

Work Placement

Procedure to obtain and organise placements

FIND PLACEMENTS	<ol style="list-style-type: none"> 1. Letter (Host Organisation Request form) requesting placement sent to organisations to obtain confirmation of a set number of placement positions. 2. Form to be completed by the organisation and returned to Cire in a pre-paid envelopes provided by Cire Training.
ENROL STUDENTS	<ol style="list-style-type: none"> 3. Students are informed of individual course work placement and structured workplace learning (SWL) requirements in advertising, course information brochures and pre enrolment interviews. 4. Students enrol. 5. Ensure sufficient placement spaces for the number of students, if not, ASAP contact centres to confirm placement positions.
ALLOCATE PLACEMENTS	<ol style="list-style-type: none"> 6. Student allocated a placement from the database. 7. Data base to be updated with student names, dates against the Service.
PREPARE DOCUMENTS	<p>Placement pack (Placement Letter and three copies of the Practical Placement Agreement) prepared individually for each student. For SWL the Department of Education Structured Workplace Learning Arrangement Form must be used.</p> <ol style="list-style-type: none"> 8. Placement Letter filled out electronically with student, course, details and placement information and printed. 9. Practical Placement Agreement form prepared electronically with details. For SWL the Department of Education Structured Workplace Learning Arrangement Form must be used. 10. Print – one copy for the host organisation, one copy for the student, one copy for Cire Services.
ISSUE	<ol style="list-style-type: none"> 11. Placement pack provided to student with instruction to telephone the Service to make an appointment to meet Manager/Coordinator to introduce themselves, have documents signed and orientation to the service
FILE	<ol style="list-style-type: none"> 12. Student to return signed Cire copy of <i>the Agreement</i> to Cire Training PRIOR to commencing the placement.
WORKPLACEMENT DELIVERY	<ol style="list-style-type: none"> 13. Student use the Placement Manual/Structured Workplace Learning Logbook as the tool for Record of Attendance, Activities completed and Evidence gathered for the placement activities. For some qualifications, there may be other additional supporting tools. 14. Students are required to negotiate with their Trainer/Assessor and Workplace Supervisor an appropriate time for the Assessor to complete the on-site work placement visits and assessment. 15. Upon completion of the placement Cire Training will send a work placement finalisation letter to the Host organisation, letter to include thank you for hosting, request to complete and return employer satisfaction survey along and request to continue partnership with Cire Training for future students. 16. Only the authorised trainer/assessor may sign off on the workplace assessment. 17. Trainer/Assessors are to request a time to meet with the Host Employer to complete the feedback survey.

- The student is responsible for working in conjunction with Cire Training in the facilitation of their work placement and ensuring that:
 - It is commenced no later than the mid-point of the course, unless otherwise advised by the trainer
 - Work placement is completed and assessed by the due date of the last theory assignment.
- Students must obtain at own expense relevant compliance documents including Working with Children Check, and Police Check prior to commencing work placement. This requirement only applies to students over 18.
- Originals (or verified copies)of work placement documentation are to be kept in students' files.
- Students may not commence placement until it has been approved by the Trainer /Assessor, or Training Manager and all documentation has been signed by all parties.
- All students will have a Practical Placement Agreement signed by: the host organisation supervisor, the student and a Cire Training's authorised staff member. For SWL the Department of Education **Structured Workplace Learning Arrangement Form** must be used.
- During the placement, it is the responsibility of the Trainer/Assessor to maintain contact with the student and work placement supervisor, in order to ensure students and work placement organisation are supported and any potential problems are addressed. Escalated problems should be referred to the Training Manager. All contact is to be documented on the student tracking sheet.
- Students are responsible for their placement manual. Students should not leave their manuals at work placements and must provide their manual upon request.

Related Documents

All documents are stored at: G drive\Quality\Policies and Procedures.

The Placement Manuals and other assessment documents are located in relevant course folders in G Drive:

- Host Organisation Request form.
- Placement Letter.
- Practical Placement Agreement/ Structured Workplace Learning Arrangement Form.
- Work Placement Policy and Procedure.

Area of Compliance

Standards for Registered Training Organisations 2015

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:



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Operative Date

May 2019

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Review Date

November 2023