

1.03.851 STUDENT WORK PLACEMENT

What You Need to Know

IRT Academy seeks to provide a clear direction to students, employees and management regarding the process of placing IRT Academy students into work placement.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Statement	IRT Policy is to encourage the training and development of students in an aged care environment. Workplace training is to reflect and enforce adherence to The Aged Care Standards, meet all appropriate regulatory requirements, and have a positive impact upon the quality of life of residents and customers. The student benefits through exposure to a real working environment and professional support whilst on site in addition to assessments being conducted in the workplace. The organisation benefits from a better trained and productive workforce. Mandatory work placement is an essential element of this.
Purpose	The Aged Care qualifications IRT Academy has on scope have a mandatory work placement obligation of 120 hours per student. These 120 hours must be spent in direct client care.
Risk Statement	IRT Academy has zero risk appetite for failing to meet its regulatory standards. IRT Academy has a zero risk appetite for incidents resulting in death, serious injury or adverse health outcome for customers, from an act or failure by IRT students to follow IRT policy and procedure
Scope	This policy applies to: <ul style="list-style-type: none"> • IRT Academy staff • IRT Academy students • IRT care staff • IRT care facilities
Related Procedure	
Related Documents	Work Placement Physical Ability Agreement Work Placement Request Form Work Placement Log Book Workplace Buddy Handbook Student Feedback Form Work Placement Agreement
Compliance Requirements	Standards for Registered Training Organisations
Policy Owner	Quality and Compliance Manager
Effective Date	February 2019
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Content Manager Reference Number	EDOC2019/02653

1 POLICY PRINCIPLES

The objective of work placement is to ensure:

Students are placed in an appropriate work setting for the duration of their work placement.
The work setting is dependent upon the qualification being studied by the student

During work placement, students are provided with supervision that is both adequate in terms of the student's experience, and meaningful in terms of what the student is requested to do

Students are provided with the opportunity to practice the skills learnt in the classroom

Students are provided with the opportunity to utilise the knowledge learnt in the classroom

Assessment of students can take place in a workplace setting

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
IRT Academy administration	<ul style="list-style-type: none"> To coordinate placement of student
Facility	<ul style="list-style-type: none"> To determine whether they have the capacity and whether it is an appropriate environment for a student to undertake placement To provide the student with the opportunity to practice the skills and knowledge acquired in the classroom
Workplace buddy	<ul style="list-style-type: none"> The worker who is "assigned" to the student and provides the direct instruction, mentoring and day to day support for the duration of work placement
IRT Academy Educator	<ul style="list-style-type: none"> To support and assess the student in the workplace setting

3 PLACEMENT OF THE STUDENT

- Placement is to be based on the IRT Academy Work Placement Procedure depending upon the type of student - external face to face, external online or internal.
- The IRT Academy will regularly liaise with students and facilities to monitor the suitability of the work placement
- IRT reserves the right to request the removal of any student who is not reflecting the required standards and values of the IRT Group or the facility.

4 DIRECT SUPERVISION

- There is to be provision of one-to-one supervision, which requires staying within constant visual contact and / or earshot of the student. This supervision is typically provided by the workplace buddy.
- The workplace buddy is regularly reviewing the work practices and standards of work completed by the student and providing guidance and feedback
- Students should only move from direct supervision to general supervision once an Academy Educator has "signed off" the student as competent for the particular skill as per the Unit of Competency within the qualification / short course
- Expectations of a workplace buddy can be found in the Workplace Buddy Handbook

5 GENERAL SUPERVISION

- The provision of supervision is on a level as deemed appropriate by the facility. This is based on vocational education supervision standards where the workplace buddy works in the same area as the student, but does not constantly observe their actions. Other considerations include the level of competence and experience of the student in a task or skill, and the risk associated with any particular worksite and task
- To shift to "general supervision", the student will have had their skills and knowledge determined by an Academy Educator or Care Manager to ensure organisational and regulatory requirements of the workplace are met.

6 SUITABLY / APPROPRIATELY QUALIFIED / EXPERIENCED EMPLOYEES

Unless specifically detailed by the RTO, employees assigned coaching / buddy roles must be deemed appropriately experienced and qualified by the care manager. It would be expected they hold at minimum the qualification being studied by the student, be experienced in their role and possess the people skills to encourage and nurture the student through their work placement experience.

7 FEEDBACK

IRT Academy will seek feedback from all students on their experience whilst on work placement. This feedback will be used to improve the practices of the Academy and to alert work places of any concerning work practices at their facilities.

8 DEFINITIONS

In this Policy, words have the following meaning:

Administration	IRT Academy administration team
Facility	Aged care residential site or in home care team
Workplace buddy	Experienced employee supervising the student
Student	IRT Academy student
RTO	IRT Academy
Supervision	The act of watching a person or activity and making certain that everything is done correctly, safely and to the appropriate standard
Work placement	Describe process. Explain, demonstrate, practice, do - student responsibility and facility responsibility