

Purpose

This Policy and Procedure ensures that Work Placements are conducted safely, meet the requirements of relevant Training Packages, and comply with the Standards for RTOs 2025. It applies to all students enrolled in programs with a mandatory placement component and to staff responsible for placement management and supervision. Work placements are designed to support students in acquiring practical skills in real workplace environments and to prepare them for workforce entry, including meeting professional accreditation requirements.

This policy also ensures compliance with the ESOS Act 2000, the National Code 2018, Work Health and Safety (WHS) legislation, and relevant anti-discrimination and privacy requirements.

Scope

This policy applies to all students enrolled at Lead College, including:

- International students studying on a student visa (subject to ESOS Act 2000 and the National Code 2018),
- Domestic students, including those under Smart and Skilled subsidised programs.

It also applies to all staff and contractors involved in the delivery, support, administration, and management of training and education services at Lead College. It ensures consistent application of responsibilities, standards, and procedures across all operations.

This policy covers all aspects of placement planning, approval, monitoring, assessment, incident management, and continuous improvement.

Definitions

- **SRTOs**– The Standards for Registered Training Organisations, applicable to domestic training delivery and regulation.
- **ASQA**: [Australian Skills Quality Authority](#)
- **RTO**-Registered Training Organisation
- **International student**: Not an Australian or New Zealand citizen, or a permanent resident of Australia, and who is studying in Australia on a student visa issued by the Department of Home Affairs (DHA)
- **Domestic Student**: An Australian citizen, an Australian permanent resident, a New Zealand citizen, or a holder of a visa that entitles them to study in Australia without requiring a student visa.
- **National Code**: the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- **NVR Act**: the [National Vocational Education and Training Regulator Act 2011](#)
- **Trainer**: a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs
- **PRISMS**: Provider Registration and International Student Management System

- **Placement:** Placement means a subject, subject component or other work integrated learning activity, required as part of a subject or program of study (including an elective subject), that gives students unpaid practical experience (as per the Fair Work Act 2009) in the application of theoretical concepts and knowledge in a workplace environment.
- **Placement Coordinator/Officer** – Lead College staff responsible for arranging, monitoring, and supporting student placements.
- **Placement Agreement** – Formal written agreement between Lead College, the student, and the host employer outlining responsibilities, insurance, tasks, and compliance obligations.
- **Host Employer** means the organisation at which a student's placement is undertaken, and may include a business, government agency, primary or secondary school, early childhood setting, community organisation, not-for-profit, or volunteer organisation in Australia
- **Unpaid worker** A person who is not considered an employee if they are undertaking a vocational placement that is part of an authorised education or training course, and there is no entitlement to pay
- **WHS** – Work Health and Safety legislation applicable in the relevant state or territory.
- **Critical Incident** – Any event causing injury, illness, hazard, near-miss, or non-compliance that occurs during placement.
- **Privacy Compliance** – all student and host employer information collected for placement must be managed in accordance with the Privacy Act 1988.

Policy Statement

Eligibility

The student on work placement is regarded as unpaid workers. As work placement is undertaken in high-risk industries with vulnerable people, students are required to complete certain unit(s) of competency to participate in the work placement. Students are only eligible to participate if they acquire the prescribed skills, knowledge, and attitude to ensure the safety and wellbeing of the clients.

This applies to both domestic and international students. If students are planned to participate in work placement but are not deemed ready to do so, they will be interviewed, and a supplementary course of action will apply. This may include, but is not limited to, reassessment, repeating the appropriate unit(s) of competency, and/or discussions about the suitability of the course.

If for any reason, a student is unable to meet the host employer's requirements, they must notify the Work Placement Officer immediately for intervention strategies. The delay may affect the student's ability to complete the qualification within the course duration specified in the Confirmation of Enrolment (CoE) for international students or within Smart and Skilled timelines for domestic students.

Students may not commence placement until all eligibility, pre-requisites, and safety requirements are met.

Pre-requisites may include:

- National Police Check
- Working with Children Check
- Covid-19 Vaccine
- Resume
- Flu Vaccination
- First Aid and CPR
- Signed Work Placement Agreement
- Other training such as Infection Control and Hand Hygiene
- Any additional WHS, immunisation, or professional accreditation requirements mandated by the host employer.

Using Student's Own Employer

Domestic and international students may complete their work placement at their current workplace if it meets Lead College's Employer Suitability Criteria. The site must be approved by the College and formalised through a Memorandum of Understanding (MoU).

Relevant work experience may count towards placement requirements if supported by evidence such as a job description, payslips, timesheets, supervisor declaration, and third-party reports. The workplace must offer access to appropriate tasks, supervision, and a safe environment aligned with unit competencies.

All evidence is reviewed by the Work Placement Officer, and placement is only approved if it ensures training and assessment outcomes are met.

Lead College may conduct a risk assessment to ensure WHS compliance and suitability of the student's own workplace.

