

1. Policy

This policy/procedure ensures any courses considered for vocational placement are delivered to ensure that the vocational placements are managed in a manner which benefits the student and minimises risk to the student, host employer and Orange College (OC).

Vocational placements form part of the structured learning and assessment process. OC ensures placements are organised where suitable arrangements for student supervision, assessment, and risk management are in place. This includes documented strategies to identify and manage risks associated with student participation in vocational placements, as required under Outcome Standard 1.8(c) of the Standards for Registered Training Organisations 2025 (SRTOs 2025).

In addition to placements arranged by OC, students may nominate a host employer for consideration. OC will assess all host employers to confirm suitability based on access to required facilities, equipment, workplace resources, client interactions (where applicable), and suitably qualified and experienced supervisors.

OC strives to arrange placement opportunities that meet students' availability and location needs, however, placement opportunities may be limited, and students may need to travel or attend placements outside standard hours.

All vocational placement arrangements will be supported by documented agreements between OC and host employers, ensuring clarity of expectations, responsibilities, and compliance with relevant legislation and training package requirements.

The following procedure also ensures compliance with the requirements for Work Based Training in Courses for Overseas Students.

2. Definitions

Vocational Placement: Any structured workplace learning that is part of a written agreement between OC and a host employer/organisation. It includes work observation, work experience and other forms of workplace learning

Host Employer: Workplace providing vocational placement activity

Workplace Supervisor: Employee or owner of host organisation identified as the contact person for student and OC

Vocational Placement Agreement: A Written agreement signed by student, host employer and Orange College to specify the hours of placement and activate insurance cover

Please Note:

Students will complete these vocational placement hours as part of the course duration requirements.

3. Procedure

Vocational placement will be required as part of a course where an appropriate method of training or assessment is through vocational placement in a relevant industry workplace.

- OC will identify the specific units and provide reasons why work-based training is the most appropriate form of delivery and assessment.

- The specific number of vocational placement hours and the specific workplace requirements will be determined and included in the course structure.
- OC will identify vocational placement requirements on course marketing materials. The information will include the required hours of vocational placement.
- All staff involved in the delivery of the course shall also be informed about the vocational placement requirements and their roles and responsibilities involved with vocational placements. This information shall be covered through the staff induction process and through on-going staff meetings.

Sourcing Practical Placements

1. The student is placed with a host employer arranged by OC/ a third party arranged by OC.
2. The student is placed with his/her own existing employer.

OC follows a process for sourcing a Vocational placement position for students in both scenarios as indicated below:

- To generate placements, OC will liaise with industry and seek Expression of Interest to identify potential host employers. This can be done by a third party arranged by OC. Both OC and the third party will be required to enter into an MOU that will outline the responsibilities of both parties. MOU can be prepared by any party, to be agreed by both parties.
- OC, or a third party arranged by OC, will determine suitability of potential host employers, including supervision and occupational health and safety requirements. OC will complete a formal risk assessment for each host employer, identifying hazards and implementing controls before student placements commence.
- Students who tend to use their own employers as placement must apply beforehand at reception using Host Employer- Expression of Interest Form. Please note that the student must have been employed for at least 6 months with that employer. This request must be made at the beginning of the course so that the College can make arrangements to start their placement on time.
- A Practical Placement OHS Checklist aligned to the specific training product and assessment conditions be completed for all host employer workplaces (both arranged by OC and students' employers) prior to the commencement of the Practical / Vocational Placement. The completion of the checklist ensures the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining OH&S standards. OC will assess host employer based on their capacity to provide:
 - Facilities, resources, and equipment appropriate to the training product requirements
 - Access to the number and type of workplace outputs, products, or clients required to meet assessment conditions, as per training product requirements
 - Workplace policies, procedures, and operational practices that support student safety and learning
 - Suitably qualified and experienced supervisors to oversee student tasks

All arrangements for vocational placement, including risk assessments and supervision of students, will be implemented in accordance with SRTOs 2025 Outcome Standard 1.8(c), which requires documented strategies for student participation and work-integrated learning and placements.

