

# TA21 – Practical Placement Policy

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## Purpose

Mantra Academy's approach to managing practical placements is to provide participants with a valuable and rewarding experience where they get the opportunity to participate in meaningful work.

This policy is designed to ensure that Mantra Academy, host employers and participants meet their obligations.

## Scope

This policy applies to Mantra Academy staff managing practical placement, host employers and participants who are enrolled at Mantra Academy and have practical placement as a requirement of the course who are not undertaking traineeships and apprenticeships.

## Definitions

Practical Placement refers to work experience or training undertaken by a post-secondary participant with an employer under an agreement entered into between the employer, an RTO and participant.

A post secondary participant means a participant who is enrolled in a post secondary education with an RTO.

Employers (also referred to as host employers) refers to the workplace providing the practical placement.

Practical Placement Agreement is the legal agreement between the RTO, employer and participant signed by all three parties.

WorkCover insurance is a legal agreement signed by the host employer, participant and WorkCover, which provides participants with the financial compensation if they are injured working in the host employer's workplace during practical placement.

### 1. Practical Placement Obligations

1.1 Mantra Academy is committed to ensuring that host employers and participants are aware of their obligations:

- ◆ Mantra Academy uses only approved employers who are on the [Practical Placement Approved Employer List] for practical placement.
- ◆ All practical placements are approved by the Practical Placement Coordinator prior to the participant commencing the placement.
- ◆ Practical Placement Agreement are signed by the RTO, participant and host employer prior to the participant commencing placement to ensure that relevant Work Cover insurance is activated.
- ◆ Participants are aware of their obligations through a [Participants Handbook – Practical Placement] and classroom activities focused on their obligations.
- ◆ Employers are aware of their obligations through [Employers Handbook – Practical Placement] and the approval process.
- ◆ Qualified assessors are used to conduct assessments.
- ◆ Feedback is sought from the participant, host employer and RTO staff to identify opportunities for continuous improvement.

### 2. Approved Employers

2.1 Mantra Academy only uses approved host employers to ensure employers:

- ◆ Host employer has the resources to supervise the participant at all times
- ◆ Meet required OHS Standards as determined by Mantra Academy site visit
- ◆ Have a commitment to training and developing the skills of the participant

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- ◆ Know their obligations to the participant and the RTO as set out in the practical placement agreement and Employers Handbook – Practical Placement
- ◆ Meet specific requirements e.g Working with Children Check, has registered businesses, has the appropriate operating licenses (if applicable)

### 3. Review of Placement

3.1 Proposed placements are reviewed prior to their approval:

- ◆ Confirmation that the host employer is on the Practical Placement Approved Employer List
- ◆ Skills which are developed during the placement directly correlates to the course outcomes and competencies that the participant is enrolled in,
- ◆ Proposed work activities are at the appropriate skill level for the participant
- ◆ Assessment schedule in place to ensure that assessments are completed during the placement so course requirement for placement and the associated skills are met
- ◆ Minimum number of Workplace Visits are scheduled throughout the practical placement with the participant and the host employer

### 4. Practical Placement Agreement

4.1 The practical placement agreement includes the following minimum requirements;

- ◆ Course of study the participant is enrolled in with Mantra Academy
- ◆ Skills which the participant needs to be developed and assessed
- ◆ Number of placement hours the participant will be completing
- ◆ Minimum pay rates
- ◆ Any specific requirements for employers eg. Working with Children check, are a registered business, have the appropriate licenses, etc
- ◆ Any specific industry requirements for participants eg. Responsible Service of Alcohol, First Aid Certificate
- ◆ Signature of the host employer, participant and Mantra Academy to confirm all parties accept the obligations in the agreement
- ◆ Insurance obligations
- ◆ A letter of explanation to the employer explaining the practical placement agreement

### 5. Minimum Pay Rates Work Cover Insurance\*

5.1 Mantra Academy is committed that its participants have adequate insurance protection while participating in practical Placement as stipulated by the Education and Training Reform Act 2006:

- ◆ Host employers who are not a Commonwealth government department or a body established by a Commonwealth act will be required to pay a minimum rate of \$5.00 per day to ensure that participants have adequate WorkCover Insurance
- ◆ Mantra Academy recognises that failure to make such a payment by the employer could jeopardise a participants WorkCover insurance coverage

5.2 If a participant is injured during practical placement and wants to claim compensation Mantra Academy will:

- ◆ assist the participant to complete a workers injury claim form
- ◆ complete workers injury claim form and employers section of the worker's injury claim in consultation with the employer

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- ◆ write clearly on both forms 'practical placement claim forms'
- ◆ insert the employer registration scheme number and the employers reference number on both forms
- ◆ forward the original copy of both forms including medical certificate, accounts and certified copy of the practical placement agreement to WorkCover
- ◆ duplicates of all documentation be taken and will be stored in the participant file

### 6. Duration of Practical Placement\*

6.1 Mantra Academy is committed to ensuring that duration of the practical placement is appropriate for the achievement of course outcomes:

- ◆ practical placement agreements will not exceed the recommended maximum duration which is 240 hours
- ◆ Practical Placement Extension Request over 240 hours using the form will be considered if it can be demonstrated that there is a requirement by professional bodies or regulators for the participant to participate in longer hours

6.2 Mantra Academy will assess these requests to determine:

- ◆ if the extension of hours will result in the participant meeting the course outcomes
- ◆ the extent to which the participant's welfare will be impacted as a result of extending these hours

6.3 Mantra Academy will keep detailed records of any discussions around these requests and will clearly indicate on the Practical Placement Extension Form if the request was granted (or not) and the reasons for the request being granted (or not).

### 7. Monitoring Practical Placement

7.1 Practical Placements are monitored by the CEO in accordance with the Practical Placement Guidelines:

- ◆ Participants will receive the minimum number of workplace visits and assessment visits as stipulated by Mantra Academy.
- ◆ The Practical Placement Log will be checked at each workplace visit to ensure that it's been signed by the employer and the participants to confirm the number of hours and training activities completed on a daily basis (see Participant Handbook – Practical Placement)
- ◆ Any complaints received about the practical placement will be addressed according to the Complaints and Appeals policy and procedure

### 8. Assessments

8.1 Assessments are conducted by qualified assessors in accordance with the Practical Placement Guidelines and results of Assessments will be recorded according to the Assessment Policy.

### 9. Feedback and Evaluation

9.1 Mantra Academy collects formal feedback from host employers through employer satisfaction and employer surveys and informal feedback from participants, host employers and RTO staff about their experience of the practical placement, workplace visits and assessments.

### 10. Practical Placement Records

10.1 Mantra Academy will manage practical placement the records:

- ◆ A signed copy of the practical placement agreement will be kept in the participants file and a copy of the agreement will be given to the employer prior to the placement commencing

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- ◆ A copy of the practical placement agreement will be made available to relevant state funding bodies (eg. Skills Victoria) at their request
- ◆ A signed copy of the Practical Placement Extension Form will be kept in the participant's file.

### Related policies

- BQ2: Continuous Improvement and Quality Assurance Policy
- BQ7: Complaints and Appeals Policy

### Related procedures, forms and documents

- BQR2A: Continuous Improvement Register
- TA21.1: Practical Placement Procedure
- BQ7.1.1: Complaints and Appeals Flowchart

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