

Student Practical Placement Procedure

1.0 Purpose

To ensure Bendigo Kangan Institute (BKI) practical placements comply with legislative and contractual requirements outlined in BKI's Practical Placement Policy.

2.0 Scope

This procedure applies to practical placements undertaken as part of National Training Package qualifications and Vocational Education and Training (VET) accredited courses. It outlines the responsibility for, and processes involved in the effective delivery and management of practical placements.

This Procedure applies to:

- All enrolled Bendigo Kangan Institute (BKI) domestic and international students who participate in mandatory practical placement
- Teaching department staff that deliver courses with a mandatory practical placement component, including Education Managers, Lead Educators and Administration.
- Placement Team staff including Industry Placement Coordinators (IPC) and Industry Experience Field Officers (IEFO)

This Procedure does not apply to:

- Vocational Education and Training in Schools (VETiS) program delivered as part of third-party agreement with a Secondary School which undertake the training and assessment.
- Students undertaking a senior secondary certificate – Victorian Certificate of Applied Learning (VCAL) – these Students can only participate in structured workplace learning or work experience
- Students in the Foundation and Pathways portfolio
- International Automotive Students
- Apprentices and trainees employed under a training agreement
- Commercial/Industrial training program agreements between the Bendigo Kangan Institute and commercial enterprise.
- Students participating in work integrated learning experiences, work experience, volunteer working arrangements or non-mandated placement opportunities that fall outside of the training package requirements.

3.0 Risk Position

Student safety is paramount at BKI. BKI has a no risk tolerance for avoidable harm to the safety and wellbeing of students.

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Where a placement provider is unable to meet practical placement requirements, BKI will either solve the issue or cease/will not commence the arrangement.

If an event occurs that changes the environment, the Placement Working Group will complete a risk assessment and seek advice from BKI's Child Safety, Health, Safety, Wellbeing and Governance, Risk and Compliance to ensure risks are managed appropriately.

4.0 Policy Reference

Practical Placement Policy

Training and Assessment Policy

Student Welfare and Accessibility Policy

Student Complaints and Grievances Policy

Privacy and freedom of Information Policy

Occupational Health Safety and Wellbeing Policy

Child Safety Policy and Procedures

Records Management Policy

5.0 Procedural Steps

Step	Action	Person Responsible
5.0	Practical placement pre-planning	
5.0.1	Identifies the need for and determines the requirements of practical placement by referring to the Training Package, Accredited Curriculum or via industry consultation. Updates the Training and Assessment Strategy (TAS) to reflect this requirement.	Teaching Department
5.0.2	Ensures that practical placement requirements are identified on marketing materials and published course information on websites and are up to date with industry and institute placement requirements. This includes Police Checks, Working with Children's Clearances (WWCC), vaccination requirements, any additional cost relating to placements and or any industry specific requirements.	Teaching Department

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5.1.2	<p>All placement providers must have an OH&S checklist completed and verified by the placement team prior to students commencing placement with them. There are seven non-negotiable items on the OH&S checklist that will trigger a review of the placement provider if not answered positively.</p> <p>If the placement provider is new or pre-existing, and holds a government registration or accreditation, completion of the following is required:</p> <ul style="list-style-type: none"> • A self-declaration OH&S checklist • An onsite inspection by a relevant teacher within 6 months to validate the self-declaration • A new declaration every 3 years. <p>If the placement provider is in a health setting, completion of the following is required:</p> <ul style="list-style-type: none"> • A self-declaration OH&S checklist • An on-site inspection by a relevant teacher within 6 months to validate the self-declaration • A new declaration every 2 years. <p>If the placement provider has more than 10 employees in a setting (excluding health), completion of the following is required:</p> <ul style="list-style-type: none"> • A self-declaration OH&S checklist • An on-site inspection by a relevant teacher within 6 months to validate the self-declaration • A new declaration every 2 years. <p>If the placement provider has less than 10 employees in any setting, completion of the following is required:</p> <ul style="list-style-type: none"> • A self-declaration OH&S checklist • A new declaration every 2 years. 	Placement team for all activities with exception of onsite inspections which are the responsibility of the relevant teaching department
5.1.3	Once the OH&S checklist is completed, the checklist and any other information provided to BKI is stored on InPlace.	Placement team

