

Vocational Placements Policy and Procedure

1 Purpose and Scope

To provide information about the current processes related Vocational Placement of students in either Work Integrated Learning, Internships or other forms of non-paid work experience.

This policy and procedure applies to all staff of AIE and potential placement companies.

2 The Policy

AIE appreciates that work placements and work experience opportunities increase student exposure to soft skills and industry best practice. As such it is our policy to facilitate these arrangements where appropriate.

Heads of School (HOS) are responsible for carrying out the *Vocational Placement - Risk Assessment Checklist*. This task may be delegated to a Deputy Head of School (DHOS) under the direction of the HOS. No other staff member is authorised to carry out the *Vocational Placement - Risk Assessment Checklist* due to the potential for litigation and fines imposed to the AIE and/or its Directors.

Upon successful completion of the checklist, Partners with an Approved Risk Rating may enter into a *Vocational Placement Agreement* with the AIE. Under no circumstances should a *Vocational Placement Agreement* be signed without first completing the *Vocational Placement - Risk Assessment Checklist* with an Approved Risk Rating.

3 Implementation

The Board of Directors is responsible for the approval of this policy after it has been drafted or reviewed by the Academic Management and Compliance Committee.

The policy is to be implemented via induction and training of staff and distribution via the AIE Intranet and other publications as required.

Executive Management is responsible for oversight and implementation of this policy to ensure all *Vocational Placement Agreements* are sent to relevant department for approval and storage.

4 Procedure/s

When a potential Placement Company approaches the AIE, the HOS/DHOS should show them the *Legal Advice re: Vocational Placements* AIE has received, as well as the *Vocational Placement - Risk Assessment Checklist* you are required to carry out and the *Vocational Placement Agreement* they will be required to sign. This will help the potential Placement Company understand both parties' legal requirements under the Fair Work Act and why AIE has such processes in place.

The HOS/DHOS should complete the *Vocational Placement - Risk Assessment Checklist* and discuss the results with the potential Placement Company. The HOS/DHOS should work with the potential Placement Company to identify ways of reducing any potential risks to see if they are able to modify their approach to minimise risks of breaching the Fair Work Act.

Once the *Vocational Placement - Risk Assessment Checklist* has been successfully completed with an Approved Risk Rating, a Vocational Placement Agreement may be entered into. A copy of the signed contract should be forwarded to the CFO for company records.

4.1 Approving Vocational Placements

4.1.1 Moderate to Low Risk Assessments

Any Risk Assessment that is considered low to moderate may be signed off by the HOS or DHOS using the *Vocational Placement Agreement*. Once a *Vocational Placement Agreement* has been signed off by the HOS, the project needs to be regularly monitored.

4.1.2 High Risk Assessments

Any Risk Assessment that is considered high will require CEO approval. High risk placements are likely to be rejected unless the Placement Company is able to better explain the process and further reduce the risk of any breach of the Fair Work Act. The CEO and HOS/DHOS will work with the proposed Placement Company to look at ways of reducing such risks.

4.1.3 Extreme Risk Assessments

Any Risk Assessment which is considered extreme must be rejected.

4.1.4 Ongoing Monitoring of the Agreement

The HOS/DHOS who has signed the agreement is responsible for ensuring that the agreed conditions do not change, in particular, ensuring that low risk Vocational Placements do not become High risk placements due to illegal practices undertaken by the Placement Company.

4.1.5 Reporting of Breaches and/or Changes to Vocational Placements

If a dramatic shift occurs in the risk rating of the Vocational Placement, the HOS/DHOS should inform the Placement Company that the change in circumstance, and/or a breach of contract is likely to mean that the AIE will terminate the *Vocational Placement Agreement*. **The breach must be immediately reported to the CEOs** who will terminate the Vocational Placement Agreement unless the Placement Company immediately remedies the breach to the satisfaction of AIE's CEOs.

4.1.6 Changes to the Vocational Placement Agreement

The *Vocational Placement Agreement* is 'as is' and cannot be modified under any circumstances.

If the Placement Company is not willing to agree to the *Vocational Placement Agreement*, then the AIE will not undertake a Vocational Placement with the proposed Placement Company.

4.1.7 Confidentiality Agreements

Students may be required to sign confidentiality agreements with a Placement Company. These agreements are to be procured by that Placement Company as part of their policies and procedures and are none of AIE's concern.

4.1.8 Paid Placements/Employment

If a Placement Company is paying for the student's time as part of the Vocational Placement (paid) then this is of low risk or no risk, as long as the payment meets the Fair Work Act.

In situations whereby, there is payment involved for services the student is undertaking, then this is really a matter between the student and the employer and is not of AIE's concern. Employers could

enter into a professional services agreement (PSA) with the student and this is a negotiation between the student and the employer and is not of AIE’s concern.

5 Definitions

Placement Company

A company providing unpaid work placement to AIE students for the purpose of genuine learning.

Approved Risk Rating

A Risk Assessment of Negligible, Low, Moderate or approved by the CEO.

Risk Assessment

The result of the Vocational Placement – Risk Assessment Checklist that may either be Negligible, Low, Moderate, High or Extreme.

Vocational Placements

Vocational placements provide students with the opportunity to apply the theory and skills they learned while studying in a professional workplace. Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.

Vocational placements that meet the definition under the Fair Work Act 2009 (the FW Act) are lawfully unpaid. Students completing vocational placements are not considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act.

6 Related Documents

The following documents are related to this policy:

- a. Vocational Placement Agreement
- b. Vocational Placement Risk Assessment Checklist

The following legislation and standards are related to this policy:

- a. None.

7 Review

This policy and procedure will be reviewed annually by the Academic Management and Compliance Committee.

8 Revision History

Approval Authority	Prepared/revised by	Revision	Change	Date Approved/updated
BOD	COO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 July 2019
	Nick Markesinis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14 April 2021