

Vocational Placement Policy and Procedure		
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QMS Link	QMS Section: <i>Training System</i>	
Endorsed By	CSE Management Team	
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1. INTRODUCTION

1.1 Purpose

Childrens Services Education, trading as Children's Services Education (CSE) is required by Australian Skills and Qualifications Authority (ASQA) and the National Code 2018 to ensure clear Vocational Placement Policies and Procedures are in place and communicated to students throughout enrolment and their chosen course.

2. SCOPE

This policy applies to all CSE students. Vocational Placement is a mandatory requirement of the courses at CSE. This policy aims to outline a specific set of procedures followed to ensure to meet this requirement

3. LEGISLATIVE CONTEXT

This policy ensures CSE's compliance with the Standards for Registered Training Organisation 2015 (ASQA Standard 5: Each Learner is properly informed and protected, Clause 5.2 v. any work placement arrangements) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

4. DEFINITIONS

ASQA	Australian Skills and Qualifications Authority (National VET Regulator). Course refers to the specific course a student is enrolled in such as in an Early Childhood Education and Care or a Diploma of Early Childhood Education and Care
CoE	Confirmation of Enrolment providing evidence of an overseas student's enrolment with an approved Australian training provider.
CSE	Childrens Services Education Pty Ltd trading as Children's Services Education
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Course	A course offered by CSE which is listed on the Australian Government Department of Education and Training CRICOS register.
Course progress	Course progress is determined by successful completion of required assessments within a specified timeframe.
DET	Department of Education and Training.
ESOS	Education Services for Overseas Students.
Fair Work Act 2009	Governed by Australian Government Fair Work Ombudsman
Host Service	The registered, regulated and approved Early Childhood Education and Care service providing location of Vocational Placement activity

International Student	A student of CSE who is not an Australian Citizen or a Permanent Resident.
Intervention strategy	A documented formalised process aimed at monitoring and improving the student's progress where academic underachievement has been identified. It may include a combination of behavioural and academic intervention.
MoU	Document describing a bilateral or multilateral agreement between parties
Intention to Report Letter	The Intention to Report Letter advises the student that it is CSE's intention to report them for failing to maintain the course progress as specified in the ESOS National Code Standard 8 visa requirements and the reason for the intention to report.
National Code 2018	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
PRISMS	Provider Registration and International Student Management System used to process information for the Department of Home Affairs.
TAS	Training and Assessment Strategy
Training Package	Set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace and can be found on https://training.gov.au/ .
Tri-partite Agreement	Written agreement signed by a student, host service and CSE to specify the hours and dates of placement and activate insurance cover.
Unit	(Unit of Competency) of study is a component of a course such as Certificate III in Early Childhood Education and Care.
VET	Vocational Education and Training
Vocational Placement	Any structured workplace learning that is part of a written agreement between CSE and an employer/ organisation. It includes work observations, practical experience and other forms of workplace learning. It can vary greatly between courses and the duration is determined by individual Training Package requirements.
Workplace Supervisor	An employee or owner of a host organisation identified as the contact person for students and CSE.

5. POLICY STATEMENT

The intent of this policy is to make significant and positive contributions to all CSE students, Vocational Placement, their work, and industry readiness, and specifically student's development of core skills and capabilities. The focus of this policy is for our students demonstrate practical skills in context and gain feedback for improvement. Students learn how to consolidate their classroom-based learning and deepen their knowledge of their own

professional practice in realistic contexts. These practical experiences and assessments provide students with the opportunity to develop the holistic capabilities of practice that employers and the community expect. The experience of the workplace also improves the employability of our graduates.

Vocational Placement hours are mandatory requirement to some course or unit assessments and are documented in the course or unit Training Package. The duration of placement will be identified by minimum hours stated in the Training Package, required tasks to perform and demonstrate as outlined in the performance criteria and in consultation with the Industry. Students are required to complete the minimum or more mandatory vocational placement or work experience hours as outlined in the course timetable.

The Training and Assessment Strategy (TAS) will clearly reflect how industry placement forms part of the learning and assessment in a course. The volume of learning and assessment requirements and type of assessment will be clearly documented in the TAS.

Mandatory Vocational Placement hours are attached to units in the CHC30113 Certificate III of Early Childhood Education and Care and the CHC50113 Diploma of Early Childhood Education and Care and must be completed in a regulated education and care service.

Vocational Placement hours may be extended on an individual student needs basis. This will be a collaborative process involving CSE, student and host service.

