

WORK BASED TRAINING POLICY AND PROCEDURE

1. PURPOSE

This policy and procedure ensures any courses requiring practical placement are developed to ensure that the practical placements are managed in a manner which benefits the student and minimises risk to the student, host employer and The Lan-Grove Office Training Centre Pty Ltd trading as “The Sydney Business and Travel Academy (SBTA). This procedure also ensures compliance with Part C, Section 8 of the National Code of Practice 2007 for work-based training (WBT) arrangements.

2. SCOPE

This policy applies to all students enrolled in a Hospitality qualification at SBTA who are required to undertake work-based training as part of their qualification. This policy also applies to workplace trainers and assessors

3. DEFINITIONS

Work-based training (WBT)	Structured training in a workplace which is subject to a written agreement between the employer/organisation and SBTA which includes observation in the workplace, workplace experience and any other forms of workplace learning.
Host employer	A workplace providing practical placement activity.
Workplace supervisor	Employee or owner of the host organisation who is the contact person for the student.
Practical placement agreement	A written agreement signed by the student, host employer and SBTA to specify the hours of placement.

4. PRINCIPLES

SBTA will ensure that:

- a) appropriate arrangements are in place for the supervision and assessment of its students.
- b) enough time is allowed for students to undertake the work-placement component of their studies
- c) appropriate mechanisms are in place to monitor student’s course progress while the student is completing their WBT.
- d) students on WBT requirements will have a signed “Work-based Training Agreement” with each host employer they are placed with.
- e) WBT trainers and assessors will hold a TAE40110 Certificate IV in Training and Assessment qualification.

- f) it will take all reasonable precautions to ensure the health, safety and welfare of its students on WBT arrangements.
- g) it will risk assess and quality assure placements to ensure learning outcomes are met
- h) all students involved in the WBT arrangement are appropriately oriented and aware of their rights and responsibilities prior to undertaking WBT.

5. PROCEDURE

5.1 Informing staff and students of practical placement requirements

- a) Work-based training is required as part of a course where the Training Package clearly stipulates that work-based training hours are to be completed as part of the training e.g. SIT – Tourism, Travel and Hospitality Training Package.
- b) Where a course has been identified as requiring a practical component, SBTA will identify the specific unit/s and the reasons for work-based training including the most appropriate delivery and assessment method.
- c) The specific number of work placement hours will be determined as per the requirements of the Training Package and included in the course structure.
- d) The work-based training component of training will be identified in all its marketing materials including the required hours of work-based training.
- e) Staff involved in the delivery of the course shall also be informed about the work-based training requirements and their roles and responsibilities involved with on the job assessments via staff induction and staff meetings.
- f) Students are required to undertake 5 weeks of work-based training from May-June or November- December which must consist of minimum of 36 shifts.

5.2 Sourcing Practical Placements

- a) Students are advised at orientation that they are required to source their own host employer in the hospitality sector.
- b) SBTA's Work-based Training Coordinator will conduct a risk assessment and liaise with the host employer and determine suitability of the host employer, including supervision arrangements and work health and safety requirements.
- c) Host employers will be informed about the work –based training arrangements and course requirements and required to enter into a formal agreement with SBTA. The formal agreement will outline the responsibilities of both parties and signed by both parties.

5.3 Prior to Practical Placement

- a) Students will undertake face-to-face training within SBTA in all the required units of competency and the theory component of the work-based training.

- b) Students will be required to undertake on the job induction which will allow them to become familiar with the workplace environment prior to commencing the work-based training.

5.4 Undertaking Practical Placements

- a) Students will be required to undertake work-based training as specified in the “Work-based Training Agreement”.
- b) Students attendance will be recorded through the work-based training logbook.
- c) The student shall be provided with support and guidance from the host employer in the completion of the required tasks. The tasks will ensure that the student is able to transfer their skills and knowledge in the workplace.
- d) SBTA will ensure that the student’s progress is monitored by:
 - ❖ The Work-based Training Coordinator who will maintain regular contact with the student
 - ❖ Site visits by the workplace assessor who will conduct on the job assessments
 - ❖ The employer and the student will be required to sign the work-based training logbook indicating the number of hours completed by the student.
- e) On the job assessments will be carried out by a qualified assessor who holds TAE40110 Certificate IV in Training and Assessment qualification plus current industry skills and knowledge.