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	<p>Dependant on the risk level, identified, risks will be escalated to BKI Health Safety and Wellbeing for further advice.</p> <p>If there is an identified risk that cannot be appropriately mitigated, the placement does not proceed or will discontinue, and the host organisation is deemed to be unsuitable.</p> <p>Records of the OH&S checklists and risk mitigation decisions are stored on InPlace.</p>	<p>Teaching Department</p> <p>Placement Team to maintain records</p>
5.1.4	<p>If the placement provider requests an Overarching Agreement, commence negotiations.</p> <p>If the placement provider has a pre-existing relationship and or Overarching Agreement, ensure currency of agreements and or commence negotiations for a new agreement at least two months prior to expiry date of any previous agreements.</p>	<p>Placement Team to maintain relationship and monitor agreement currency and dates</p> <p>Teaching Department to lead negotiations.</p> <p>Legal to provide contract and insurance advice</p>
5.2	Student Preparation for Practical Placement Allocation	
5.2.1	<p>The placement team will collaborate with the teaching departments to organise the following:</p> <ul style="list-style-type: none"> Once classes commence, a placement orientation session is scheduled for all students who need to undertake a practical placement Ensures students understand BKI and industry requirements to attend placement and their due dates Students sign the “Student Placement Expectations” form, demonstrating their understanding, and the signed form is then saved in the students individual file on the student management system (SMS). 	Placement Team
5.2.2	The Placement Team:	Teaching

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	<ul style="list-style-type: none"> Review placement requirements as they are submitted by students through the student management system to ensure they are compliant. Confirm students obtain a Police Check, and if required, a Working with Children Clearance prior to the commencement of their practical placement. To check services or places of work requiring a WWCC here as well as referring to host organisations requirements. Where a student's Police Check or Working with Children Clearance is not satisfactory, consults industry to assist in determining whether course progression can proceed and if not, finds a suitable alternative (if possible). Escalate students who have not submitted requirements by the deadline given to the teaching department as a student at risk of disengaging with their studies. Ensure all students have evidence in their file on SMS of completing Infection control training prior to commencing placement, either from the course they are studying or via the relevant government directives that may apply. Provide instructions to any student studying. Provide instructions to any student studying a non-health related course on how they can access Infection control training within the first few weeks of commencing study with BKI and following up to ensure the completion certificate is uploaded in the student management system. 	<p>Departments to support students in obtaining relevant documents.</p> <p>Placement Team to collate and verify documents</p>
5.2.3	<p>Teachers and/or Lead Educators are to:</p> <ul style="list-style-type: none"> Communicate to placement team any students with outstanding course work that will affect eligibility to attend placement a minimum of 6 weeks prior to the placement commencing. <p>This is inclusive of any pre-requisite unit/s for placement outlined in their e.g. WH&S training, Manual Handling training, First Aid etc.</p>	Teaching Departments
5.2.4	<p>Teachers, Lead Educators and Teaching Administration Staff are to support the placement team by:</p>	Teaching Department

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	<ul style="list-style-type: none"> Holding placement preparation sessions to ensure students are aware of the learning and assessment requirements they will need to complete when on placement, e.g. completion of placement logbook. Providing any placement resources (physical or digital) to the student and evidence of this recorded in the students file or student management system. 	supported by Placement Team
5.3	Coordination and Allocation of Practical Placements	
5.3.1	The placement team will allocate placements to students by using fair and reasonable methods outlined in the Practical Placement Policy.	Placement Team
5.3.2	<p>The placement team will:</p> <ul style="list-style-type: none"> Communicate allocated placement details to students including any reasonable pre-placement requirements the Placement Provider may require prior to their placement commencement i.e., interview, resume etc. Issue a declined placement form to students that decline an allocated placement, including clear and reasonable timeframes to source their own placement. Students who source their own placement must provide these details to the placement team to ensure all previously outlined Safety and Suitability Procedural steps are compliant before the placement is approved. <p>Once approved the placement arrangements will be managed by BKI as per the Practical Placement Policy and Procedure.</p>	Placement Team
5.3.2	The placement team will liaise with the placement provider and provide them with the appropriate student information as outlined in the Practical Placement Policy and in line with BKI's Privacy and Freedom of Information Policy.	Placement Team
5.4	Student and Host Preparation for placement	
5.4.1	<p>The placement team will:</p> <ul style="list-style-type: none"> Prepare the Practical Placement Agreement (PPA). 	Placement Team

