



OZFORD COLLEGE OF BUSINESS

CRICOS No. 02573B, RTO No. 21442

Work Based Training – Policy and Procedure

Purpose

- 1.1 The purpose of this procedure is to address Part C Section 8 of the revised National Code 2007 for work-based training arrangements and RTO standards 1 and 2

2.0 Scope

- 2.1 This policy and procedure applies to all courses/qualifications offered by Ozford for which there is an approved workplace training component.

3.0 Requirements

- 3.1 Work-based training requires Ozford to have appropriate arrangements for the supervision and assessment of overseas students
- 3.2 Work-based training can only be included where it is required to gain the qualification.
- 3.3 The work-based training component of a course should not be greater for international students than domestic students.
- 3.4 Ozford must have mechanisms in place to monitor a student's course progress and attendance, while the student is completing an element of work-based training.
- 3.5 Where work-based training is approved as part of a course for registration on CRICOS, the work-based training component will be included in the duration of the course. The duration of the course would be determined on the time required to complete the course on a full-time study basis.
- 3.6 Part 5.4 Division 2 of the Education and Training Reform Act 2006 requires that students on work-based training must have a signed practical placement agreement with each host employer that are placed with.
- 3.7 S5.4.13 of ETRA defines TAFE provider
TAFE provider means –
 - A vocational education and training organisation or further education organisation registered under section 4.3.16; or
 - A training organisation that is treated as being registered on the National Register under section 4.3.14, that is, Ozford or any other ASQA registered RTO operating in Victoria.
- 3.8 Practical placement agreements and records must be kept for a minimum of 7 years in case of insurance claims

4.0 Definitions

- 4.1 The ESOS National Code uses the term “work-based training”. For Ozford the term “work-based training” is considered to mean training and/or assessment that will occur in a workplace other than in Ozford's own simulated workplace environment.



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4.2 Students in relation to this policy and procedure include

4.2.1 Full time students who do not have jobs in the industry or relevant jobs in the industry for which Ozford has to organise a suitable workplace

4.2.2 Full time students who do have jobs in the industry and wish this work to be recognised by Ozford for which Ozford has to confirm suitability.

4.3 Relevant documents are:

- Policy and procedure for Monitoring Academic Progress
- Student practical placement agreement
- Information to host employer
- Information to workplace coordinator
- Student guide to Work based training
- Position description for Work place coordinator
- Ozford facility agreement – work based training
- Ozford Workplace suitability criteria

5.0 Method

Criteria for selection, approval and ongoing risk assessment of work-based sites

- 5.1 Ozford will provide potential workplaces (organised by Ozford or nominated by the student) with copies of the Ozford supervisor's guide, general information relating to practical placement and where necessary a practical placement agreement prior to any assessment of the workplace.
- 5.2 The criteria for selection and approval for work-based sites requires an assessment of the capacity to offer to offer a structured program to students in a safe working environment and appropriate equipment. These requirements are outlined in the document titled "Work based training facility selection criteria". All work-based training sites must meet these requirements
- 5.3 Initial assessment of the site is implemented via a site visit, inspection of the site, interviewing of the work place supervisor, providing any assistance and support required by the work place supervisor and establishing that all the requirements of the Work-based Training Criteria – Hospitality SIT are met
- 5.4 Ongoing risk assessment of the site is implemented via a site visit, inspection of the site, interviewing the workplace supervisor and the staff, providing any assistance and support required by the work place supervisor and establishing that all the requirements of the Work based training facility selection criteria are met.
- 5.5 Sites that do not meet the criteria will not be used or recognised by Ozford

Workplace Agreements

- 5.6 Ozford will sign agreements with the workplaces to be used for work-based training which set out the roles and responsibilities for each party.
- 5.7 Where the student is not already employed in the workplace Ozford will sign practical placement agreements with the workplaces for work-based-training for each student which



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meet the Education and Training Reform Act requirements for practical placement and WorkCover. These agreements will be retained for a period of 30 years after the student has completed training for insurance purposes.

