

Vocational Placements Policy and Procedure

1. Purpose and Scope

This policy and procedure outlines processes for vocational placements of learners in either work-integrated learning, internships or other forms of non-paid work experience.

This policy and procedure applies to all Heads of School (HOS) and Deputy Heads of School (DHOS), as well as placement companies.

2. The Policy

AIE appreciates that work placements and work experience opportunities increase learner exposure to soft skills and industry best practice. AIE facilitates these arrangements when within the boundaries outlined in the *Fair Work Act*.

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 Committee.

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

4. Procedure/s

4.1. Responsibilities

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 staff member other than the HOS or DHOS 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.

4.2. Overview

Step 1:	Vocational Placement Company approaches AIE.
Step 2:	HOS/DHOS shows them the following documents (available on MyAIE): <ul style="list-style-type: none"> • <i>Advice Concerning Vocational Placements</i> • A blank copy of the <i>Vocational Placement Risk Assessment Checklist</i> • A blank copy of the <i>Vocational Placement Agreement (AIE–Placement Company)</i>.
Step 3:	HOS/DHOS completes <i>Vocational Placement Risk Assessment Checklist</i> and discusses results with potential Placement Company. Identify ways of reducing potential risks of breaching the <i>Fair Work Act</i> . The end result should be an Approved risk rating.
Step 4:	Both parties sign the <i>Vocational Placement Agreement (AIE–Placement Company)</i> .
Step 5:	HOS/DHOS forwards a copy of the agreement to the CFO for storage.
Step 6:	HOS/DHOS to develop a <i>Vocational Placement Agreement (AIE–Learner) and Assessment Information Pack</i> and send to learner.

DO NOT enter an agreement with a potential placement company unless the risk rating is Approved.

4.3. Approving Vocational Placements

The HOS/DHOS conducts uses the *Vocational Placement Risk Assessment Checklist* to identify a Placement Company’s potential risk of breaching the *Fair Work Act* if entering a vocational placement agreement with AIE.

Risk assessments are rated as: Negligible, Low, Moderate, High, or Extreme.

4.3.1. Negligible to Moderate Risk Assessments

Any risk assessment that is considered **Negligible**, **Low** or **Moderate** may be signed off by the HOS/DHOS using the *Vocational Placement Agreement*. Once a *Vocational Placement Agreement* has been signed off by the HOS/DHOS, the project needs to be regularly monitored.

4.3.2. 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 for ways of reducing such risks.

4.3.3. Extreme Risk Assessments

Any risk assessment which is considered **Extreme** must be rejected.

4.4. Preparing the Learner

The HOS/DHOS must develop a *Vocational Placement Agreement (AIE–Learner) and Assessment Information Pack*. This document explains the vocational placement arrangements to the learner and provides information on completing assessment tasks within the vocational placement arrangement.

4.5. Ongoing Monitoring of the Agreement

The HOS/DHOS who has signed the agreement ensures that the agreed conditions do not change over time, particularly that low-risk Vocational Placements do not become high-risk placements due to illegal practices undertaken by the Placement Company, thus breaching the *Fair Work Act*.

4.5.1. 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*.

Breaches must be immediately reported to the CEO who will terminate the *Vocational Placement Agreement* unless the Placement Company immediately remedies the breach in accordance with the *Fair Work Act*.

4.6. 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 AIE will not undertake a Vocational Placement with the proposed Placement Company.

4.7. Confidentiality Agreements

Trainer and learners 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.

4.8. Paid Placements/Employment

If a Placement Company is paying for the learner's time as part of the Vocational Placement, then this is of low risk or no risk, as long as the payment meets the *Fair Work Act*. In situations involving payment for services that the learner is undertaking, then this is a matter between the learner and the employer. Employers could enter into a professional services agreement (PSA) with the learner.

4.9. Mandatory Versus Non-Mandatory Placements

AIE courses do not include mandatory vocational placements. However, if a vocational placement is mandatory, AIE will inform its learners of the placement requirement prior to enrolment or commencement. AIE will also outline mandatory work placement requirements in the relevant Training and Assessment Strategy (TAS). These procedures satisfy Standard 5.2(b) of the *Standards for Registered Training Organisations (RTOs) 2015*.

5. Definitions

The following definitions apply to this policy:

Term	Definition
Approved Risk Rating	A Risk Assessment of Negligible, Low, Moderate or approved by the CEO.
Placement Company	A company providing unpaid work placement to AIE learners for the purpose of genuine learning.
Vocational Placements	Vocational placements provide learners with the opportunity to apply the theory and skills they learned while studying in a professional workplace. Under these arrangements, learners 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 <i>Fair Work Act 2009</i> (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 (AIE–Learner) and Assessment Information Pack
- b. Vocational Placement Agreement (AIE–Placement Company)
- c. Vocational Placement Risk Assessment Checklist.

The following legislation and standards are related to this policy:

- d. Fair Work Act 2009 (Cth)
- e. Standards for Registered Training Organisations (RTOs) 2015, Standard 5.2(b).

7. Review

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

8. Revision History

This policy has undergone the following revisions:

Version No.	Version Description	Contributor(s)	Approval Authority	Date Revised/ Approved
1.0	Document created and approved for publication.	David De Margheriti (Chief Operating Officer)	BOD	20 July 2019
1.1	Style and formatting update.	Nick Markesinis (Intranet Content Coordinator)	-	14 April 2021
2.0	Thorough structural edit, copyedit, and formatting; addition of process overview; addition of information on mandatory versus non-mandatory placements to be in line with <i>Standards for RTOs 2015</i> ; addition of process for developing and supplying the <i>Vocational Placement Agreement (AIE-Learner) and Assessment Information Pack</i> ; addition of related legislation; style/formatting update.	Nick Markesinis (Intranet Content Coordinator) Lea Michael (Head of School, Canberra & Online) Charlotte Pichelmann (National Compliance Administration Support)	BOD	29 August 2022
2.1	AMC reviewed. Added “Trainers and” to the start of the first sentence in Section 4.7.	Casey Gregory (Manager, Planning and Implementation)	-	10 July 2023