

# Work Placement

## Objective

- To ensure that Cire Training meets the Work Placement requirements of Training Packages on its Scope of Registration.
- To ensure that Cire Training provides appropriate Structured Workplace Learning opportunities for our Cire School VET students and for other VET in the VCE undertaking training with us.
- To enable Cire Training to facilitate the provision of quality work placement and structured workplace learning opportunities.
- To ensure clear information is given to stake holders about work placement and structured workplace learning requirements, roles and responsibilities.

## Scope

- Trainers and assessors
- Students
- Industry partners
- Work placement organisations
- RTO Training Manager

## Policy

- Cire Training will develop and continuously improve the quality of information and information systems to all stakeholders.
- It is the responsibility of the Senior Manager, Training and RTO Manager to inform all stakeholders including Trainers/Assessors, students and host organisations of Cire Training's procedures, expectations, rights and responsibilities for provision of, and participation in Work Placement and structured workplace learning (SWL).
- Written information will be provided to stakeholders in the Student Handbook, and Student and Employer Work Placement Packs.
- The quality of Work Placement and SWL will be monitored through regular contact with both Student and Employer, workplace visits and via student feedback, work placement organisation feedback, and the AQTF Learner and Employer Surveys.

## Definitions

N/A

## Related Documents

- Work Placement Procedure
- Consideration for placement letter (to work placement organisations)
- Acceptance of student placement letter and companion documents
- Acknowledgement and confirmation letter of work placement for work placement
- Work Placement finalisation letter
- Student Work Placement Pack
- Placement Information Pack

- Student Placement Tracking Sheet

## Related Legislation

- Education and Training Reform Act 2006

## Area of Compliance

- Standards for Registered Training Organisations 2015 Clause 1.1, 1.4

## Organisational Area

Cire Training and Community Hubs

## Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'AS'.

Date: October 2021

## Operative Date

May 2019

Updated October 2021

## Review Date

October 2023