Work Based Training Policy
(International Students)

Purpose
The purpose of this procedure is to address Part C Section 8 of the revised National Code 2007 for work-based training (WBT) arrangements.

Responsibility
1. The Director of Studies (DOS) will be 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.

2. The WBT Coordinator will be responsible for establishing and maintaining practical placement programs and assessing the level of training and learner support required.

3. WBT assessors in RGIT will be responsible for assessing the student performance, monitoring attendance and providing student support (mentoring and coaching) if required.

Requirements
1. This policy requires that the Institute has appropriate arrangements for the supervision and assessment of WBT for overseas students.

2. WBT can only be included where it is required to gain the qualification.

3. The WBT component of a course will not be greater for international students than domestic students.

4. The Institute will have mechanisms in place to monitor a student’s course progress while the student is completing an element of WBT.

5. Where WBT is approved as part of a course for registration on CRICOS, the WBT 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.

6. Part 5.4 Division 2 of the Education and Training Reform Act 2006 requires that students on WBT training must have a signed practical placement agreement with each host employer they are placed with.

7. Practical placement agreements and records must be kept for a minimum of 30 years in case any insurance claims are made.

8. WBT trainers and assessors will have a Certificate IV in Training and Assessment and hold the relevant vocational competencies.

Definitions
Work-based Training (WBT): In Victoria, WBT is considered to mean training and/or assessment that will occur in a workplace other than in a provider’s own simulated workplace environment.

Method
Workplace Venues
1. The Institute will sign practical placement agreements with workplaces for work-based-training for each student which meet the Education and Training Reform Act requirements for practical
placement and work cover. These agreements will be retained for a period of 30 years after the
student has completed training.

2. The WBT Coordinator will conduct an orientation program with each workplace prior to
acceptance of students. The orientation program will include the following:
   - The Institute has a responsibility to train students to acceptable standards, introduce students to
     the work-based trainers, support students in the workplace and to monitor attendance and
     progress.
   - The Workplace has the responsibility 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
     WBT Coordinator, WBT Assessor, the Workplace Supervisor and the students.
   - The Institute must ensure that student visa obligations and ESOS compliance requirements are
     met during workplace training.
   - Workplace venues will be monitored by the Institute to ensure that they comply with the
     agreement. Compliance breaches will result in cancellation of the agreement.

Criteria for Selection, Approval and Ongoing Risk Assessment of Work-based Sites

1. The criteria for selection and approval for work-based sites requires an assessment of the
capacity to offer the required work shifts, the worksite being able to offer a structured program
to students in a safe working environment and an inventory of essential equipment. These
requirements are outlined in the document titled “Work-based Training (WBT) Facility Selection
Criteria”. WBT sites must meet these requirements.

2. Initial risk assessment of the site is implemented via a site visit, inspection of the site, interviewing
of the Venue Manager and establishing that all the requirements of the “Work-based Training
Facility Selection Criteria” are met.

3. Ongoing risk assessment of the site is implemented via a site visit, inspection of the site,
interviewing of the Venue Manager and establishing that all the requirements of the “Work-
based Training Facility Selection Criteria” are met and conducted every six months.

4. A formal agreement will be signed by both parties once the selection criteria are met.

5. Sites that do not meet the criteria will not be used by the Institute.

Student Orientation Program

1. Orientation to the WBT program will be as follows:
   a. Information will be provided about the program in the student prospectus, student
      orientation and WBT information sessions.
   b. Students will not be placed on the program until they are assessed by the Institute as
      “work ready”. In the normal course of events this will not occur until the end of 2nd or
      3rd term at the earliest.
   c. An orientation session will be conducted with students in the term prior to
      commencement of the program.
   d. A student guide to WBT and a log book have been prepared for the students and these
      documents will be distributed during the orientation session.

Work-based Training Coordinator
1. The Institute’s WBT Coordinator will introduce each student to their workplace and their Workplace Supervisor in person before students commence their work placements.
2. The Institute’s WBT Coordinator will establish and maintain a schedule of student placements for each week of the program.
3. Once the program has commenced, the WBT Coordinator will contact or visit each worksite at least once to verify student attendance and performance and to inspect (and monitor) the employer worksite.
4. If necessary, student’s worksites can also be contacted by telephone to verify the student’s attendance and participation.
5. The WBT Coordinator will liaise with the WBT Assessor to ensure students are meeting skills and knowledge development requirements, performing satisfactorily and meeting attendance requirements.
6. Where the WBT Coordinator identifies that a student is not receiving the required mix and level of experience, or is not meeting attendance requirements, the WBT Coordinator (in coordination with all parties) will intervene and implement corrective action to address the situation. This corrective action (or intervention) could include additional mentoring and coaching, arranging additional training or service events, changing the mix of workplaces or conducting a work place visit frequently.