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	<ul style="list-style-type: none"> Ensure the PPA is completed and signed by student, Placement Provider and PLACEMENT TEAM prior to the placement commencing and complying with Practical Placement Policy. <p>Note: If an overarching agreement exists with a placement provider an individual student Placement Agreement must still be completed prior to placement commencing.</p>	
5.4.2	Provide a copy of the signed PPA to the Student and placement provider.	Placement Team
5.4.3	<p>If the placement does not proceed, organise written notice is to be provided to both student and placement provider.</p> <p>Supplementary placement and any associated fees will be decided on a case-by-case basis dependent on the reason for the placement not proceeding. Refer to the Practical Placement Policy.</p>	Placement Team
5.4.5	A copy of the BKI COVID-19 Student declaration is issued to the student two weeks prior to their placement commencement date. This needs to be signed, returned and recorded in the students' file on SMS prior to commencing placement.	Placement Team
5.5	During Placement	
5.5.1	<ul style="list-style-type: none"> Email sent to the student on their second day of placement to check that they have had a suitable and appropriate induction as stipulated in the Placement Policy Email sent to the placement provider on the students second day to provide opportunity for feedback and to reiterate the importance of induction Contact the placement provider if a student confirms that they have not received an induction, to ensure this is facilitated immediately. Records non-compliance in the host database. 	Placement Team
5.5.2	<ul style="list-style-type: none"> Complete a welfare check-in phone call to all students during their placement to check on the students' wellbeing and as a secondary check that the student has received induction 	Student Support Services

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	<ul style="list-style-type: none"> If there are any personal or placement related issues identified during the call, the placement may be paused while the issues are investigated. Placement team will consult with the lead educator and placement manager to determine whether it is acceptable to pause the placement Other regular check-ins with key cohorts of students to identify any issues/risks that may be impacting their placement experience Students may be referred to other BKI student support services if needed, for example counselling or welfare support. 	Placement Team Teaching Department
5.5.3	BKI teaching staff and placement team will collaborate to: <ul style="list-style-type: none"> Maintain contact with both the student and placement provider throughout the duration of the placement in line with the training package requirements and the TAS. Conduct an onsite/virtual placement visit to assess the student, receive industry feedback and check on placement progression. If the teacher who conducts the visit has concerns about the host organisation or how the student is performing while on placement, they are to make the IPC aware immediately. The placement team will consult with the lead educator and placement manager to determine whether it is acceptable to pause the placement while the issues are investigated. 	Teaching Department Placement Team
5.6	Student Issues during work placement and supporting policy	Person Responsible
5.6.1	Student absences while on Placement: Students must contact their host organisation and placement team at least an hour before their shift starts to let them know that they will not be attending.	Placement Team
5.6.2	Students should make the placement team immediately aware of any issue while on placement which impacts their wellbeing. These could include bullying, intimidation, unsafe work environment or practices. The placement team will raise the concerns with the lead	Placement Team Teaching Department

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	<p>educator and placement manager to determine whether it is acceptable to pause the placement while the issues are investigated.</p> <p>Student Grievances while on placement can also be referred to the Feedback Procedure (Compliments and Complaints), where applicable.</p>	
5.6.3	<p>Students must abide by the Student Code of Conduct while on placement. Students can have their placement terminated or paused if found to be under the influence of alcohol or drugs, exercising unprofessional behaviour which puts clients/patients/residents/or other staff at risk, students operating outside their scope, or a host organisation alleges that the student has been involved in a serious incident.</p> <p>The placement team will raise any concerns with the lead educator and placement manager to determine whether it is acceptable to pause the placement while the issues are investigated if any are raised by the host organisation.</p>	Placement Team Teaching Department
5.7	State of Emergency and Government Directions	
5.7.1	If a State of Emergency is called or government directions issued for the State of Victoria, BKI will adhere to advice by the Department of Education and relevant government authorities.	Placement Team Chief Experience and Growth
5.7	Work Cover/Insurance Claims due to Injury sustained on placement	
5.7.1	Establish any entitlement to compensation (e.g., WorkCover Insurance Policy), if a student is injured during a placement.	OH&S Manager
5.7.2	<p>Any student or host organisation wishing to make a WorkCover claim under the WorkCover Insurance Policy should process the same through BKI Work Health and Safety.</p> <p>The student should approach the placement team/teaching department placement representative and express the need to complete a claim. The responsibility of forwarding the claim paperwork to WH&S will lie with the placement team.</p>	Student / Host Organisation Placement Team

