

Student Work Placement Policy and Procedures

1. Purpose

This policy establishes the key principles and procedures for managing student work placement in alignment with the Standards for Registered Training Organisations (RTOs) 2015, the ESOS Act 2000, the National Code 2018, and the Outcome Standards for RTOs 2025.

2. Scope

It applies to all students enrolled in programs that include a mandatory placement component, staff involved in the management and supervision of placements and third-party providers involved in the delivery, support, administration, and management of training and education services at Imperial Institute of Sydney . The aim of Work Placements is to help students develop practical skills in real workplace settings and to support their transition into the workforce, including meeting any applicable professional accreditation requirements.

3. Responsibility

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

This policy will also be supported by the Student Services, Admission and Academic Teams.

4. Definitions

Placement means a subject, subject component or other work integrated learning activity, required as part of a subject or program of study (including an elective subject), that gives students unpaid practical experience (as per the Fair Work Act 2009) in the application of theoretical concepts and knowledge in a workplace environment.

Host Employer means the organisation at which a student's placement is undertaken, and may include a business, government agency, primary or secondary school, early childhood setting, community organisation, not-for-profit, or volunteer organisation in Australia.

RTO means Registered Training Organisation.

5. Eligibility

In Imperial Institute of Sydney work placements may take place in high-risk industries involving vulnerable individuals (e.g. courses like Certificate III in Individual Support, Certificate IV in Ageing Support and Diploma of Community Services) students must complete specific unit(s) of competency before they are eligible to participate.

Participation is only permitted once students have demonstrated the required skills, knowledge, and attitude to ensure the safety and wellbeing of clients. This requirement applies to both domestic and international students.

If a student is scheduled for placement but is assessed as not yet ready, they will be interviewed and an appropriate supplementary course of action will be implemented. This may include, but is not limited to, reassessment, repeating the relevant unit(s) of competency, or discussions regarding the student's suitability for the course.

Should a student be unable to meet the requirements of a host employer for any reason, they must notify the Work Placement Officer immediately so that intervention strategies can be arranged. Any delays in placement may impact the student's ability to complete their qualification within the duration outlined in their Confirmation of Enrolment (CoE) for international students.

In certain facilities or industries, students must meet specific mandatory requirements prior to commencing their work placement. These requirements are determined by the host organisation and are at the student's own expense. They may include, but are not limited to, the following:

- National Police Check
- Working with Children Check
- Covid-19 Vaccination
- Flu Vaccination
- First Aid and CPR
- Signed Work Placement Agreement
- Other training such as Infection Control and Hand Hygiene
- Food Safety Certificate

6. Policies and Procedure

6.1 Using Student's Own Employer as Work Placement

Students may complete their work placement at their current workplace, provided it meets IIS' Employer Suitability Criteria. The site must be approved by the IIS and formalised through a Memorandum of Understanding (MoU).

Relevant work experience may be considered toward meeting placement requirements if it is supported by sufficient evidence. This may include a job description, payslips, timesheets, a supervisor declaration, and third-party reports. The workplace must provide access to appropriate tasks, adequate supervision, and a safe environment that aligns with the competencies of the relevant units.

The employer is responsible for covering the student's insurance during the placement period, as the student is engaged as a paid employee.

Students must comply with all visa work conditions, including limits on total working hours during their study period. IIS will not be liable for any breaches of visa work rights by the student.

All submitted evidence will be reviewed by the Work Placement Officer. Approval will only be granted if the workplace arrangement supports the achievement of required training and assessment outcomes.

6.2 Workplace in existing agreement with IIS

Students may undertake their work placement at a workplace that already has an existing Memorandum of Understanding (MoU) with the Imperial Institute of Sydney (IIS), provided the following conditions are met:

- The existing MoU must be current and relevant to the student's enrolled course and units of competency.
- The workplace must continue to meet IIS' Employer Suitability Criteria, including the provision of appropriate tasks aligned with unit requirements, adequate supervision by a qualified professional, and a safe working environment.
- The student's role and responsibilities at the workplace must allow them to demonstrate the required skills and knowledge outlined in the training package.
- Supporting evidence—such as a position description, supervisor confirmation, timesheets, and third-party reports—must be submitted for review.

The Work Placement Officer will assess all documentation to ensure the workplace arrangement supports the achievement of training and assessment outcomes. Placement will only be approved if all conditions are satisfied.

6.3 General Requirements and Behaviour

To ensure a successful and compliant work placement experience, all students are expected to meet the following requirements:

- a. Be actively enrolled in their course and relevant placement subject(s), and meet all program prerequisites.
- b. Adhere to the Student Code of Conduct and maintain a high standard of professional behaviour at all times.
- c. Respect the host organisation's property and comply with all safety, legal, and workplace policies and procedures.
- d. Attend placement punctually (arriving at least 15 minutes early), complete a full 8-hour shift each day, and wear the official IIS placement uniform.
- e. Notify both the College and the host organisation promptly of any absences or placement-related concerns.

- f. Complete all required health and safety inductions and follow all workplace instructions and procedures.
- g. Maintain regular communication with the Placement Support Officer, and report any progress updates, issues, or incidents immediately.
- h. Cover all personal costs related to placement, including travel, accommodation, uniforms, and any penalties incurred due to missed placement requirements.
- i. Seek approval before undertaking any duties outside the agreed placement scope, and consult the Placement Coordinator before withdrawing from a placement.

6.4 Financial Responsibilities of Students

Students are responsible for all costs associated with their work placement. These may include, but are not limited to:

- Travel and transportation to and from the placement site
- Accommodation (if placement is located away from the student's usual residence)
- Required uniforms, including the official IIS placement uniform (it includes in the Material Fee being paid during enrolment)

Mandatory checks and certifications such as:

- National Police Check
- Working with Children Check
- First Aid and CPR certification
- Vaccinations (e.g., COVID-19, Influenza)
- Additional training required by the host organisation (e.g., Infection Control, Hand Hygiene)
- Missed placement penalties or fees incurred due to non-attendance or rescheduling
- Any other incidental costs related to the fulfilment of placement requirements

These expenses are not covered by IIS and must be paid by the student. Failure to meet financial obligations may delay placement commencement or affect course progression.

7. Incident Reporting

All incidents, injuries, hazards, or near-misses that occur during work placement must be reported immediately to both the Placement Coordinator at IIS and the host organisation. Students are required to report it via email to info@iis.edu.au without delay.

If an investigation determines that the incident was caused by the student's negligence, the student will be held fully responsible and may be required to cover any associated costs, including medical expenses, property damage, or liability claims. Prompt and honest reporting is essential for ensuring safety, legal compliance, and appropriate support.