

Work Placement Policy and Procedures – Job Training Institute (JTI)

A. Purpose

This policy ensures that Job Training Institute Pty Ltd (JTI) manages work placements in a fair, safe, structured and compliant manner. Work placement is a mandatory assessment requirement for specific qualifications where workplace performance is required as a condition of competency. This policy safeguards students, host organisations and JTI, and ensures assessment evidence is valid, sufficient, authentic and current.

This policy aligns with the Standards for RTOs 2025, ASQA Outcome Standards, ESOS Act and Regulations, and the National Code of Practice 2018.

B. Scope

This policy applies to:

- All JTI students (domestic and CRICOS) enrolled in qualifications with mandatory work placement requirements.
- All JTI staff including trainers, assessors, placement coordinators and compliance staff.
- All host facilities and third-party providers offering structured workplace learning.

C. Policy Statement

JTI supports students to access suitable work placement opportunities considering course requirements, student location and host availability.

All placements are governed by a written Work Placement Agreement and Suitability Checklist completed prior to placement commencement.

JTI maintains appropriate insurance cover for students while on placement.

Students must meet all host facility entry requirements including police checks, Working with Children Check, immunisations and any other regulatory requirements.

Students receive pre-placement induction and must sign required placement agreements and conditions.

Placement supervision, monitoring and assessment are conducted in accordance with training package and TAS requirements.

Student progress, wellbeing, safety and conduct are monitored throughout placement.

All placement records form part of the student assessment and compliance file.

D. Procedures

D.1 Placement Arrangements

Students apply for work placement through their trainer or placement coordinator.

JTI assists students to identify suitable placements; however, final placement allocation depends on host facility availability and suitability.

Students must ensure personal availability aligns with host facility rosters and required placement hours.

Placements commence only after all compliance documentation is verified and approved.

D.2 Pre-Placement Requirements

Trainers and the Placement Coordinator conduct placement induction covering:

- Required placement hours
- Expected conduct and professionalism
- WHS and safety obligations
- Reporting and assessment requirements

Students must submit all required compliance documents, including police checks, WWCC, immunisations and host-specific requirements.

All documents are verified and recorded prior to placement approval.

D.3 Insurance and Safety

JTI provides appropriate insurance coverage for students on placement.

Any incidents must be reported immediately to the host supervisor and JTI Placement Coordinator and Trainer.

An Incident Report is completed, signed and retained in the student file.

Incidents are reviewed and corrective actions implemented where required.

D.4 Monitoring and Support

The Placement Coordinator and trainers monitor attendance, progress, wellbeing and conduct.

Trainers conduct workplace visits and/or structured student interviews.

The Work Placement Visit / Interview Form is completed and assessed against observation and interview criteria.

Concerns are addressed promptly through consultation, support or placement adjustments where required.

D.5 Assessment and Documentation

The Work Placement Agreement and Suitability Checklist is done by Host facility and JTI.

Students are issued a Work Placement Book, Third-Party Report, and Host supervisors verify workplace tasks.

JTI assessors conduct observations and interviews.

Assessment evidence includes completed placement books, third-party reports, signed agreements, visit forms and theory assessments.

D.6 During Work Placement – Monitoring and Evidence Collection

Students must attend placement as per the required hours and host rosters.

Students perform workplace tasks outlined in assessment tools and follow host policies and WHS requirements.

Host supervisors provide day-to-day supervision.

JTI trainers maintain regular contact with students and host supervisors.

Evidence collected includes task sign-offs, attendance logs, supervisor feedback and incident reports.

All concerns are documented and managed in consultation with the host facility.

D.7 Workplace Visits, Interviews and Assessment Activities

Trainers/assessors conduct workplace visits and/or structured interviews.

Assessors observe tasks where possible, confirm authenticity of evidence and consult supervisors.

The Work Placement Visit / Interview Form is completed and stored.

Third-party evidence and questioning may supplement assessment where required by the TAS.

D.8 After Completion of Work Placement – Final Evidence Review

Students submit all placement documentation upon completion.

Competency decisions are made only after all required hours and tasks are completed.

Additional evidence or reassessment is provided where gaps are identified.

Final outcomes are recorded in VETtrak and subject to validation and QA review.

D.9 Evidence Storage and Compliance Assurance

All placement evidence is stored securely in the student file.

