

# Practical Placement Policy and Procedure



RTO: 22360

<b>Distribution</b>	All staff and students
<b>Skills First References</b>	Skills First 2024-25 Contract Schedule 1 (Clauses 8.1-8.6)
<b>Skills First Quality Charter Principles</b>	Quality Charter Principle 5
<b>ASQA References</b>	Standards for NVR Registered Training Organisations 2025 (Standards 1.1, 1.2, 1.8)
<b>Legislative Context</b>	
<b>Related Documents</b>	Practical Placement Agreement, Practical Placement Logbook and Workplace Assessment Journal WHS Work Placement Facility Checklist Memorandum of Understanding (MOU) Student Handbook Training and Assessment Strategy (TAS)



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## 1. Policy

This procedure describes how VFA Learning ensures practical placements are to be arranged to ensure that each placement achieves its aims, and all stakeholders are protected from liability.

This procedure and associated documents apply to enrolled VFA Learning's students who participate in a practical placement. It does not apply to apprentices/trainees employed under training agreements; or where students undertake part or all their training in a workplace as employees of the workplace.

## 2. Purpose

This Policy and Procedure is intended to clearly outline VFA Learning's commitment and processes for students undertaking courses requiring mandatory training time spent in a real-life workplace environment.

Practical Placements provide students with the opportunity to apply theory and skills learnt while studying in a professional workplace.

Students gain skills to successfully transition from study to work, while giving industry the opportunity to provide relevant practical skills to enrich students learning, identify potential workers and increase the number of work-ready graduates.

VFA Learning will ensure that staff managing practical placements are informed of the current policy and legislative context and have all the information required to ensure placements are successful. Practical Placements are to be managed to minimise risks to the student, placement provider and the RTO.

## 3. Scope

This procedure applies to all enrolled students at VFA Learning undertaking practical placement.

## 4. Definitions

**Home Room Trainer** is a VFA Learning staff member who is charged with the responsibility of coordinating placements for non nursing students

**Host Employer** is the Workplace providing practical placement activity

**LMS** is the Learning Management System where students complete their assessments

**MOU** is a Memorandum of Understanding

**Nursing Placement & Simulation Lab Co-Ordinator** is a VFA Learning staff member whose job it is to lead and manage the coordination and effective administration of the Simulated Lab and Professional Placements and to provide support to the Head of Nursing.

**Practical Placement** is any structured workplace learning, including, but not limited to, work observation and work experience undertaken by a student as part of the course.

**Practical Placement Agreement** is a legal agreement which stipulates the rights, obligations and duties of the employer, the RTO and the student and must include, in addition to the relevant details and information about the RTO, employer and student, the following details:

- The length of the practical placement expressed as hours;
- The payment arrangements;
- The relevant skills to be developed, reinforced and/or assessed during the practical placement; and
- Signatures of the student, the employer and the RTO.

**Student Journey Coordinator** is a VFA Learning staff member who is charged with the responsibility of coordinating WHS Work Placement Facility Checklists for placement facilities. They are also available to assist non nursing students with placement related queries if their Home Room Trainer is not available.

**VETDSS Student** is a student enrolled in the VET Delivered to Secondary School program. It is a program that enables students to gain nationally recognised qualifications while at school. Students learn skills and knowledge required for specific industries

**Workplace Supervisor** is the employee or owner of host organisation identified as contact person for the student and VFA Learning.

## 5. Requirements, Process & Procedures

### Guidelines

The following internal procedures must be implemented by VFA Learning where students undertake Practical Placement:

1. VFA Learning recognises that work experience and placement for our students is a vital asset to:
  - Comply with the AQF and registered Training Packages.
  - Allow students to reach completion of their qualification in a reasonable timeframe and allow them an insight into the industry.
  - Allow the flexibility of assessment to be done during real life situations and by a number of industry qualified assessors/trainers/experts.
2. VFA Learning has appropriate arrangements for the supervision and assessment of students undertaking work-based training and assessment.
3. Students studying with VFA Learning will be required to complete Practical Placement during the course as per the requirements of the course. Students studying the following courses will be required to do the following hours:

Qualification Code and Name Number of hours (minimum)	Qualification Code and Name Number of hours (minimum)
CHC33021 Certificate III in Individual Support (Ageing, Disability)	120
CHC30121 Certificate III in Early Childhood Education and Care	160
CHC30221 Certificate III in School Based Education Support	100
HLT33021 Certificate III in Allied Health Assistance	180
CHC50121 Diploma of Early Childhood Education and Care	280
HLT52021 Diploma of Remedial Massage	200
HLT54121 Diploma of Nursing	400

