



# Work Placement Learning Policy

## Purpose

To ensure that where a learner is required to access a workplace to develop their skills and knowledge appropriate support is in place for both the learner and the workplace trainer/assessor and workplace supervisor.

## Scope

This policy is guided by the SNR's for the RTO's and its successors.

## Principles

The quality of Learning can be enhanced if it is undertaken in the workplace.

## Policy

When a training and assessment strategy identifies that learning should take place in a workplace the following procedures should be adhered to.

## Procedure

Action	Responsibility
ATI organises <b>Work Placement Agreements</b> with Early Childhood Education and Care regulated service centres as part of the mandatory requirements for work placements in Certificate III and Diploma Qualifications	CEO Training Manager Quality & Compliance Manager
ATI <b>Conduct Venue Suitability Risk Assessments</b> , and ensures all Work placement venues meet the OHS/WHS requirements and industry accreditation requirements prior to placing a student in the work place as part of their placement.	Quality & Compliance Manager
ATI arranges work placement to students as part of their course, and explains the <b>Work Placement Logbook</b> to Workplace Supervisors and or Employer/Owner of the Family Day Care Schemes and Provides them with an <b>Employer/Work Place Supervisor Handbook</b> , and explain the role of the Assessor in the Workplace.	Training Manager Quality & Compliance Manager
ATI Assessors assess the students at the workplace and assist the students to complete their work placement Logbook	Training Manager and Assessors

## Definitions

Industry	Representative bodies that have a stake in the training, assessment and client services provided by RTOs. These representative bodies could include industry skills councils, industry associations, unions, regulatory bodies licensing bodies and group training companies (not an exhaustive list).
Training and Assessment Strategy	Means a framework that guides the learning requirements and the teaching, training and assessment arrangements of a VET qualification. It is the document that outlines the macro-level requirements of the learning and assessment process

## Australian VET Quality Framework Reference

SNR 16.4	Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment
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## Related Documents

Work Placement Agreements  
Conduct Venue Suitability Risk Assessments  
Work Placement Logbook  
Employer/Work Place Supervisor Handbook

## Change History

Version	Approval Date	Approved by		Change
		CEO	Delegate	
3	October 2014		Compliance	Corrective action, & As per New Standards
2	28 August 2014	Omar		As per the SNR 2012
1	30 August 2012	Omar		