Records include placement books, third-party reports, visit forms, hour logs and incident reports.

Records are retained in line with ESOS Act requirements and JTI Recordkeeping Policy.

Evidence is available for ASQA, Skills First and internal audits.

E. Responsibilities

Student – Meet placement requirements, attend placement, follow safety procedures and complete documentation.

Trainer/Assessor – Prepare students, conduct assessments, monitor progress and provide support.

Placement Coordinator – Secure placements, verify documents, liaise with hosts and monitor progress.

Host Supervisor – Supervise students, verify tasks, ensure safety and report incidents.

Compliance Manager – Ensure placement processes comply with ASQA and ESOS requirements.

F. Recordkeeping

All placement documentation is securely stored in the student file.

Records are retained for at least two (2) years after an overseas student ceases enrolment, and longer where required under JTI policy.

Placement hours are accurately recorded in VETtrak.

G. Continuous Improvement

Placement outcomes, student feedback and host feedback are reviewed annually at management meetings.

Corrective and improvement actions are documented in the Continuous Improvement Register.

D.10 Generic Work Placement Process (All Applicable Qualifications)

Work placement is a mandatory component of selected qualifications where workplace performance is required as a condition of competency. Work placement provides learners with the opportunity to apply skills and knowledge in real workplace settings relevant to their course of study.

Work placement may only be undertaken in approved organisations that have a current Work Placement Agreement in place with Job Training Institute Pty Ltd (JTI). Placement hours may be accumulated across units that require mandatory workplace evidence, in accordance with the Training Package assessment conditions and the Training and Assessment Strategy (TAS).

JTI supports flexible scheduling of work placement to assist learners to balance study, employment and personal commitments, provided that all assessment conditions, supervision requirements and workplace obligations are maintained. Completion of placement activities is monitored and documented through approved logbooks and third-party verification to ensure authenticity and compliance.

Learner Readiness for Work Placement

Before commencing work placement, JTI confirms that learners are ready to participate safely and effectively in the workplace. This includes:

- Completion of required pre-placement learning activities and simulated tasks
- Confirmation of foundational knowledge and skills required for safe workplace participation
- Completion of practical manual handling and simulation-based training
- Completion of prerequisite learning activities as recommended by trainers
- Completion of First Aid and CPR certification where required by the host organisation
- Provision of current Police Check
- Compliance with vaccination, screening and regulatory requirements as specified by the host organisation

Host Organisation Suitability

JTI undertakes a suitability review of each host organisation prior to placement approval to ensure:

- A safe and compliant workplace environment
- Appropriate equipment, resources and facilities
- Compliance with legislative, regulatory and WHS requirements
- Capacity to provide supervision and learning opportunities aligned to unit requirements

Work Placement Arrangements

Prior to placement commencement, JTI:

- Confirms a current Work Placement Agreement with the host organisation outlining roles, responsibilities, supervision and assessment requirements
- Provides learners with a Work Placement Logbook detailing required tasks, hour recording and supervisor verification
- Advises host organisations of scheduled and potential additional assessor visits
- Confirms workplace resources required for assessment are available

Assessment and Monitoring During Placement

During placement:

- Learners undertake workplace tasks aligned to unit requirements
- Learners apply safe work practices, duty of care and workplace policies
- Learners maintain a Work Placement Logbook recording tasks and hours
- Workplace supervisors verify participation, provide feedback and sign logbook entries

JTI Assessors:

- Conduct workplace assessment visits as scheduled in the Delivery and Assessment Plan
- Maintain regular contact with learners and host organisations
- Conduct additional visits where further evidence, learner support or risk management is required

Evidence Collection

Evidence collected during placement may include:

- Direct assessor observation (on-site or approved remote methods)
- Third-party supervisor verification and feedback
- Completed and verified logbook entries
- Completed workplace tasks and portfolios
- Supplementary evidence to confirm consistent performance

Workplace supervisors act as third-party evidence providers, confirming consistent and appropriate performance in the workplace.

Post-Placement Review and Follow-Up

At the conclusion of work placement:

- Trainers/Assessors provide structured feedback to learners

- Feedback is obtained from host organisations using approved forms
- Any identified gaps in evidence or performance are addressed through additional evidence, targeted support or further assessment activities where required