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5.7.3	<p>In the case of the student sustaining an injury during placement, the student will need to complete and sign a Worker's Injury Claim Form with the assistance of the host organisation, and the placement team if required.</p> <p>NOTE: The Workers Injury Claim Form (a form for injured workers to lodge a work injury claim) and Employer Injury Claim Report (a form to provide details on an employer injury claim report for Worksafe. This report can be used to lodge a workers compensation claim) are available from the Worksafe Victoria Website https://www.worksafe.vic.gov.au/ .</p>	Student
5.7.4	<p>Receive, complete and sign the Worker's Injury Claim form.</p> <p>Gallagher Bassett Services Workers Compensation Vic Pty Ltd Locked Bag 3570 GPO Melbourne Vic 3001 Ph: 03 9279 9000 Toll Free: 1800 774 377 E: wcv@gbtpa.com.au</p>	OHS Manager & Teaching Department in consultation with Host Organisation
5.7.5	<p>The host organisation is required to complete, sign and date an Employer Injury Claim Report in full. The form then needs to be forwarded with the Workers Injury Claim Form (completed by the student) and any accompanying medical certificates or accounts, to the OH&S Manager.</p>	Host Organisation
5.7.6	<p>Any student injuries during a practical placement are to be noted by BKI placement team or placement representatives. Injuries should be documented in ESS and any records forwarded regarding the injury maintained confidentially as per privacy requirements.</p> <p>Repeated student injuries in a particular host organisation would warrant review by BKI regarding the suitability of the host organisation as a practical placement provider.</p>	Placement Team

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5.7.7	<p>The OH&S Manager is required to forward all original documentation including all forms, medical accounts etc., except the Practical Placement Agreement which is retained by the Institute and a certified copy of the agreement is supplied to Work Health and Safety.</p> <p>NOTE: it is mandatory that the Institute forwards these forms to Gallagher Bassett Services within 10 days of receiving the forms from the Host Organisation.</p>	OH&S Manager
5.7.8	Retain a copy of all documents in Practical Placement WorkCover file.	OH&S Manager
5.8	Escalation process RE: reporting of harm to animal, children or other	
5.8.1	<p>Student discloses information from their placement experience which indicates a child, animal or other needs to be protected from harm. This information may relate to:</p> <ul style="list-style-type: none"> • Circumstances which pose a risk to the health, safety or wellbeing • Incidents, suspicion or disclosures of child abuse • Physical injury, assault • Sexual abuse, sexualised behaviours, assault • Serious incidents • Circumstances which pose a risk to the health, safety or wellbeing or animals, children, or others • Animal cruelty, neglect, mishandling. <p>Any other incident deemed serious, requiring BKI or authority intervention.</p>	Student
5.8.2	<p>The placement team are to inform students that the information disclosed by them may be used to make a report to relevant authorities, particularly if safety concerns.</p> <p>Students will be asked to provide their consent to BKI passing on their details to relevant authorities.</p> <p>There are circumstances where BKI has a legislative obligation to report to relevant authorities. e.g., alleged criminal behaviour, this is explained to the student concerned.</p>	Placement Team and Manager

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5.8.3	The placement team will discuss alleged information with student. The placement team will record as many details as possible including but not limited to: alleged victim, perpetrator, other witnesses, time of alleged offence, location, context of situation and what is being alleged etc. The placement team is to record the student wishes of what they want to do, and the outcome they want. The placement team escalate the information to the placement manager as soon as possible, and the placement manager will inform relevant delivery Director and Executive where appropriate.	Placement Team
5.8.4	For a disclosure, suspicion or incident of child abuse (including reportable conduct) refer first to the Four Critical Actions Chart , and the Child Safe Toolkit , for Child Safety Officer or secondary contacts.	Placement Manager Child Safety Officer
5.8.5	If any person has been injured, and medical intervention required, refer to Health, Safety and Wellbeing reporting requirements and the incident/hazard response. If incident occurs at a non-TAFE workplace, encourage the student to report via the placement host workplace OH&S. For advice, refer to our Health Safety and Wellbeing Health, Safety and Wellbeing team and/or Worksafe https://www.worksafe.vic.gov.au/	Placement Team HSW Officer
5.8.6	Legal to provide advice about further steps if reporting requirements unclear, or an exceptional situation.	Legal
	<p>External Reporting as required may include:</p> <p>RSPCA – to report animal cruelty: https://rspcavic.org/services/inspectorate/report-cruelty/#::~:~:text=Report%20animal%20cruelty&text=If%20you%20believe%20an%20animal's,cruelty%20offence%20has%20been%20committed.</p> <p>The Commission for Children and Young People (CCYP) seek advice from the Child Safety Officer or secondary contacts in the Child Safe Toolkit https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/</p>	Placement Team Teaching Department Child Safety Officer

