



OSCAR INSTITUTE

RTO :21118

Work Placement



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Work Placement

Purpose

This policy outlines Oscar institute's approach to structured, work placement that prepares learners for the workforce. Work placements enable learners to apply their theoretical knowledge in practical settings, gain industry experience, and develop essential real-life workplace skills. Where mandatory work placements are required by the training product, they are to be conducted in a structured and supervised manner to ensure compliance with industry standards and regulatory requirements.

Scope

This policy applies to:

- All staff, learners undertaking work placement and work placement hosts; and
- All of our work placement systems and processes.

Responsibilities CEO

- Ensures compliance with legislation, regulations and Standards for RTOs.
- Reviews and approves host employers and work placement arrangements and agreements.

RTO Manager

- Vets host employers.
- Oversees work placement arrangements for learners.

Administrative Staff

- Maintains records of work placements.
- Prepares work placement agreements for both the work placement host and learner.
- Coordinates communications with host employers and learners.

Trainers & Assessors

- Reviews the workplace sites to ensure it is suitable for the learner and negotiate mutually agreeable work placement arrangements.
- Facilitates and schedule work placement arrangements.



- Monitors the host employers and their compliance to our agreement.
- Monitors learners' progress.
- Determines assessment judgements on the learners' work placement competency(ies).

General Principles

Oscar institute will be guided by the following:

- Clearly communicate work placement requirements prior to their enrolment, including the required hours and the work placement arrangements.
- Vet the host employers and enter into any written agreements for work placement purposes and they must:
 - o Comply with all relevant workplace health and safety laws;
 - o Be able to provide a reliably safe work environment;
 - o Have appropriate insurance coverage – including public liability and workers' compensation;
 - o Have adequate facilities, resources, tools, equipment and sufficiently qualified and experienced staff members;
 - o Be able to provide appropriate supervision by a qualified and experience staff member;
 - o Uphold equal opportunity, cultural diversity and non-discriminatory workplace practices and support provisions;
 - o Have the operational capacity to accommodate learners in a structured and supportive learning environment;
 - o Be able to accommodate the workplace assessment activities required to be undertaken by the learner;
 - o Be willing to engage in open communications with Oscar institute and the learner regarding the learner's progress and challenges;
 - o Be committed to supporting our learners during their work placement and advise us of any specific support required by the learners throughout their work placement; and



- o Enter into written agreements with us and the learners to ensure roles, expectations, responsibilities and the provision of specific resources are all clearly outlined.
- Monitor learner progress, offer guidance, and ensure learners receive appropriate supervision during their work placement.

Compliance

This policy aligns with:

- Standards for RTOs 2025:
 - o Standard 1.3 – The assessment system is fit-for-purpose and consistent with the training product.
 - o Standard 1.4 – The assessment system ensures assessment is conducted in a fair and appropriate way and enables accurate judgements of VET student competency.
 - o Standard 1.8 – Facilities, resources and equipment for each training product are fit- for-purpose, safe, accessible and sufficient.
 - o Standard 2.3 – VET students have reasonable access to training support services, teachers, Trainers & Assessors and other staff to support their progress through the training product.
 - o Standard 2.6 – The learning environment promotes and supports the diversity of VET students.
 - o Standard 4.2 – Roles and responsibilities are clearly defined and understood.
 - o Standard 4.3 – Risks to VET students, staff and the RTO are identified and managed.
 - o Standard 4.4 – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.

Failure to comply with this policy can have serious consequences, including but not limited to:

- For the RTO – breaches of legislation or regulatory requirements may result in financial penalties, loss of registration, reputation damage, or regulatory enforcement actions.



- For Staff Members – staff found to have knowingly or negligently failed to comply with this policy and any associated legislative or regulatory requirements may face disciplinary actions, up to and including termination of employment.
- For Learners and Clients – non-compliance could lead to disruptions in training and assessment services, invalid qualifications or compromised learning outcomes, potentially affecting future employment opportunities.

Continuous Improvement

- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our Continuous Improvement Schedule and areas for improvements are documented in our Continuous Improvement Register.
- Feedback from staff, learners, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.

Related Documents

- Continuous Improvement Register
- Continuous Improvement Schedule
- Work Placement Agreement template
- Work Placement Inspection Checklist
- Workplace Site Visit Report template

Work Placement Procedure

1. Source for host employers

- i. The Trainer & Assessor for the relevant course is to prepare a requirements checklist and source for appropriate host employers. The criteria outlined in the 'General Principles' section is to be completely included and used as a guide.
- ii. The list of potential host employers is then to be prepared and narrowed down based on their suitability, reputation, supervision capabilities, meeting the requirements set, availability of appropriate resources and equipment, and WHS requirements.
- iii. The list of potential host employers is then to be provided to the CEO.