- A Vocational/Work Placement Agreement (Tri Party) shall be signed by OC, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, the hours the vocational placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the vocational placement.
- The Vocational/Work Placement Agreement (Tri Party) shall include the requirement for the Host Employer/third party to provide an induction session with all students prior to the commencement of any placement hours.

Prior to Practical Placements

- Students will undertake training within the college environment in theory and practical components of the units linked to placement to be assessed in the vocational placement. This includes any Occupational Health and Safety training that is to be included within the course. This training shall take place within OC via simulated work environments, theory in classrooms and guided online learning via Moodle (LMS) and shall occur prior to any vocational placements undertaken.
- Students will undertake a workplace induction which will allow the student to become familiar with the placement structure and expectations. The induction will be conducted by OC/third party/ the host employer as indicated within the Vocational/Work Placement Agreement (Tri Party).
- Where industry prerequisites apply (e.g., Police Checks, Working with Children Checks, vaccination evidence), students must meet these requirements prior to placement. These requirements will be disclosed during pre-enrolment.
- Students will be required to complete the vocational placement as specified in the Vocational/Work Placement Agreement (Tri Party). Any variations to the hours worked and conditions of the vocational placement must be amended in the agreement by OC and re-issued to all parties for authorisation.
- Students will be provided with a Placement Logbook, either in physical or digital format, containing all the tasks and hours required to be completed during their workplace/vocational placement. The logbook, whether physical or digital, must be maintained by the student throughout the placement. It must be presented to OC for verification upon the completion of the placement to finalize their results for the Vocational Placement program.
- Student's attendance will be recorded via the 'Student Logbook daily by the student and would be signed and acknowledged by the host employer/supervisor. This will record times and dates the student completes vocational placement hours for the host employer.
- The student shall be provided with the support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure that the student further develops their skills and knowledge for the specified units as specified in the Vocational Placement Agreement.
- OC will monitor the vocational placement through trainers and assessors by contacting the student through emails/phone/visits where feedback on the vocational placement will be sought.
- OC trainers and assessors will visit the worksite to conduct assessments or observations in the workplace and ensure the workplace is providing adequate support and guidance to the student. During workplace visits, the Trainer will meet with the student and their supervisor to record feedback
- The third party/ trainers will also ensure the workplace is OH&S compliant throughout the student observation session.
- Both the workplace supervisor and student will be required to sign a logbook indicating the hours completed which will be monitored by trainers / assessors during visits.
- Evidence of supervision of required practical skills will be undertaken by the Workplace Supervisor by observing students' performance and skills, as per the Vocational Placement Logbook (Observation Report) in the workplace. All evidence shall be signed off by a qualified OC assessor upon discussion and verification with the supervisor.

Recording of Vocational Placements

- Each student undertaking a Vocational placement shall have a copy of their Vocational/Work Placement Agreement (Tri Party) kept on their file.
- All hours worked at the placement site must be recorded in the student's 'Vocational Placement Log.' The daily log entry must be signed by the workplace supervisor at the end of each shift. Upon completing the placement hours, both the student and the supervisor must sign the finalized logbook. The Vocational Placement Logbook may also be available as a digital version on the Learning Management System. Regardless of whether it is a physical or digital logbook, students are still required to record their hours.
- The 'Student Logbook' of log hours will be copied and kept on the student's file as evidence for hours completed at vocational placement. Placement Logbook Completion record will be completed by authorised OC personnel upon verifying the logbook and will be included as evidence for completing placement for linked units.
- Supervisor feedback collected during placement contributes to assessment evidence but does not replace the requirement for direct observation and judgement by a qualified OC assessor.
- Employers are asked to fill up a survey to gather feedback for the continuous improvement of OC's training and assessment strategies and practices.

OC will collect feedback from students and host employers to evaluate placement quality. Improvement actions will be tracked via OC's Continuous Improvement process.

Disclaimer: This policy is for international students ONLY.