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Step	Action	Person Responsible
5.8	Post-Placement	
5.8.1	Send an email to the placement provider thanking them for their time, effort and expertise, and requesting they complete a post-placement survey.	Placement Team
5.8.2	<p>Send an email with a post-placement survey to the student.</p> <p>If any issues are found from these surveys, such as unsafe work environments, bullying, intimidation, any current placements may be paused at that host organisation while an investigation takes place.</p> <p>Placement team to check with the lead educator and placement manager to determine whether it is acceptable to pause the placement while the issues are investigated.</p>	Placement Team Student Manager Placements Teaching Department
5.8.2	<p>Teachers are to review the Logbooks to ensure all appropriate documentation, assessment requirements and mandatory hours have been met prior to placement sign-off.</p> <p>Signs and dates Logbook after review.</p>	Teaching Department
5.8.3	<p>Teaching administration staff are to:</p> <ul style="list-style-type: none"> Audit the placement records including learning and/or assessment objectives (e.g., logbook/diary), accident reports and the results of assessments undertaken during practical placements to ensure they are present, signed and dated. File the physical and scanned copies in the relevant teaching department's files as per the requirements of BKI's Records Management Policy. 	Teaching Department
5.8.4	<p>If there are further placement requirements for the course, the Logbook may be returned to the student for use in additional placements before being scanned and filed.</p> <p>If a Logbook is returned to a student due to multiple placement requirements. It is the responsibility of the student to ensure the Logbook is not damaged or lost.</p> <p>In the event that a Logbook is lost or damaged it is expected that the student will inform their teaching department and discuss alternative arrangements.</p>	Teaching Department

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5.8.5	The teacher is required to conduct an exit interview with the student at the time of logbook submission. If any issues or grievances are raised by the student during the exit interview these will be documented, and any action required taken as appropriate.	Teaching Department
5.9	Continuous Improvement	
5.9.1	The placement manager collates the Student and Host Survey results and provides feedback to Teaching Department to improve course offerings, practices, and processes.	Placement Manager
5.9.2	The placement team ensure placement providers are reviewed each year taking into consideration feedback provided by students and teachers as well as records of incidents and non-compliance maintained from previous placements.	Placement Team
5.10	Records Management	Person Responsible
5.10.1	The placement records and evidence are stored and retained as per the Records Management Policy and the Academic Records Management procedure, for the period outlined in the Record Retention Table.	Placemen Team Teaching Department

6.0 Roles and Responsibilities

Role	Responsibilities
Placement Team	<ul style="list-style-type: none"> Sourcing and allocation of student placements Attendance and presentation at Placement Orientation sessions with classes Entering of student placement details into “In Place” system

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	<ul style="list-style-type: none"> • Signing of Practical Placement Agreements with some host organisations (dependent on placement requirements.) • Communication with Host Organisation while Student on placement • Ensuring that Student and Host Organisation feedback is addressed via continuous improvement opportunities • Ensure that the student has the necessary information and collate and verify the required documents provided to enable them to undertake the placement. (i.e., Working with Children Check or vaccinations where required) • Communication with students while on placement
Placement Manager	Leads the placement team across Bendigo TAFE and Kangan Institute to ensure that placement requirements are met for all students.
Teaching Department Representative	<ul style="list-style-type: none"> • Review of placement capabilities/competencies addressed during placement • Provide Logbook to student • Scanning and recording of Logbook details • Visit to student while on placement for assessment purposes.
Student Support	Support students with any wellbeing related issues and undertake or coordinate student check ins while they are on placement.
Host Organisation	<ul style="list-style-type: none"> • Sign Practical Placement Agreement • Provide the student with opportunities, tasks and duties that will enable them to learn and demonstrate agreed capabilities/competencies • Ensure that students understand all safety and responsibilities for themselves and other staff and clients/patients whilst on placements.
Director Teaching Department	<ul style="list-style-type: none"> • Sign Overarching Agreement (if applicable) for all placements in their specific industry • Ensure host organisations are providing students with opportunities to learn the skills and capabilities required, through collaboratively discussion student feedback with lead educators and education managers • Ensuring that student and host organisation feedback is addressed via continuous improvement opportunities.
Student	<ul style="list-style-type: none"> • Behave according to BKI Student Code of Conduct and host organisation policies and procedures whilst on placement • Attend placement and practice skills and duties as advised, to gain capability and demonstrate competency • Students must source their own placement if they refuse or are unable to attend the placement that BKI has provided.

