Work Placement Policy and Procedures

Definition

The term work placement is used to describe any type of placement or experience in the workplace that formally contributes to the assessment process. This includes the need to collect and use information from the work placement as part of the student's overall assessment.

Scope:

This policy and procedure relate to the mandatory requirement for work placement in the Early Childhood Education and Care qualifications.

Policy

AIO Training (AIO) aims to ensure that students are given the best possible opportunities to undertake work placement in a workplace that will enhance their skills, thereby enabling students to work in an Early Childhood Education and Care setting on successful completion of their qualification.

All aspects of the student work placement are to be accurately recorded. The hours that are required to be completed in the workplace are to be recorded daily on the "student attendance log" by the student and signed by the workplace supervisor.

AIO will ensure that each workplace approved for work placement. Prior to approving a workplace for work placement, AIO will undertake a screening for suitability. This will enable AIO to confirm that;

- The workplace is an ACECQA approved early childhood education and care centre in Australia
- Sufficient and appropriately skilled staff are available at the workplace to supervise students;
- The workplace allows students to access all necessary experiences, scenarios and resources to demonstrate competence against the requirements of the units of competency; and
- The workplace is safe and able to accommodate the number of students

AIO will ensure that all 'Host Organisations' enter into a workplace agreement for each student prior to commencement, setting out timeframes, roles and responsibilities of the host, AIO Training and the student.

AIO will ensure that students are supervised and that trainers monitor the students and the workplace throughout their placement. The role of the trainer is not just to educate and assess but to mentor, support, guide and encourage the journey that enables students to become a professional in their chosen field.

The role of the Workplace Supervisor's is to guide, support and provide positive and constructive feedback to the student in ensuring that they can undertake the required tasks/activities over a range of situations as outlined in the learning and assessment materials

Supervisor Report/Third Party

As part of the evidence of competency for students, AIO Training seeks reports from the student's workplace supervisor. This forms part of the evidence for the specific units of competency or a cluster which consists of multiple units:

The purpose of this process is to gain confirmation from someone who has worked regularly with the student, in a supervisory capacity, who can verify that the student performs their skills satisfactorily to workplace requirements on a regular and consistent basis.

The assessor will use the information provided in this report, combined with other assessment evidence provided by the student to make a final decision about competency.

The report needs to be filled in by someone who is either currently working in a supervisory capacity or has worked in a supervisory capacity to the student during placement hours

AIO monitors the veracity of documentation completed by students in relation to work placements, and applies the Plagiarism, Cheating and Academic Misconduct Policy and Procedures in relation to any falsification.

Trainers at AIO will maintain contact with students and the workplace supervisor on a regular basis to promote and maintain a high standard of professionalism to enable students to do their best in the role.

Work placement is undertaken on a voluntary basis and students will not be paid

Work Placement Procedures:

	Action	Details	Responsibility
1.	Seeking Workplace arrangements	Students are to be communicated the specific requirements for work placement including; **CHC30121** – 160 hours of work placement to be undertaken in an ACECQA approved early childhood education and care centre to support children's wellbeing, and development in the context of an approved learning framework between the ages of birth to 6 years **CHC50121** –280 hours of work placement in an ACECQA approved early childhood education and care centre where students will partake in the designing and implementing of curriculum that meets the requirements of an approved learning framework, fosters and enhances the holistic learning, development and wellbeing of children from birth to six years of age, and maintaining compliance in other areas of service operations.	Students Trainer / Student Support Officer