- 5.8 The Work-based Training Coordinator will conduct an orientation program with each workplace prior to acceptance of students. The orientation program will include the following:
- Ozford's responsibilities to train students to acceptable standards, orientate students to the work-based program, support students in the workplace, provide support to the students and monitor attendance and progress
 - Workplace responsibilities to provide students with work in keeping with the requirements of the log book, to properly complete the log book, to monitor and supervise student work, to record attendance and to allow workplace visits and contact between the Work-based Training Coordinator, the workplace supervisor and the students.
 - The visa and ESOS compliance requirements.

(Workplace venues will be monitored by Ozford to ensure they comply with the agreement. Compliance breaches will result in cancellation of the agreement.)

Student orientation program

- 5.9 Orientation to the work-based training program will be as follows:
- Information will be provided about the program in the student prospectus
 - Students will not be placed on the program until they are assessed by Ozford as "work ready". In the normal course of events this will not occur until the end of term 1 at the earliest.
 - A half day orientation session will be conducted with students prior to commencement of the program

A student guide to work-based training and a log book will be distributed during the orientation session

Workplace Coordinator

- 5.10 The Workplace coordinator is fundamental to the efficient management of practical placements. The coordinator is responsible for establishing and maintaining Workplace programs and assessing the level of training and learner support required. Liaison with other coordinators in the organisation will help to avoid multiple approaches to employers and to ensure a consistent approach.
- 5.11 The Workplace coordinator needs good organisational and communication skills as well as knowledge of industry requirements, and an understanding of the operating procedures, curriculum/syllabus requirements and other issues involved in practical placements.
- 5.12 Workbased training programs are most successful when they are supported by:
- a suitable coordinator;
 - suitable administrative support staff;
 - the establishment of sound management practices; and
 - a good record-keeping system.
- 5.13 The role of the Ozford appointed Workplace Coordinator will be as follows
- The Workplace Coordinator will introduce each student to their workplace and their workplace supervisor in person before the program students commence their work placements.



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- The Workplace Coordinator will establish and maintain a schedule of student placements for each week of the program.
- Once the program has commenced the Workplace Coordinator will arrange for each workplace to be regularly visited to monitor student attendance and performance. Each week at Ozford students will be required to provide a log of their work-based training activities for the previous week. The log will include information about the attendance and performance of the student. Each fortnight the attendance information will be collated with their other attendance data and recorded on attendance monitoring system.
- The Workplace coordinator will provide mentoring for the Workplace Supervisor on a regular basis. At the completion of each site visit the Workplace Coordinator will spend time with the Workplace Supervisor to address any issues that may have arisen between visits as well as assisting the supervisor to adequately undertake their role to enable the objectives of the placement to be met.
- The Workplace Coordinator will monitor student logs each week to ensure the required mix and level of experience is being undertaken and that the log is being completed correctly.
- Where the Workplace Coordinator identifies that a student is not receiving the required mix and level of experience they must implement corrective action to correct the situation. This corrective action could include arranging additional service events, changing the mix of workplaces or conducting a work place visit.
- Student's worksites will be contacted once each week to verify the attendance and participation of the student with the workplace supervisor, discuss each student's participation and development during the week and to off the workplace supervisor advice and assistance required for implementation of their role

WorkCover/ Insurance

Ozford has specific accident insurance that covers students in all locations of the college including those students undertaking work placement. The ETRA provides for work cover insurance of all students undertaking workbased training where there is a practical placement agreement in place and the student is paid \$5 per day.

The procedures outlined in the document entitled practical Placement information for Workplace Coordinator must be followed in the event of any accident or WorkCover or insurance claim during work-based training.

6.0 Revision history

Revision	Date	Description of modifications
1		
2		
3		
4		
5		

7.0 Responsibility

The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.