6. PROCEDURES

6.1 Sourcing Vocational Placements

Students will be placed with a (registered, regulated and approved) willing host service. To generate placements CSE will liaise with industry to identify potential host services. CSE will determine suitability of the potential host service, including supervision, workplace health and safety requirements and service licensing and assessment rating.

All host services shall be given information relating to the Vocational Placement requirements, course and assessment activities. The host service will be required to enter and sign a Memorandum of Understanding (MoU). CSE provides a current and valid Liability Insurance to host services.

Accepting confirmed student, the host service will enter into a Tripartite Agreement with CSE and the individual student to specify the hours and dates of placement and activate insurance cover. Tripartite agreement is signed by all three (3) parties.

Student may find their own Vocational Placement service in collaboration with CSE. CSE must determine the suitability of the service before confirming approval of the service.

CSE will assist students to find Vocational Placement service. Students can request to change Vocational Placement service/ host when the service's conditions do not meet a workplace health and safety standards, and/ or National Quality Standards. CSE will assist students to find a new Vocational Placement service within a course duration. If students require to change Vocational Placement service after CSE assists the student changing it once, then students are obligated to find the next Early Childhood Education and Care service by themselves. This change must be communicated to CSE Vocational Placement Coordinator

with all relevant details such as, the new service's address details and contact of the person/ Director or Coordinator. The change of Vocational Placement must be communicated with CSE Vocational Placement Coordinator no later than three weeks prior the commencement of Vocational Placement of the respective term. CSE will conduct a safety and standard procedures prior to approving the placement and setting up a MoU with the service. Student must not attend a Vocational Placement without an official confirmation from CSE Vocational Placement Coordinator.

6.2 Prior to Vocational Placement

Students will undertake training with adequate class attendance percentage within the CSE environment in all pre-requisite units, and the theory components of units to be assessed prior to undertaking Vocational Placement. This training shall take place within CSE Institute classrooms and simulated work environments. Students will complete industry required safety and criminal checks.

Students are required to attend campus compulsory Vocational Placement Orientation as scheduled on individual class timetables. Students are to prepare and provide an introduction page with a close-up photo to introduce themselves to the host service's staff and families. The introduction page is to be approved by CSE trainers and displayed at the service for the duration of their Vocational Placement at the service.

Students are required to contact the host service, ideally by a face-to-face visit, prior to their first day of placement to introduce themselves and familiarise themselves with the staff and service. An official induction will be conducted by the host employer, as indicate within the Tripartite agreement.

6.3 Undertaking Practical Placements

As defined under the Fair Work Act 2009 (<https://www.fairwork.gov.au/pay/unpaid-work/student-placements>) Vocational Placement is lawfully unpaid and students are not considered to be employed. Students undertaking Vocational Placement in an Early Childhood Education and Care service are not to be counted as staff when calculating legally required staff ratios.

Students will be required to complete Vocational Placement as timetabled and as specified in the Tripartite agreement.

Student's attendance through the Vocational Placement must be recorded by the host service and the student on the CSE VP Student Attendance register. Students will record all times and dates the student completes Vocational Placement hours. Lunch break is not calculated in the total attendance hours.

In a circumstance where Vocational Placement cannot be completed at the host service, for example when a state/ federal government or host service policy restricts students undertaking Vocational Placement for a period of time based on Workplace Health and Safety (WHS) reasons, timetable may be altered or modify to postpone Vocational Placement at a later weeks or terms. In a circumstance where Vocational Placement assessment cannot be conducted directly in a class/ service due to a temporary restriction that the host service must implement, a special consideration and assessment modifications may apply in line with CSE Assessment Guidelines.

Vocational Placement requires 100% student attendance. Students are required to notify CSE and host service of absence due to illness as soon as practicable, provide a medical certificate to CSE and negotiate with the host service a mutually agreeable date to make up the missed hours.

The student will be provided support and guidance from the host service in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas.

CSE will monitor the Vocational Placement through CSE Trainers and Assessors by:

- Maintaining regular dialogue with the students through normal classes where feedback on the work placement will be sought
- Making regular site visits to conduct assessments in the workplace. Site visits will be made on timetabled placement day between 8am – 6pm. Host service and student will be notified of visit time and date in advance. When required, Trainers and Assessors may request to visit student before 8am and this is agreed upon between the Trainer and Assessor, student and host service on an individual basis
- During these visits Trainers and Assessors will ensure the workplace is providing adequate support and guidance to the student. The Trainers and Assessors will also ensure the workplace is WHS compliant
- Checking that the employer and student have signed the CSE VP Student Attendance form
- Student Responsible Behaviour or code of conduct.