	Action	Details	Responsibility
		Should a student encounter difficulty in seeking workplace arrangements, the student may seek assistance from their trainer or contact the Student Support Officer. AIO has a list of suitable, approved workplaces that can be accessed by students. The need for multiple workplace arrangements may be required if the workplace is not able to cater for the items within the suitability checklist.	
2.	Completing the Workplace Documentation	All workplace arrangements are to be formalised using AIO's Work Placement Agreement **prior** to or on the day of commencing in the workplace. The Proprietor/Director/Supervisor is required to sign the Work Placement Agreement with the student. The trainer will sign the agreement upon receipt of the workplace agreement, an AIO representative will sign the Work Placement Agreement	Student Trainer/Assessor Student Support Officer
3.	Verification of Workplace Arrangements	Trainers are required to confirm the workplace arrangements are in place. Where a conflict of information has been identified, trainers are to cease arrangements with the workplace and record this on the Work Placement Contact Form. Alternative arrangements will be put in place.	Trainer

	Action	Details	Responsibility
4.	Suitability Checklist	A preliminary check for suitability will be conducted by trainers and assessors. (As the student is provided with sufficient information relating to the requirements of work placement, a review of https://www.acecqa.gov.au/resources/national-registers/services?s= and/or the trainer will research the service. The suitability checklist will ensure the workplace has available all the required resources through the use of a suitability checklist. This checklist will also record where the service does not permit performance of any skills by individuals who are not staff members A register of pre-approved workplace establishments is maintained therefore a suitability checklist may not be required to be kept in individual student's records unless the placement is to be undertaken in a location selected by the student. AIO will conduct the workplace suitability checklist prior to or within 4 weeks of the work placement start date for the student to ensure the Host organisation complies with the safety, resource and equipment to undertake required tasks and assessment. Should there be any concerns relating to the work placement, then these are to be discussed with the student and support provided to complete the necessary requirements. Gaps identified will be documented and communicated to the student. Alternate workplace arrangements will be required.	Trainer

	Action	Details	Responsibility
5.	Identified Gaps	Where it has been identified that significant gaps exist in the capacity of the workplace selected by students to provide all the conditions to enable students to meet the unit requirements, students will be required to seek alternate workplace arrangements. As a last resort, the College may use its simulated environment for specific requirement where the training package provides alternatives such as *CHCECE032 "Where there is documented evidence that the service does not permit performance of any of the above skills by individuals who are not staff members, those skills may be demonstrated in a simulated environment, but must involve a real baby or toddler.* Or *where there is documented evidence that the service does not permit nappy changing or assistance with toileting by individuals who are not staff members, these skills may be demonstrated through simulated activities and scenarios without involvement of a real baby or toddler.* These items will be addressed on a one to one basis*.* All aspects of the process will be clearly demonstrated for assessment and undertaken under workplace conditions as specified in the units. **Note:** Where gaps are identified in the suitability checklist, and a student has used an additional workplace to fill the gap, 3 visits is not required. For example, if the ages under 23 months was missing in the original arrangement and another workplace was used for this age group, the 3 visits is not required. The number of visits is required across the total work placement hours allocated for the qualification	

	Action	Details	Responsibility
6.	Work Placement Visits	Assessors will visit the workplace on at least 3 occasions. Assessment will be conducted by AIO Trainer/Assessor. Allocation for workplace visits are by necessity flexible; it is not possible to schedule specific visits, as timing depends on the host organisation and the particular days when the student will be attending. The course delivery plan will indicate a distribution of blocks. The minimum visits to the workplace conducted by AIO trainers/assessors as follows CHC30121- at approximately 50-hour intervals CHC50121– at approximately 90-hour intervals. Students will have until the end of the course duration to complete the necessary unit requirements.	Trainer / Assessor Student Support Officer
7.	Regular/Upkeep of contact with Host Employer	Trainer/assessors are to keep in contact with the Host Organisation and students, to ensure that students are fulfilling the requirements. This contact must be maintained between visits and can be conducted via email, phone or in person. Records of the contact are to be logged on the Work Placement Contact Form. Trainers are also required to verify the accuracy of student log books, through regular monitoring and visits to the workplace.	Student Support Officer Trainer
8.	Host Employer feedback	Trainers to seek and obtain Host Employer feedback using the Workplace Host Feedback Form, towards the end of the workplace arrangements	Trainer Student Support Officer