

## **Work-Based Training Policy and Procedure**

### **Purpose and Scope**

The term “work-based training” is considered to mean training and/or assessment that will occur in a workplace other than in a provider’s own simulated workplace environment. This may also be referred to as Practical Placement.

### **Policy**

Students are required to undertake work-based training for courses offered by Lead Institute. Lead Institute will ensure that students have access to suitable and appropriate host employers as part of their training. As Lead Institute is linked to the Host Employers, they will be chosen using strict selection criteria and will at a minimum, include the following steps:

- Site visit of the premises and facility, including a general inspection;
- Interviews with business owners/directors;
- Signing of Memorandum of Understanding (MOU) with business owners/directors interested in acting as host employers in partnership with Lead Institute;
- Completion of a Site Capacity Checklist to ensure the facilities/premises meet the requirements of the course in question;
- Completion of ongoing risk assessment activities to ensure requirements and the conditions of the MOU are continually being met.

As per the Standards for RTO’s 2015, students will be informed of all work-based training requirements through course material issued to them prior to formalising their enrolment. Upon enrolment and prior to commencing work-based training, Lead Institute will hold an Orientation Session for all affected students. This session will be used to convey, amongst other items, the following information:

- Rights and responsibilities of students in the workplace;
- Rights and responsibilities of Host Employers;
- Rights and responsibilities of Lead Institute
- Assessment in the workplace.

Students will be required to sign a ‘Work Placement Agreement’ to demonstrate their understanding of the above information and commitment to the program. Any variations to the hours worked, and conditions of the work placement must be approved by the Chief Executive Officer and the Host Employer.

Students are required to hold a valid Working with Children Check, or Blue Card for QLD students before they are able to begin Work-Based Training. It is not satisfactory to have only applied. This is as per Queensland Government requirements.

Student attendance throughout the work placement will be recorded by the Host Employer and the student via standard workplace timesheets and “Prac Placement Hours Log Book”. This Log Book is given to students through the Cloud Campus portal.

Course progress will be monitored by having regular meetings between the Lead Institute Assessor, the student and the host employer. Coaching and mentoring will be offered to any student who may not be meeting course progress requirements.

In the context of traineeships and apprenticeships, a formal Training Plan will be negotiated with the student, employer and Lead Institute prior to the commencement of training. Once agreed, all parties will sign the document.

Lead Institute does not accept assessment conducted by workplace supervisors and managers. Assessment is only conducted by assessors employed by Lead Institute.