Assessment of required practical skills will be undertaken in line with CSE Assessment Policy and Procedure by qualified Trainers and Assessors. On the occasion, Trainer may require the host service to participate in the assessment process through observing students in the workplace or through third party reports. All assessments shall be signed off by a qualified Assessor from CSE.

Vocational Placement hours may be extended on an individual student needs basis. Vocational Placement will be extended when Trainer and Assessors identify from written and practical assessment that the student needs additional opportunity to develop and demonstrate all required competencies. This will be documented in line with CSE Academic Progress and Intervention.

6.4 Recording Practical Placements

Each student undertaking Vocational Placement must have a copy of their Tripartite agreement kept on their file.

All hours completed within the Vocational Placement will be recorded in the CSE VP Student Attendance register. This will be signed by the student, the host employer and CSE Trainer/ Assessor. The documents are kept in the student management system and in the student file as an evidence.

7. PROCEDURES

Informing Trainers and Students of Vocational Placement		
Steps	Who is Responsible	Comments
1. Identify Vocational Placement requirements on course marketing materials including any industry specific requirements, e.g. Working with Children Check, immunisation, etc.	Education Manager	The Training and Assessment Strategy must include the placement hours as part of the course requirements.
2. Inform Trainers and Assessors of practical placement requirements	Vocational Placement Coordinator Education Manager	<ul style="list-style-type: none"> • Training and Assessment Strategy • Unit / Course Outline • Induction Sessions etc.

Establishing Vocational Placement		
Steps	Who is Responsible	Comments
1. Ensure students receive Workplace Health and Safety training as outlined in the Training Package / Curriculum, prior to commencement of their placement.	Education Manager Nominated Trainer/ Assessor Vocational Placement Coordinator	Refer to: Curriculum / Training package requirements
2. Liaise with industry to identify potential host employers	Education Manager Nominated Trainer/ Assessor Vocational Placement Coordinator	Continuous networking with host service, Vocational Placement Coordinator retaining the data from current Centres, Trainers and Students feedback after their Vocational Placement.
3. Ensure quality of placement Centre	Student Trainer/ Assessor Vocational Placement Coordinator Education Manager	Nationally registered Early Childhood host service. Continuous monitoring of host service's WHS and practices.
4. Determine suitability of potential host employer, including supervision and workplace health and safety requirements	Trainer/ Assessor Vocational Placement Coordinator Education Manager	

5. Provide potential host employer with sample Tripartite Agreement, course overview and proposed student placement information	Trainer/ Assessor Vocational Placement Coordinator Education Manager	Refer to Tripartite agreement
6. Confirm agreed student placement via email containing MoU signed by CSE representative and ensure MoU is signed and returned by host service	Vocational Placement Coordinator Nominated Trainer	Refer to MoU (Memorandum of Understanding)
7. Provide CSE Liability Insurance certificate to host service	Vocational Placement Coordinator Nominated Trainer	
8. Ensure Tripartite Agreement is completed and signed by all parties on the first day of Vocational Placement.	Student Host service Vocational Placement Coordinator Nominated Trainer	Refer to Tripartite Agreement
9. Establish a process for recording student attendance on CSE VP Student Attendance register, and reporting of non-attendance	Education Manager Nominated Trainer/ Assessor Vocational Placement Coordinator	Refer to CSE VP Student Attendance register
10. Establish a process to liaise with student and workplace supervisor to monitor student progress at least once per placement	Education Manager Nominated Trainer/ Assessor Vocational Placement Coordinator	Refer to: Vocational Placement Supervisors' Feedback Form

Undertaking Vocational Placement		
Steps	Who is Responsible	Comments
1. Monitor student placement according to program requirements	Education Manager Nominated Trainer/ Assessor Vocational Placement Coordinator Vocational Placement Supervisor	
2. Collect WWCC	Vocational Placement Coordinator Nominated Trainer/ Assessor Trainer/ Assessor	

3. Undertake assessments as required	Education Manager Vocational Placement Coordinator Nominated Trainer/ Assessor Trainer/ Assessor	Assessment is the responsibility of CSE
4. Provide students and host service with an opportunity to provide feedback at conclusion of placement	Education Manager Vocational Placement Coordinator Nominated Trainer/ Assessor Trainer/ Assessor Vocational Placement Supervisor	Refer to: Vocational Placement Supervisor Feedback Form
5. Students must hold a current and valid First Aid Certificate	Vocational Placement Coordinator	CSE organises First Aid training before students commencing the first Vocational Placement

Host Service Role and Responsibilities in Student Progression		
Steps	Who is Responsible	Comments
1. Sign and return MoU prior to students first day of placement	Host Service Vocational Placement Coordinator	
2. Sign Tripartite Agreement on students first day of placement	Host Service / Student	Refer to Tripartite Agreement
3. The student is to be given an induction to the workplace or equivalent for Work Health and Safety.	Host Service Student Vocational Placement Coordinator Nominated Trainer/ Assessor	CSE will be provided with the completed induction checklist, signed by workplace Supervisor and the student. Checklist will be collected at the end of students' placement once they return to CSE by the Vocational Placement Coordinator in collaboration with designated Trainer of the group.