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7.0 Definitions

Word/Term	Definition
Agreement	The agreements specified in the Practical Placement Agreement Form
Industry Placement Co-ordinator	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	BKI staff member responsible for supporting the administration and coordination of practical placements.
Course	Course refers to either a nationally recognised qualification or an accredited course.
Delegated Party	The person who has the authority to sign practical placement agreements on behalf of BKI. The Placement Team will be able to sign the practical placement agreements; however certain health agreements require the delegated party signing the agreement to be qualified in the area that they are contracting for. For example, a delegated party signing an agreement for nursing placements is expected to have a qualification in health.
ETRA	<i>Education and Training Reform Act 2006 (Vic).</i>
Host Organisation	A person, workplace, firm or corporation providing an approved practical placement program for BKI Students.
In-Place	Third party placement software.
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 (ETRA)</i> .

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<p>Post-secondary Student</p>	<p>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).</p>
<p>Prescribed</p>	<p>Prescribed by BKI or any educational authority controlling the curriculum for courses of study at BKI.</p>
<p>Practical Placement</p>	<p>Experience undertaken by a post-secondary student with a host organisation under an arrangement entered into between the Host Organisation and a RTO pursuant to section 5.4.14 of ETRA.</p> <p>Undertaken by BKI students and intended to develop job-related skills in particular post-secondary course. They vary widely in duration and content from course to course. May also refer to work placement or field placement, however the regulatory framework for VET Students is governed by the practical placement requirements determined by the Department of Education and Training. There may be specific training packages, licensing or registration requirements, (e.g. Nursing and Early Childhood Education and Care) that mandate practical placement to ensure compulsory demonstration of competency in a work place setting. Regulatory bodies may also nominate minimum hours, specific work environments, etc.</p> <p>A structured program for enrolled students conducted in accordance with:</p> <ul style="list-style-type: none"> a) Curriculum requirements; and b) The provisions of these procedures. <p>Programs are conducted at the premises of a host organisation.</p> <p>Practical placements can be conducted at BKI where the institute acts as the host organisation.</p>
<p>Logbook</p>	<p>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.</p> <p>Logbook tasks include work observation, work experience and assessment of practical skills.</p>

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<p>Practical Placement Agreement</p>	<p>Written agreement signed by student, host organisation and BKI representative to specify the hours of placement and activate insurance cover.</p> <p>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.</p>
<p>Practical Placement Guidelines</p>	<p>(See Attachment 1) Designed to assist registered training organisations in administering practical placements for students. These guidelines also provide information on the policy and legislative contexts for practical placements, information for registered training organisations, Host organisations and students, and model documents for use by registered training organisations.</p>
<p>Structured Workplace Learning (SWL)</p>	<p>Undertaken by students aged 15 years and over who are enrolled in a VET course and provides Students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of the VCAL.</p>
<p>Training and Assessment Strategy (TAS)</p>	<p>The document or documents created by the training provider which details the training provider's plan to deliver training and assessment of a particular course, and for each cohort within that course, as described in Clause 5 of Schedule 1 of the VET Funding Contract.</p>
<p>Work experience</p>	<p>Undertaken by Students aged 14 years and over and involves short placements which are part of a student's 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.</p>
<p>Working with Children Clearance</p>	<p>An Australian background check requirement, assessing the criminal record of those working or volunteering in child-related work.</p>

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8.0 Related Documents

Document Name
Practical Placement Agreement Form
Addendum- Practical Placement Variation of Dates Form
Health Practical Placement Agreement Form
Workplace Assessment Agreement Form
Overarching Agreement Template
OH&S Site Inspection Checklist
Student Expectations Form
Stat Dec General for all Health Courses
Stat Dec International Student for all Health Courses
Student Immunisation Form
Special Consideration form
Student Declined Placement Form
Student COVID-19 Declaration
COVID-19 Risk Assessment form
Child Safe Standards Risk Assessments
DET Child Safe Standards and Workplace Learning for Employer's Fact Sheet

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9.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.1	02/06/2020	Manager Placements	Updates to the definitions and removal of references to the VCE/Updates to the responsibilities.	Manager Academic Governance & Quality
1.2	09/11/2021	Manager Placements	Updates to the roles and responsibilities- addition of head agreements and new details around who must sign these agreements- Addendum.	Chief Experience and Growth Officer

10.0 Document Custodian and Approval Authority

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Manager Placements	Chief Experience and Growth Officer	09/11/2021	09/11/2021	09/11/2023

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