

Practical Placement Policy

1.0 Purpose

Practical Placement is an important component of employability, engagement, and skills development in a variety of Vocational Education and Training learning environments.

The Practical Placement Policy and its associated documents are necessary for Bendigo Kangan Institute (BKI) to comply with the requirements of:

- Victorian Department of Education and Training, VET Funding Contract, Schedule 1, mandates that Practical Placements must be conducted in accordance with the *Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements*;
- Australian Skills Quality Authority (ASQA), Standards for Registered Training Organisations (RTOs) 2015 Standard 5: Inform and protect learners;
- Child Safety Standards (Vic);
- Mandated practical placement hours in training packages; and
- Requirements of professional bodies and industry regulators about accreditation and professional registration.

This policy defines BKI's overarching approach to the delivery and monitoring of programs that either offer or require Practical Placement.

2.0 Scope

This policy relates to domestic and international students who have an element of practical placement as part of their qualification. Practical Placement requirements include but are not limited to clinical placement, field education professional experience and industry placement undertaken as a requirement or an option of a program and/or course of study. The intent of this policy is to provide students with positive and effective hands-on learning experiences, which will benefit all parties involved and assist students in their preparation for future employment.

This policy does not apply to:

- Vocational Education and Training Delivered to Secondary Students (VETDSS) program delivered as part of third-party agreement with a Secondary School which undertake the training and assessment;
- Apprentices and trainees employed under a training agreement; and
- Commercial / Industrial training program agreements between Bendigo Kangan Institute and a commercial enterprise.

3.0 Legislative Context

Disability Discrimination Act 1992 (Cth);

Equal Opportunity Act 2010 (VIC);

Privacy Act 1988 (Cth);

Occupational Health and Safety Act 2004 (VIC);

Occupational Health and Safety Amendment (Employee Protection) Act 2009 (Cth);

Work Health and Safety Act 2011 (Cth);

Worker Screening Act 2020 (VIC);

Child Wellbeing and Safety Act 2005 (VIC);

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Public Records Act 1973 (VIC);

Education and Training Reform Act 2006 (VIC);

Victorian Qualifications Authority Act 2000 (VIC);

Educational Services for Overseas Students (ESOS) Act 2000 (Cth);

Children, Youth & Families Act 2005 (VIC);

Health Practitioner Regulation National Law (VIC) Act 2009;

Health Professions Registration Act 2005 (VIC);

Major Sporting Events Act 2009 (VIC);

Nurse (Amendment) Act 2004 (VIC); and

Guidelines for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Practical Placement Guidelines) as at 2 December 2024

4.0 Policy Statement

Bendigo Kangan Institute is committed to providing all learners with an opportunity to attend Practical Placement within their relevant industry, and if it is a requirement of the qualification, to assist learners to complete their qualification and to obtain practical experience.

To ensure all parties meet their obligations, BKI will make sure:

- In line with the institute's risk appetite, BKI has no risk appetite for avoidable harm to the safety and wellbeing of students, where students are engaged in additional activities to complete their studies such as practical placement;
- Students are informed about practical placement requirements through BKI's marketing materials, information sessions, pre-training interviews and published course information;
- Practical placement arrangements comply with the regulations of the Guidelines for Practical Placements issued by the Department of Education and Training;
- That the Placement provider is fully informed of the requirements associated with hosting a student placement;
- That Placement environments are assessed and safe and that Workplace Health and Safety (WHS) Checklist is completed ahead of Placement commencement. Students will be placed only with approved Placement Providers;
- Practical placement is coordinated and monitored by BKI staff;
- Each student has a Practical Placement Agreement signed off by BKI, Host and student;
- That there are regular checks in with students and placement providers about wellbeing, issues and placement progress through face-to-face meetings, phone, and emails;
- Support is provided to students dealing with any work placement issues;
- If students are injured while on placement, support and guidance is provided by the following BKI staff Industry Placement Coordinators, Education Manager, and Occupational Health and Safety Consultant (OHS);
- Students provide work placement feedback;
- BKI reviews and acts on the student feedback;
- Each student completes their Placement Logbook as evidence of Practical Placement;
- Student Placement Logbooks are reviewed and signed;

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- Connecting procedure sets out clear requirements for the three stakeholders (BKI, the Placement Provider and Student) involved with the Practical Placement arrangements. It ensures that the roles and responsibilities of the student, Placement Provider supervisor, and Bendigo Kangan Institute staff are clearly defined and transparently applied to all Placement opportunities.