5.5 Recording of Practical Placement hours

- a) Each student undertaking practical placement shall have a copy of their “Work-based Training Agreement” kept on their file either in hard copy or electronically.
- b) All work-based training hours will be recorded in the student’s logbook which will also be kept in the student file either in hard copy or electronically.
- c) Work-based training logbook will be signed by the employer and the student and reviewed by the workplace assessor.

6. Roles and Responsibilities

a) Placement Provider

The placement provider will:

- ❖ Nominate a workplace supervisor who can be responsible for the student during the placement;
- ❖ provide the student with the appropriate orientation, induction and training in the organisation’s policies and procedures including safe work procedures;
- ❖ inform students that they must comply with the organisation’s policies and procedures with respect to behaviour and discipline while undertaking work-based training;

- ❖ provide the appropriate facilities, equipment and learning experiences for the student, taking into account the level of the student's skills and experience;
- ❖ immediately notify SBTA if the student is injured or involved in any adverse incident at the placement premises;
- ❖ notify SBTA if the student does not meet agreed attendance requirements;
- ❖ comply with its obligations under applicable equal opportunity, anti-discrimination and workplace health and safety laws;
- ❖ maintain confidentiality regarding SBTA's confidential information and comply with applicable privacy laws regarding the student's personal information;
- ❖ participate in the assessment of the student's performance against a pre-agreed list of expectations;
- ❖ Appropriately manage records relating to the student including attendance and progress reviews

b) SBTA

SBTA will:

- ❖ nominate an assessor from SBTA for the student who will liaise with the host employer regarding all aspects of the student's placement;
- ❖ monitor student's progress and ensure that assessment appropriately aligns with the students expected learning outcomes;
- ❖ inform the student of confidentiality, privacy and other obligations, including their responsibility to adhere to all relevant workplace policies of the host employer, including policies relating to behavior and dress code;
- ❖ provide students, with information about the Australian workplace, including workplace culture, diversity, relevant legislation and rights of employees;
- ❖ ensure that students apply for and obtain any clearances required by the host employer (police check, working with children check, etc.);
- ❖ maintain worker's compensation, public liability and professional indemnity insurance to cover liability of SBTA and its staff on the host employer's premises.
- ❖ Maintain worker's compensation, public liability and professional indemnity insurance to cover liability of SBTA and its staff whilst on the host employer's premises.

c) Student's Responsibility

Student's will:

- ❖ Whilst on placement, behave in a manner appropriate to that of an employee of the host employer and in compliance with SBTA's Student Code of Conduct;
- ❖ adhere to the professional ethics and codes of conduct appropriate to the discipline of the placement;
- ❖ maintain communication with the workplace supervisor as required;
- ❖ raise issues of concern with the workplace supervisor and SBTA's workplace assessor;

- ❖ complete and submit required assessments;
- ❖ advise SBTA’s assessor of any fact which may affect their capacity to undertake the placement, such as a disability or personal difficulty.
- ❖ Use resources available at the placement site for the purposes it is intended for.
- ❖ Sign a “Student Work-based Training Agreement” and “Log book” which outlines the student’s rights and responsibilities, and scope of the work students are required to undertake whilst on work-based training.

7. RESPONSIBILITY

- a) The Principal will be responsible for the implementation of this procedure and to ensure that staff and students are aware of its application.
- b) The Work-based Training Coordinator will be responsible for establishing and maintaining practical placement programs and assessing the level of training and learner support required.
- c) The Work-based Training assessor will be responsible for assessing the student’s performance, monitoring attendance and providing student support (mentoring and coaching) if required.

8. LEGISLATIONS

- ❖ Section 8, National Code of Practice 2007
- ❖ ESOS Act 2000

9. ASSOCIATED DOCUMENTS

- ❖ Practical Placement Agreement
- ❖ Student’s Work-based Training Logbook
- ❖ Student Handbook

Review History

Version	Authorised by:	Review Date	Implementation Date
V.1	CEO/PEO	02/12/2015	02/12/2016
V.2	CEO/PEO	30/03/2017	30/03/2017
V.3	CEO/PEO	02/04/2017	03/04/2017