

## **WORK EXPERIENCE PLACEMENT POLICY**

### **(IN ACCORDANCE WITH H&H REGULATIONS)**

#### **Scope:**

This policy has been developed to protect the interests and reputation of H&H Accredited Training ('the business') and outlines all requirements that need to be met for completing mandatory work placements

#### **Purpose:**

Work Experience placements, is the short-term involvement of students in the workplace, to experience 'real work' on an unpaid basis, and to gain an insight into the work and operation of an industries workplace. This policy applies to all parties participating in work placement components of a qualification. This policy does not apply to volunteers or work experience students at H&H Accredited Training (the College) undertaking administration work experience.

#### **Guidelines**

H&H acknowledges the mutual benefits to all parties that participate in work placements and actively provides opportunities to all students. This work placement opportunity enables the student to experience as many components, as is reasonably possible, in a workplace environment. Work placement is an essential part of learning and assessment at H&H. Consideration should be given to the student's educational, geographical and physical needs, while also maintaining the requirements of training package and assessment guidelines.

Work placements aim to provide students with an opportunity that relates to all elements and performance criteria of the relevant training package. It aims to prepare the student for the demands and expectations of the 'studied' industry, and assist them to make informed career decisions.

Accordingly, in allocating tasks to students, H&H has a responsibility to ensure that the participant has adequate skills to perform the assigned tasks. Students are not to be placed in areas that expose them to, or are likely to expose them to, any form of a dangerous situation or any contact with sensitive information.

#### **Work Placement Pre-requisites:**

The following conditions must be satisfied before the work placement takes place:

- Work experience placement is open to any student who is currently enrolled in a course with H&H (when applicable by the training package)
- First Aid (if applicable in course requirements) must be completed prior to commencement of work placement
- All workplace facilities must be relevant and appropriate to the qualification the student is currently undertaking
- An induction will be held on site for each student at the commencement of their placement, this will outline details of working hours, emergency evacuation procedures, manager's details, WHS, outline of work roles and location of policies and procedures, etc
- All theory and practical components must be completed in line with the schedule set out in the Learning and Assessment Strategy (unless permission is granted by the General Manager for a change in the schedule)
- A written acceptance must be provided to H&H from facilities
- A Memorandum of Understanding (MOU) is completed by the facility prior to commencement (signed by the facility supervisor/manager and the student, outlining details)
- Insurance paperwork is provided to the facility prior to student commencing
- Police checks/working with children check/immunisations have been completed/provided to college prior to commencement
- Students who have not provided the college with a completed and approved Student Workplace Agreement are required to complete the mandatory work experience placement hours

### **Work experience placements requirements:**

- Completion of work experience booklets (supplied by college)
- Supervisor/manager to verify attendance (see the sign on section of work experience booklets)
- Adherence to code of conduct and appropriate dress code, including any restrictions on jewellery, makeup and false nails
- Follow all smoking/non-smoking policies of the placement facility
- Notify college and facility of all absences
- Notify college/trainer of any complaints and/or appeals (see complaints and appeals procedure)
- Attend placement hours, as per facility instructions
- Professional and ethical conduct is to be displayed at all times by the student
- The placement is not to occur during times of excessive workload or limited resources; students must work within ordinary working hours (as determined by the applicable awards, legislation or any industrial agreements)
- Respect for all confidential material, notes, reports etc, is a key requirement of all work experience placements
- Any materials and documents sighted during the work placement are not to be copied or removed from the facility
- Each student is to be assessed by a qualified Trainer/Assessor from H&H; the student is not permitted to organise their own assessment and the facility is not approved to organise an assessment
- No payment is to be made, or accepted, for any work performed during the work placement

### **Insurance:**

Each student is covered by insurance for the duration of their work placement. This insurance is only provided when approved by the college. Student's seeking and undertaking work placement without the knowledge, or approval, of H&H will not be covered under the college insurance policy.

This information is discussed at the student induction and throughout their studies. For further information on current insurances in place see the H&H Insurance Policy.

### **Work Health and Safety (WHS):**

H&H is required to ensure all student's attending their work experience placement are familiar with WHS and duty of care procedures whilst on placement, these can include (but are not limited to):

- Inform students about workplace health and safety required in a workplace environment
- Take all reasonable steps to ensure that students are not exposed to hazardous situations
- Take reasonable steps to ensure that the work environment, into which the person is placed, is without risk to the health and safety of the student in accordance with the *Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 (WHS Regulation) (reference)*
- All accidents and incidents, and other workplace issues involving students, are to be dealt with using the same procedures applicable to H&H employees
- The General Manager is to consult with the student and facility with regards to any accident or incident; the actions taken are to be recorded in the Complaints and Appeals file

### **Discrimination:**

H&H expects all members of the business community to abide by relevant Federal and State legislation and to adhere to standards of behaviour that reflect positively on the business.

H&H does not tolerate any unwelcome or unfair treatment by any person, or group of people, while engaged in an activity or business on behalf of, or in association with, the business of H&H, regardless of the day, time or place.

H&H expects that work performance issues will be identified and dealt with in a constructive and objective manner, without resorting to personal insults or derogatory remarks.

In situations where a member of the business community is dissatisfied with management practices, those concerns should be raised in a professional and objective manner through the appropriate process.

H&H commits to the prompt and confidential treatment of complaints of unwelcome, or unfair, treatment according to the principles of procedural fairness and natural justice.

H&H upholds the right of any person to make a complaint following the Complaints Procedure without fear of retaliation, victimisation or punishment.

**Termination of Work Experience Placement:**

H&H may terminate (or not approve) a work placement at any time, due to operational requirements or non-performance by a student. The General Manager in conjunction with the facilitator determines non-performance by the student.

Non-Performance can include the following:

- Punctuality
- Non-Attendance
- Student is not adhering to facility policies and procedures as directed by staff
- Student conduct or behaviour is of concern
- Student is not yet competent in theory components of their studies, resulting in the Trainer/Assessor requiring further evidence of competence

The student also has the option of terminating the work placement at any time. The General Manager and the Trainer/Assessor will communicate with the facility to understand and document the termination. Any cancellation of work placement must be put into writing to each student.

**VSL placement:**

When calculating the length of units of study, the provider must include supervised and unsupervised learning or training necessary to cover the material associated with the delivery and assessment of the unit of study and time spent in workplace learning or industry placement.

Version Dates	Policy Version 1 approved 11 December 2012 / Policy Version 2 approved 15 March 2018
Approved by	CEO / General Manager
Relevant to	All staff; trainers and assessors; students

**Risk Rating (Please highlight the appropriate risk level):**

5 = High Risk      **4 = Medium Risk**      3 = Medium to Low Risk      2 = Low Risk      1 = Very Low Risk or N/A