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5.0 Roles and Responsibilities

Role	Responsibilities
Chief Experience and Growth Officer	Chief Experience and Growth Officer is responsible for monitoring the implementation, outcomes and schedules review of this policy and its accompanying procedure(s).
Industry Placement Co-ordinator	This is a Bendigo Kangan Institute (BKI) staff member who is charged with the responsibility of sourcing and allocating Practical Placements for a course, or Teaching Centre.
Industry Experience Support Officer	This is a BKI staff member responsible for supporting the administration and coordination of practical placements
Student Support	Support students with any wellbeing related issues and undertakes student check ins while they are on placement. Is this ongoing, as required, based on needs, i.e. a wellbeing or additional need identified, student has requested this support, or teacher/parent of under 18-year-old has requested this support?
Student Support for students under 18	Refer to Child Safe Standards Risk Assessments

6.0 Definitions

Word/Term	Definition
Agreement	The agreements specified in the overarching Practical Placement Agreement
Delegated Authority	The person/s authorised to sign practical placement agreements on behalf of BKI.
Practical Placement Provider	A person, workplace, firm, or corporation providing an approved practical placement program for BKI Students (the Host)
InPlace / Placeright	3 rd party placement booking software systems
Overarching agreement	Contract between BKI and external Host Organisation
Registered Training Organisation	A training organisation registered under Part 4 of the <i>Education and Training Reform Act 2006</i> (ETRA)
Post-secondary Student	Under ETRA, a post-secondary Student means a Student who is enrolled in a post-secondary education course at a body registered under section 4.3.10 of ETRA (broadly, this means any registered training organisation).
Prescribed	Prescribed by BKI or any educational authority controlling the curriculum for courses of study at BKI

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Word/Term	Definition
Practical Placement	A structured program for enrolled Students conducted in accordance with: a) Training Package requirements; and b) The provisions of these procedures Placements are conducted at the premises of a Practical Placement Provider (the Host)
Logbook	A document specifying all actions required and undertaken by a student during work placement, based on the tasks specified within Units of Competency or clustered Units of Competency. Logbook tasks include work observation, work experience and assessment of practical skills.
Practical Placement Agreement	Written agreement signed by Student, Practical Placement Provider (the Host) and BKI representative to specify the hours of placement and activate insurance cover. Sub-section 5.4 of the <i>Education and Training Reform Act (2006)</i> (Vic) requires placements to be arranged through written agreements between a training organisation and a Host Organisation.
Practical Placement Guidelines	Practical Placement Guidelines assist registered training organisations in administering practical placements for Students. These guidelines provide information on the policy and legislative contexts for practical placements, information for registered training organisations, practical placement providers and students, and model documents for use by registered training organisations
Training and Assessment Strategy (TAS)	The document/s created by the Training Provider which details the plan to deliver training and assessment of a particular course. There is a TAS for each cohort undertaking that particular course, as required in Clause 6 of Schedule 1 of the 2026 TAFE VET Funding Contract.
Work experience	Is undertaken by Students aged 14 years and over and involves short, structured workplace learning which is part of a student's general secondary education. Students are placed with host organisations primarily to observe and learn, not to undertake activities which require extensive training or experience. Work experience placements are not a requirement as part of a particular subject or course. Structured Workplace Learning is primarily done by VCAL and VETDSS students.

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7.0 Supporting Policy and Procedures

Procedure name
Student Practical Placement Procedure
Child Safety Policy and Procedure

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	09.11.2021		New Policy	
1.1	30.03.2022		Minor changes to updated naming conventions	
2.0	08.05.2024	Team Leader - Placements	Update to reflect updated Practical Placement guidelines 2022 and new roles structure	Chief Industry and Education Officer

9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Acting Placement Manager/Industry Placement Coordinator	Head of Governance Risk and Compliance (Provisional Approval) Chief Industry and Education Officer to approve formally in next review	04.04.2024	08.05.2024	08.05.2026