The College ensures insurance coverage applies while the student is at their own workplace.

General Requirements and Behaviour

This section remains unchanged and applies equally to domestic and international students, including:

- a. Be enrolled in their course and relevant placement subject and meet all program and prerequisite requirements.
- b. Follow the Student Code of Conduct and maintain professional behaviour.
- c. Respect the host organisation's property and comply with all safety, legal, and organisational requirements.
- d. Attend on time (15 minutes early), complete 8 hours daily, and carry Lead College ID.
- e. Notify the College and host organisation of any absences or placement concerns.
- f. Participate in required health and safety inductions and follow all instructions.
- g. Communicate regularly with the placement support officer and report progress, issues, or incidents immediately.

- h. Pay for any placement-related expenses (e.g., travel, accommodation, uniforms, missed placement penalties).
- i. Request permission for any tasks outside the agreed scope and consult the placement coordinator before withdrawing.
- j. Students must comply with anti-discrimination and workplace equity requirements and report any inappropriate behaviour immediately.
- k. Failure to comply with these requirements may result in penalties, including disqualification from placement.

Note: Non-attendance or failure to meet placement readiness criteria may result in penalties or disqualification, regardless of student type. The policy should be reviewed in conjunction with Work Placement Manual in order to understand the student conduct and penalties applied.

Financial Responsibilities

Both international and domestic students are responsible for any expenses associated with placement, including:

- Travel and accommodation
- Uniform or dress code
- Vaccination or health compliance
- Placement rebooking (if missed)
- Any required insurances (where applicable)
- Lead College may provide guidance on OSHC, accident, or liability insurance for international students.

Disqualification Process

If a student (domestic or international) fails to meet eligibility requirements:

1. First Warning: 5-day response timeframe
2. Second Warning: additional 5-day response timeframe
3. Intention to Cancel (ITR): 20 working days to respond, failing which enrolment may be cancelled without further notice.

For international students, any cancellation or suspension may trigger reporting obligations to DHA/PRISMS as per the National Code 2018.

Incident Reporting

All incidents, injuries, hazards, or near-misses occurring during a work placement must be reported immediately to both the Lead College Placement Coordinator/officer and the host organisation supervisor. Students are required to complete the official Critical Incident Report Form leadcollege.edu.au/incident-injury-report-form/ without delay.

- Lead College provides personal accident cover for all enrolled students while they are participating in college-approved activities, including work placements, and while travelling directly to and from these activities.
- This cover offers limited financial assistance for accidental injuries that occur during authorised study or training activities. Students are still responsible for maintaining their own personal health insurance to cover medical expenses not included under this policy.
- International students must maintain valid Overseas Student Health Cover (OSHC) as required by their visa.
- Lead College may, at its discretion, provide limited support for non-Medicare or out-of-pocket expenses, which will be assessed on a case-by-case basis.
- Students and host employers must comply with WHS legislation, and incidents must be documented in line with legal and audit requirements.
- Lead College staff must monitor placement compliance and escalate any serious incidents immediately.
- International student enrolment-related reporting to DHA/PRISMS will be undertaken in compliance with the ESOS Act and National Code obligations if placement non-compliance impacts course progress.
- Placement reports, incident forms, and risk assessments are securely stored and retained in line with Lead College recordkeeping policies.
- Data from reporting is analysed annually to identify systemic issues, trends, and compliance gaps, and recommendations are made to the CEO for policy or procedure updates.

Students are strongly advised to review their insurance policies to ensure adequate coverage.

Monitoring and Continuous Improvement

- Lead College regularly monitors work placements to ensure compliance with training package requirements, WHS, and host employer obligations.
- Placement Coordinators conduct periodic check-ins with students and host employers to confirm that tasks, supervision, and safety requirements are being met.
- Feedback is collected from students, trainers, and host employers at the end of each placement to identify areas for improvement.
- Trends, risks, and incidents are analysed and used to inform updates to the Work Placement Manual, TAS, and placement procedures.
- All improvements and outcomes are recorded in the Continuous Improvement Register to ensure accountability and evidence of quality management.

Reporting and Compliance

- All incidents, accidents, or near-misses during placement must be reported immediately to the Placement Coordinator and host employer.
- Placement Coordinators are responsible for reporting critical incidents to the College management team and, where required, to regulatory bodies (e.g., ASQA, DHA/PRISMS for international students).

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Document Control

Version	2.2
Document Name	Work Placement Policy
Quality Area	Training and Assessment
Review Date	June 2027
Reviewed by	Director of Operations
Approved By	Chief Executive Officer
Regulations and Legislations	National Code 2018, Education Services for Overseas Students Act 2000
Standards for RTOs	SRTO
Smart and Skilled Operating Guidelines 2025	Work Health and Safety (WHS) legislation – relevant state/territory-based laws for workplace safety Privacy Act 1988 Anti-discrimination and equal opportunity legislation Fair Work Act 2009