4. VFA Learning must have mechanisms in place to monitor a student's course progress and attendance while the student is completing Practical Placement.
5. Students Practical Placement is unpaid. However, a host employer may offer monetary payment. VFA Learning does not have involvement, nor will guarantee the students for any sort of committed remunerations to be paid on behalf of the host employer.
6. The students are expected to fill in all the required documents as a part of the course.
7. As Practical Placement is part of the course, students are required to complete the entire allocated hours of placement and will not be issued a certificate till this component has been assessed as completed.
8. Non-nursing students can arrange their own work placement; however, VFA Learning will assist students in finding a host employer if required. All employers must be checked for suitability by VFA

- Learning prior to the student commencing the Practical Placement. Nursing students will have their placement organised for them by the Nursing Placement & Simulation Lab Co-Ordinator.
9. As the students will be working in different industries the details of the Practical Placement will be outlined prior to the commencement of the placement.
  10. The trainer/assessor, Student Journey Co-Ordinator or Nursing Placement & Simulation Lab Co-Ordinator will visit / contact the students at least once during their placement period. During this contact they will check the students' progress.
  11. Where Practical Placement is mandatory as part of the training package, the practical placement hours will be included in the duration of the course. The duration of the course will be determined based on the time required to complete the course on a full-time study basis.
  12. Where Practical Placement is not mandatory as part of the training package it is deemed Work Experience. The Work Experience hours are additional to the total course hours as the student will not be assessed in the workplace.
  13. The Education and Training Reform Act (ETRA) 2006 requires that students completing Practical Placement must have a signed Practical Placement Agreement prior or on commencing the Practical Placement. The Agreement must be signed by the Host Employer, the Student and VFA Learning. The original agreement must reside with Stirling Institute and a copy be provided to the student and host employer.
  14. Practical Placement Agreements and records must be kept for a minimum of 7 years in case of insurance claims.
  15. All students are covered by Public Liability Insurance as part of their work placement arrangements. Where a student is undertaking Practical Placement as part of their Skills First funded course, they may be covered by the Departments insurance arrangements. All incidents must follow the reporting processes for incidents and WorkCover claims.

## Sourcing the practical placements

### Non-Nursing Students

The process for sourcing a Practical Placement position for students studying non-nursing courses shall be undertaken as indicated below:

1. In the first instance, students are to try and source their own Practical Placement host employer
2. The host employer is screened for compliance following the requirements of the training package
3. VFA Learning will determine suitability of potential host employer, including supervision and occupational health and safety requirements.
4. The initial screening assessment of the site is completed by the Student Journey Co-ordinator or Home Room Trainer (or authorised delegate) by interviewing the workplace supervisor and also establishing that all the requirements of the Practical Placement Criteria are met by completing the WHS Work Placement Facility Checklist. The workplace supervisor is offered assistance and support required by the relevant VFA Learning staff member.
5. Practical Placement venues will be monitored by VFA Learning to ensure they comply with the agreement. During training and assessment, the site is monitored through a range of mechanisms including the student site evaluation, inspection of the site by the Student Journey Co-ordinator or Home Room Trainer and interview of the workplace supervisor and the staff. The Home Room Trainer provides any assistance and support required by the workplace supervisor and confirms that all the requirements of the Practical Placement facility selection criteria are met every twelve months. Evidence of this will be recorded using the WHS Work Placement Facility Checklist, and Student Placement Survey.

6. All host employers shall be given information relating to the Practical Placement requirements and course information.
7. A 'Practical Placement Agreement' shall be signed by VFA Learning, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, hours the Practical Placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the practical placement.
8. The 'Practical Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

## Nursing Students

The process for sourcing a Practical Placement position for students studying the Diploma of Nursing shall be undertaken as indicated below:

1. Students are placed with a (screened and compliant) willing host employer by the Nursing Placement & Simulation Lab Co-Ordinator.;
2. VFA Learning maintains MOU's with different providers allowing our students priority placement.
3. Practical Placement allocations are entered into PlaceRight by the Nursing Placement & Simulation Lab Co-Ordinator
4. The initial screening assessment of the site is completed by the Nursing Placement & Simulation Lab Co-Ordinator (or authorised delegate) by interviewing the workplace supervisor and also establishing that all the requirements of the Practical Placement Criteria are met by completing the WHS Work Placement Facility Checklist. The workplace supervisor is offered assistance and support required by the Head of Nursing and Nursing Placement & Simulation Lab Co-Ordinator
5. Practical Placement venues will be monitored by VFA Learning to ensure they comply with the agreement. During training and assessment, the site is monitored through a range of mechanisms including the student site evaluation, inspection of the site by the Head of Nursing and Nursing Placement & Simulation Lab Co-Ordinator and interview of the workplace supervisor and the staff. The Head of Nursing and Nursing Placement & Simulation Lab Co-Ordinator provide any assistance and support required by the workplace supervisor and confirms that all the requirements of the Practical Placement facility selection criteria are met every twelve months. Evidence of this will be recorded using the WHS Work Placement Facility Checklist, and Student Placement Survey.
6. All host employers shall be given information relating to the Practical Placement requirements and course information.
7. A 'Practical Placement Agreement' and 'Student Undertaking' shall be signed by VFA Learning, the host employer, and the student for each placement. The agreement will specify the roles and responsibilities of all parties, hours the Practical Placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the practical placement.
8. The 'Practical Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

## Prior to Practical Placements

1. Students will undertake training within the VFA Learning environment in all pre-requisite units and the theory components of units to be assessed in the Practical Placement. This includes any Occupational Health and Safety and Manual Handling training that is to be included within the course. This training shall take place within VFA Learning classrooms and simulated work environments and shall occur prior to any Practical Placements are undertaken.
9. Students will undertake a Practical Placement Induction which will allow for the student to become familiar with the workplace and meet host employers and colleagues.
3. The Student Journey Co-Ordinator, Home Room Trainer or Nursing Placement & Simulation Lab Co-Ordinator will inform the Host Employer about the necessity to conduct an orientation program with each student prior the commencement (or on the first day) of their placement.
4. Students will be informed about the Practical Placement prior to commencing the course (generally during Pre-Training Review). A student guide to Practical Placement and a logbook will be distributed during the Practical Placement Information Session undertaken after the beginning of the course.
5. The Student Journey Co-Ordinator, Home Room Trainer or Nursing Placement & Simulation Lab Co-Ordinator will ensure that students undertaking Practical Placement in industries where there are legislative or industry requirements for workers meet those legislative requirements prior to starting Practical Placement, (e.g. Working with Children Check, Police Check, NDIS Check, Immunisation, Statutory Declaration). This should be arranged prior to the student commencing placement.

## Undertaking Practical Placements

1. Students will be required to complete the practical placement as specified in the 'Practical Placement Agreement' 'Logbook' and/or 'Workplace Assessment Journal'. Any variations to the hours worked and conditions of the Practical Placement must be amended in the agreement by VFA Learning and re-issued to all parties for authorisation.
2. Student's attendance through the Practical Placement shall be recorded by the host employer and the student via the 'Practical Placement Log'. This will record all times and dates the student completes Practical Placement hours for the host employer.
3. The student shall be provided with support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas as specified in the 'Practical Placement Agreement' 'Logbook' and/or 'Workplace Assessment Journal'.
4. VFA Learning will monitor the Practical Placement through Home Room Trainers / Student Journey Co-Ordinator / Nursing Placement & Simulation Lab Co-Ordinator completing:
  - Regular contact with the student through normal classes where feedback on the practical placement will be sought;
  - Site visits to conduct assessments in the workplace where Trainers / Assessors will ensure the workplace is providing adequate support and guidance to the student. The Trainers / Assessors will also ensure the workplace is OH&S compliant (WHS Work Placement Facility Checklist);
  - The employer and student will be required to sign a logbook indicating the hours completed which will be monitored by trainers / assessors.
5. Assessment of required practical skills will be undertaken by qualified assessors where appropriate. On some occasions the assessor may require the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from VFA Learning.

## After the Practical Placements

1. Home Room Trainers / Student Journey Co-Ordinator / Nursing Placement & Simulation Lab Co-Ordinator ensures that all practical placement records including learning and/or assessment objectives, accident reports and the results of assessments done during practical placements are filed in the relevant student logbooks.
2. At the end of a student's course, the Police Check and Working with Children Check records are archived in the student files, where these are kept by VFA Learning. Host facilities are required by law to keep these as part of their compliance.
3. The 'Practical Placement Agreement', 'Log Book' and/or Workplace Assessment Journal' are kept on the students file or within the LMS (depending on the process for the cohort)
4. If there is an overarching MOU, the Nursing Placement & Simulation Lab Co-Ordinator or Head of Nursing maintains checks on currency of dates and commences negotiations for the next agreement by phone, email or visit.