2. CEO approval

- i. The CEO is to vet the list of host employers, which includes a site visit to ensure the workplace is appropriate for the learner's placement requirements.



ii. The CEO should complete the Work Placement Inspection Checklist during the site visit.

iii. If the host employer meets all of the requirements as set out in the 'General Principles' section above, and the vetting process came out clear and satisfactory, the terms of the work placement are then to be negotiated with the host employers.

3. Prepare written agreement

i. A written agreement is then to be prepared using the Work Placement Agreement template and entered into with the host employer prior to the advertisement and marketing of the training program.

ii. It is important to refer to the Third-Party Arrangements policy in preparing the written agreement with the host employer.

4. Incorporation of work placement in the Training and Assessment Strategy

i. The Trainer & Assessor is to incorporate all of the work placement information into the relevant Training and Assessment Strategy document to clearly detail when the work placement is to occur, what is involved – including the process, the responsibilities of the various parties, as well as other requirements of the work placement as per the unit(s) of competency.

5. Informing learners of the work placement requirement

i. Prior to a learner's enrolment, it is important that information regarding the work placement requirement of the course is informed to the learner in the Course Brochure, as well as on our website. The information must include:

- The unit(s) applicable for the work placement;
- Duration – each shift and/or total work placement hours;
- Whether it is the learner or the RTO's responsibility to organise the workplace host arrangements;
- Resources required to be provided by the learner, where applicable;
- Where travel is the responsibility of the learner, this is to be clearly outlined;
- Workplace host employer requirement, where applicable.

ii. Once the learner commences the training program, the learner is to be informed once again of the work placement requirements during their course induction.

6. Plan and assign work placement



- i. Once the training program has commenced, the Trainer & Assessor is to commence the planning and assigning of work placements for the learners.
- ii. The learner should be matched to the most suitable host employer for them.
- iii. We should factor in the proximity of the learner's home to the host employer's place of business, any cultural matters to be taken into consideration, and any other relevant factors that can assist in matching the learner with a suitable host employer.
- iv. Where the learner is to organise their own workplace host or wants to organise their own workplace host, they are to be provided with instructions on what criteria needs to be met (as outlined in the 'General Principles' section above) and the agreement that needs to be entered into between us, the workplace host employer, and the learner.

7. Work Placement Supervisor appointed

- i. The host employer should also be contacted 60-days prior to the commencement of the work placement to confirm their availability for our learners to undertake their work placement with them.
- ii. A Work Placement Supervisor is to be appointed.

8. Place learners

- i. The learners are to be placed with a suitable host employer and an agreement entered into – between the learner, the host employer and with Oscar institute.
- ii. The learner is also to be provided with all the work placement documents.
- iii. The notes regarding the work placement are to be entered into the student's file.
- iv. A copy of the agreement scanned and saved to the student's file.

9. Facilitate work placement

- i. On the first day of the work placement, the host employer is to conduct induction for the learners to enable the learners to become familiar with the workplace and meet others in the workplace.
- ii. The Work Placement Induction Checklist is to be completed by the host employer and submitted to the Trainer & Assessor.
- iii. The Trainer & Assessor is to then record notes and save the copy of the checklist to the student's file.
- iv. Learners will be required to complete the work placement as specified in the Work Placement Agreement.



- v. The learners' attendance will be recorded for each shift by the host employer and the learner in a logbook.
- vi. This will record all times and dates the learner completes their work placement with the host employer and will be signed off by both the learner and the host employer.
- vii. This logbook will be scanned and saved in the student's file as evidence.

10. Support and guidance

- i. The learner will be provided with support and guidance from the host employer in the completion of the required workplace tasks.
- ii. These tasks will ensure the learner further develops their skills and knowledge for the units as specified in the Work Placement Training Agreement.
- iii. Oscar institute will also support the learner throughout the duration of their work placement activity where need be.

11. Assessment

- i. All evidences collected by the Work Placement Supervisor will be reviewed by the Trainer & Assessor and an assessment judgement will be made.

12. Monitoring

- i. We will monitor the learner's work placement progress through regular contact with the learner in normal class time where feedback on their work placements will be sought, and site visits to conduct assessments in the workplace where the relevant Trainer & Assessor will ensure the workplace is providing adequate support and guidance to the learner, as well as ensuring that the host employer's venue remains WHS compliant.

13. Record management

- i. All information, documents and assessment evidences relating to the learner's work placement are to be saved on the student's file.



Work Placement Process Flow-Chart