4. The host service has clearly defined the appropriate behavior (code of conduct) and participation expected of the student during the placement. These can be given as an oral information session to students or in written form. They are relevant in setting guidelines for the students' performance.	Host Service	
5. A clearly defined workplace Supervisor who acts as a mentor for the student during the placement period.	Host Service	
6. Appropriate record management of the student while in the workplace including attendance, monitoring involvement, recording reflections and reviewing progress of the student at an agreed acceptable level to CSE.	Host Service	Refer to CSE VP Attendance register, Vocational Placement Supervisor Feedback Form

CSE Education Manager/ VP Coordinator/ Trainer and Assessor Role and Responsibilities		
Steps	Who is Responsible	Comments
1. Valid and current CSE Liability Insurance certificate must be provided to host service	Vocational Placement Coordinator Nominated Trainer/ Assessor	
2. Maintain regular contact with the student during Vocational Placement	Vocational Placement Coordinator Nominated Trainer/ Assessor	
3. Students' assessment needs to be clearly defined by the Vocational Placement Coordinator and/or Nominated Trainer. Assessment tasks to be clearly identified before the commencement of the placement	Vocational Placement Coordinator Nominated Trainer/ Assessor Trainer/ Assessor	
4. Assessments should clearly align with the Training Package and expected learning outcomes	Education Manager Nominated Trainer/ Assessor Trainer/ Assessor	

5. Tripartite Agreement	Student Host Centre Vocational Placement Coordinator Nominated Trainer/ Assessor	All parties are clearly informed prior to signing and submitting of the contract to CSE
6. Collect, check and record Vocational Placement documents, hours recorded on Vocational Placement Attendance record and Assessment (Demonstration)	Vocational Placement Coordinator Nominated Trainer/ Assessor	

Student Role and Responsibilities		
Steps	Who is Responsible	Comments
1. To ensure students meet course requirements and pre-workplace checks prior to the Vocational Placement. If mandatory documentation has not been provided to CSE and the host service by the due date the placement can be severely affected.	Student	Valid and current Working with Children Check Valid and current First Aid Certificate
2. To successfully complete all assessment tasks as stipulated in the unit descriptions	Student	Follow assessment due dates set out by Trainer and Assessor
3. To ensure students are ready with all paperwork and present at the host service for on site assessment as scheduled.	Student	Refer to Assessment Form
4. To maintain a high level of professionalism and acceptable behavior always whilst engaged with the host employer and their clients.	Student	Refer to CSE Student Responsible Behaviour Policy Host service's relevant Policies
5. To report an issue that is perceived as unacceptable behavior in the host service to the appropriate CSE Manager/Vocational Placement Coordinator.	Student	

6. Tripartite Agreement	Student Host Service Vocational Placement Coordinator Nominated Trainer/ Assessor	Tripartite agreement is clearly explained to the student by the Vocational Placement Coordinator/ Nominated Trainer/ Assessor All parties are clearly informed prior to signing and submitting of the contract to CSE.
7. Duty of Care	Student	Where the student feels personal issues may affect their capacity to perform in a practical placement environment, they are to discuss this with their relevant Trainer/ Assessor or Vocational Placement Coordinator/ Nominated Trainer/ Assessor, or Education Manager
8. Attendance	Student	Items and procedures regarding missing placement days is clearly stipulated to the student including entitlement to leave and evidence pertaining to such matters
9. Request to change Host Service	Student	Student to submit Student Request to change Host Service minimum 3 weeks before next timetabled Vocational Placement block

7. RESPONSIBILITIES

The General Manager will review this policy annually in collaboration with Education Manager, or in case of legislative changes requiring amendments.

8. RELATED POLICIES & PROCEDURES

CSE Academic Progress and Intervention Policy and Procedure
CSE VET Assessment Policy and Procedure



9. IMPLEMENTATION

CSE Vocational Placement Policy and Procedure is made available via CSE QMS.