## Repeating Placement – Nursing Students

Nursing placement providers charge VFA Learning a fee for students placed at their organisation. The initial fees are built into student course fees. Non-attendance or absences by a student may result in the student needing to repeat or make-up placement hours. The cost of this additional placement booking will be passed on to the student. Placement fees range in cost and can be up to \$118 per day, depending on the facility. Students will be charged for the entire placement booking regardless of the days attended.

Number Of Shifts to Make Up	Total Cost Billed to Student
1 shift	Up to \$118
10 shifts (2 weeks)	Up to \$1,180

## Inability to Attend Placement – Nursing Students

Students are expected to provide both the Nursing Placement & Simulation Lab Co-Ordinator and the Host Employer with advanced notice if they are unable to attend clinical placement. VFA Learning will do everything possible to accommodate students' schedules and avoid incurring additional student fees by facilitating the rebooking of students who provide advance notice. Rebooking clinical placements will depend on placement facility availability, as well as governing bodies' requirements, and may result in a delay in unit or course completion. Failure to notify within the timeframes listed below will result in the student being charged for the placement, even if they are unable to attend.

Placement Type	Notification Requirement
Mental Health Placement	Immediately upon enrolment in the course
Aged Care Placement	3 months advance notice required
Subacute Placement	6 months advance notice required
Acute 1 Placement	6 months advance notice required
Acute 2 Placement	6 months advance notice required

If a student is absent from Placement on two or more occasions – regardless of the reason, this also includes concurrent and non-concurrent days, they may be required to attend a meeting with VFA Learning's Head of Nursing and be asked to bring the Medical Certificates to discuss the absences.

If a student is withdrawn from their course within 60 days of their scheduled Practical Placement, then they will be responsible for the placement fee associated with that Practical Placement.

## 6. Responsibility

The Data, Quality and Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

VFA Learning's Senior RTO Manager has the overall responsibility for final approval and review of this policy.

Any complaints or breaches in relation to this policy should be reported to the Data, Quality and Compliance Manager in person or by email to: [privacy@vfalearning.vic.edu.au](mailto:privacy@vfalearning.vic.edu.au)

## 7. Review Date

12 months from the date of this version, or as required.

## 8. Major Version History

Version Number	Date	Reason for change	Prepared By	Approved By
1	2018	Newly created Policy and Procedure to capture Diploma of Nursing	Angie Morgan (Head of Compliance)	Glenn Hanegraaf (Director)
2	13.6.2019	Purpose and Policy added to procedural requirements; associated documentation included	Angie Morgan (Head of Compliance)	Glenn Hanegraaf (Director)
3	1.10.2020	Revised Procedures and Introduced new forms and templates	Angie Morgan (Head of Compliance)	Glenn Hanegraaf (Director)
4	2.12.2021	Added extra information around fees relating to missed placements	Pierrin Vogeli (Compliance Manager)	Justin Healy (State Manager)
5	21.2.2022	Amended placement names for Diploma of Nursing. Job titles updated	Pierrin Vogeli (Compliance Manager)	Justin Healy (State Manager)
6	20.3.2023	Updated to reflect fees relating to missed placements.	Pierrin Vogeli (Compliance Manager)	Emily Sicura (General Manager)
7	13.12.2023	Significant changes to formatting Updated to reflect 2024-2025 Skills First Contract.	Miranda Biamis (National Compliance Manager)	Emily Sicura (General Manager)
	20.4.2024	Changed logo to remove CRICOS registration number.	Nicola Weber (Quality and Compliance Leader)	Emily Sicura (General Manager)
8	12.1.2025	Removed SBAT definition and information relating to SBAT program as we are no longer running it. Change of staff position titles	Nicola Weber (Quality and Compliance Manager)	Emily Sicura (General Manager)
9	1.7.2025	Formatting changes, changed of terminology from VETis to VETDSS. Addition of current qualifications on scope of registration and the practical placement hours required in the training package. Change of staff position titles, change of reference for revised Standards for RTOs 2025.	Nicola Weber (Data, Quality and Compliance Manager)	Rathini Sonnadara (CEO)
10	19.1.2026	Updated to reflect daily price increase for Diploma of Nursing Practical Placement. Change responsibility in Section 6 from CEO to Senior RTO Manager.	Nicola Weber (Data, Quality and Compliance Manager)	Catherine Cross (Senior RTO Manager)