Work-based Training Assessor

1. RGIT will nominate a WBT Assessor who will visit each worksite for assessment for a minimum of 2 occasions over the WBT period to monitor student performance and to conduct assessment.
2. The WBT assessor will review the student’s attendance, monitor course progression and get feedback from the supervisor to ensure the required mix and level of experience is being undertaken. The assessor will also check that the logbook is being completed and is done so correctly.
3. The Workplace Assessor will use the assessment mapping guide, observation checklist and interview tools to assess student’s performance.
4. The Workplace Assessor will also identify if any additional support is required by the student to perform their required tasks, including language assistance. If necessary, the Assessor will implement Language Literacy and Numeracy (LLN) support as part of the intervention strategy.
5. Student performance and assessment summary must be recorded and any concerns or issues reported to the WBT Coordinator. The WBT Coordinator will take appropriate actions by contacting the employer and/or the student.

Undertaking and Monitoring Work-Based Training

Students will be required to complete the work placement as specified in the ‘Work Placement Agreement’. Any variations to the hours worked and conditions of the work placement must be approved by WBT Coordinator and the employer.

Student attendance throughout the work placement shall be recorded by the host employer and the student via standard workplace timesheets. This will record all times and dates the student completes work placement hours for the host employer. The timesheets will be returned to RGIT on a weekly basis for attendance monitoring (see Monitoring WBT Attendance).

The students shall be provided support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the students further develop
their skills and knowledge in the required areas as specified in the Work Placement Agreement. Where a Workplace Assessor/Trainer feels the student is not meeting skills and knowledge development requirements, additional mentoring and coaching will be given (see Monitoring WBT Course Progression).

RGIT will monitor the work placement through the WBT Coordinator and Assessor completing:

a. Regular contact with the student where feedback on the work placement will be sought.

b. Site visits to conduct assessments in the workplace where WBT Coordinator (and assessors) will ensure the workplace is providing adequate support and guidance to the student. The WBT Coordinator (and Assessor) will also ensure the workplace is compliant with occupational health and safety requirements.

c. The host employer and student will be required to sign a timesheet indicating the hours completed which will be monitored by Trainers/Assessors and used as the record of the student’s attendance requirement.

d. Assessment of required practical skills will be undertaken by qualified Trainers and Assessors where appropriate. On some occasions, the Trainer may require the host employer to participate in the assessment process by observing students in the workplace. All assessments shall be signed off by a qualified RGIT Assessor.

Monitoring WBT Course Progression

1. Students will be informed of their Course Progression requirement prior to the commencement of the WBT program.

2. Course progression of students in WBT will be conducted by the WBT Assessor.

3. The WBT Assessor will visit each worksite for a minimum of 2 occasions over the WBT period to monitor student performance and to conduct assessment.

4. The WBT Assessor will use the assessment mapping guide, observation checklist and interview tools to assess student’s performance.

5. Where an Assessor feels the student is not meeting skills and knowledge development requirements, or the student’s performance is found unsatisfactory, the Assessor, in consultation with the WBT Coordinator will intervene and implement corrective action to address the situation. This corrective action (or intervention) could include additional mentoring and coaching, arranging additional training or service events, changing the mix of workplaces or conducting a workplace visit more frequently.

6. The Assessor will also identify if any additional support is required by the student to perform their required tasks, including language assistance. If necessary, the Assessor will implement LLN support as part of the intervention strategy.

7. If unsatisfactory performance persists, Student Administration is notified and normal course progression policy will apply.

Recording of Work-based Training

1. Each student undertaking a practical placement shall have a copy of their ‘Work Placement Agreement’ kept on their file.

2. All hours completed within the workplace shall be recorded in the timesheet and kept in the student’s file.
3. This student logbook shall be signed by the student and the employer and reviewed by the RGIT WBT Coordinator/Assessor.

4. The ‘Work Placement Logbook’ will be kept on the student’s file as evidence for the specified unit(s) and be included as an assessment requirement for the specified unit(s).

Work Cover
The procedures outlined in the document entitled “Practical Placement Information for Institute Staff” must be followed in the event of any accident or Work Cover claim during work-based training.

Associated Documents/Policy
1. Practical Placement Agreement
2. National Code (Part C Section 8)
3. Course Progression Policy
4. WBT Timesheet

Review History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 2008</td>
<td>Original</td>
</tr>
<tr>
<td>2</td>
<td>December 2009</td>
<td>No changes made</td>
</tr>
<tr>
<td>3</td>
<td>May 2010</td>
<td>Line spacing and spell check</td>
</tr>
<tr>
<td>4</td>
<td>December 2011</td>
<td>Annual Review</td>
</tr>
<tr>
<td>4.1</td>
<td>May 2012</td>
<td>Domain change</td>
</tr>
<tr>
<td>5</td>
<td>December 2012</td>
<td>Overall editing and update</td>
</tr>
<tr>
<td>6</td>
<td>July 2013</td>
<td>Overall editing and update</td>
</tr>
</tbody>
</table>