
Agreement	The agreements specified in the Practical Placement Agreement Form.
Delegated Party	The person/s authorised to sign practical placement agreements on behalf of BKI.
Host Organisation	A person, workplace, firm or corporation providing an approved practical placement program for BKI Students.
In-Place	Third party placement software.
Overarching agreement	Contract between BKI and external Host Organisation.
Registered Training Organisation	A training organisation registered under Part 4 of the <i>Education and Training Reform Act 2006</i> (ETRA).
Post-secondary Student	Under ETRA, a post-secondary Student means a Student who is enrolled in a post-secondary education course at a body registered under section 4.3.10 of ETRA (broadly, this means any registered training organisation).
Prescribed	Prescribed by BKI or any educational authority controlling the curriculum for courses of study at BKI

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Word/Term	Definition
Practical Placement	<p>A structured program for enrolled students conducted in accordance with:</p> <ul style="list-style-type: none"> <li>a) Curriculum requirements as mandated in the relevant training packages</li> <li>b) The provisions of these procedures</li> </ul> <p>Programs are conducted at the premises of a host organisation</p> <p>For noting: This policy does not cover any type of work experience or placement that has not been mandated as part of a training package.</p>
<ul style="list-style-type: none"> <li>• Work integrated learning experiences</li> <li>• Work experience</li> <li>• Volunteer work</li> <li>• Non mandatory placement</li> </ul>	<p>Names given to placement opportunities that are not mandated as part of any training package.</p> <p>*These activities are not covered under this policy.</p>
Logbook	<p>A document specifying all actions required and undertaken by a student during work placement, based on the tasks specified within Units of Competency or clustered Units of Competency.</p> <p>Logbook tasks include work observation, work experience and assessment of practical skills.</p>
Practical Placement Agreement	<p>Written agreement signed by student, host organisation and BKI representative to specify the hours of placement and activate insurance cover.</p> <p>Sub-section 5.4 of the <i>Education and Training Reform Act (2006) (Vic)</i> requires placements to be arranged through written agreements between a training organisation and a host organisation.</p>
Practical Placement Guidelines	<p>Assist registered training organisations in administering practical placements for students. These guidelines provide information on the policy and legislative contexts for practical placements, information for registered training organisations, host organisations and students, and model documents for use by registered training organisations.</p>

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Training and Assessment Strategy (TAS)	The document/s created by the training provider which details the plan to deliver training and assessment of a particular course. There is a TAS for each cohort undertaking that particular course, as required in Clause 5 of Schedule 1 of the VET Funding Contract.

### 8.0 Supporting Policy Documents and Forms

Document Name
Student Practical Placement Procedure
Child Safety Policy
Child Safety Procedure
Child Safety Action Plan

### 9.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	09/11/2021	Manager - Placements	New Policy	Chief Experience and Growth Officer
1.1	30 Mar 2022	Manager - Placements	Minor changes to updated naming conventions	Head of Legal, Governance, Risk and Compliance

### 10.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Manager – Placements	Head of Legal, Governance, Risk and Compliance	30 Mar 2022	30 Mar 2022	09/ Nov 2023

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