

Student Industry Placement Procedure

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1. Associated Policy

This Student Industry Placement Procedure has been developed in conjunction with the ***Student Industry Placement Policy***.

2. Scope

This procedure applies to:

- CIT students undertaking student industry placement as required in the approved CIT study course
- host organisations
- CIT staff as industry placement coordinators and workplace assessors.

This procedure does not apply to student industry placements:

- for international students undertaking a post-secondary education course
- Australian Apprentices
- student enrolled in higher education courses
- CIT employees.

3. Procedure

Student industry placements provide students with opportunities to apply theoretical knowledge in the practical work environment,

Industry placements will be arranged and implemented through mutual agreement of CIT, the student and the host employer, and in accordance with applicable legislative requirements.

Student Industry placements are also commonly called:

- Student Placement
- Work Experience
- Student Industry Placement
- Structured Workplace Learning (non-Australian Apprentice)

This policy describes these as Student Industry Placement.

3.1 Initiating student industry placements

Step	Action	Responsibility
1	Discuss student industry placement with students at Induction: <ul style="list-style-type: none"> • options • what is involved • location • areas of interest 	Placement Coordinator/Educator

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	<ul style="list-style-type: none"> the impact of any injury, medical, family, community or other considerations on the capacity of the student to participate in student industry placement consideration of reasonable adjustment plans on the capacity of the student to participate in student industry placement agree a range of suitable start and end dates to allow student to plan for commitments distribute Industry Placement Student Guide. 	
2	<p>Initiate contact with potential host employers.</p> <p>Employer sources include:</p> <ul style="list-style-type: none"> educator's or student's own contacts other educator's or Institute contacts our own Institute (e.g. other departments or teams) local newspapers, trade directories, yellow pages, local community information hubs, online search engines main "contact file" (file of previous successful placement names). 	<p>Placement Coordinator / Educator</p> <p>Student (for select courses)</p>
3	<p>Once potential host employers have been identified provide students with detailed information about the student industry placement program including:</p> <ul style="list-style-type: none"> learning outcomes obligations of students and host employers insurance arrangements outlined in Student Industry Placement Policy workplace assessments remuneration arrangements (if applicable) information and location of industry placement host communications and record keeping obligations of students and host employers. 	Placement Coordinator
4	<p>Contact potential employer and provide with Industry Placement Host Organisation Guide and discuss:</p> <ul style="list-style-type: none"> students' typical skills, knowledge and experience at the time of the placement duty of care including in relation to welfare and safety 	Placement Coordinator

Step	Action	Responsibility
	<ul style="list-style-type: none"> • supervisory arrangements • general wellbeing arrangements to support the student • confirming: <ul style="list-style-type: none"> ○ Nursing Placement venues meet the National Safety and Quality Health Service Standards ○ Aged Care facilities meet the standards of the Aged Care Quality and Safety Commission (ACQSC) ○ Early Childhood Education venues must meet the standards of the Australian Childrens Education and Care Quality Authority (ACECQA) • workplace culture • legislative and regulatory requirements including but not limited to <ul style="list-style-type: none"> ○ health and safety ○ workplace bullying ○ anti-discrimination ○ sexual harassment ○ child safety (if applicable) • insurance arrangements and impact of student remuneration during placement • variations to placement arrangements • work health and safety expectations • monitoring and reporting arrangements • assessment arrangements. 	
5	Organise interview with the employer where required and document any work health and safety qualifications required to work in this workplace. Confirm student can meet work health and safety qualification requirements.	Placement Coordinator
6	Advise all relevant educators of placement allocations.	Placement Coordinator

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3.2 Suitability of the workplace

Step	Action	Responsibility
1	If there is uncertainty as to the types of hazards or risks or standards request expert advice from the Placement Coordinator, Head of Department and/or Senior Director, WHS, People Support and Wellbeing.	Educators
2	In conjunction with the Senior Director, WHS, People Support and Wellbeing (or nominee), consider the hazards and risks and determine if: <ul style="list-style-type: none"> a plan to address issues can be implemented, or rectification cannot occur in a timely manner and the workplace will not be used. 	Placement Coordinator

3.3 Student industry placement agreement

Step	Action	Responsibility
1	Complete Industry Placement Request form if required.	Educator or Student
2	Provide relevant supporting documentation to Placement Coordinator (i.e., Police Check, Working With Vulnerable People (WWVP), etc.).	Student
3	When the workplace has been confirmed: <ul style="list-style-type: none"> give the employer or workplace supervisor a copy of the Industry Placement Host Organisation Guide and discuss the elements that the student needs to address on placement should be discussed arrange for CIT representative and student to complete and sign student industry placement agreement email advice to the host employer for signature. 	Placement coordinator/Educators
4	Return executed Agreement to CIT or complete online sign-off. <i>Note: this may occur via the student.</i>	Host employer representative
5	Ensure fully executed Student Industry Placement Agreement is lodged in TRIM or InPlace and in accordance with CIT records management requirements.	Placement coordinator/Educators

3.4 Commencement of student industry placement

Step	Action	Responsibility
1	Provide the student with:	Placement Coordinator

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Step	Action	Responsibility
	<ul style="list-style-type: none"> Employer's Report form (where relevant) for the employer to complete at the end of the Student Industry placement period Third Party Report (where applicable) for the workplace supervisor to complete. (Refer: Assessment policy and associated documents). <p><i>Note: the form of these reports to align to College practices – hardcopy or digital.</i></p>	
2	Provide the student with the student industry placement record/logbook for the employer and student to complete throughout the period of the student industry placement.	Educator
3	Schedule monitoring arrangements with host employer.	Educator

3.5 Monitoring student industry placements

Step	Action	Responsibility
1	<p>Mid-Placement Interview</p> <p>Where placements span more than 14 working days, organise a mid-placement interview with the student and employer/supervisor.</p> <p>Record student's progress and identify any potential barriers to the student addressing their placement goals. Implement strategies to overcome potential difficulties.</p> <p>Liaise with the student and workplace supervisor to ensure strategies to overcome potential difficulties are effective and modify if necessary.</p> <p>Update student file/placement logbook/record with record of interview and other instances of liaison with the employer.</p> <p>Advise the Placement Coordinator of any issues/concerns that should be noted/considered for future placements.</p> <p>End of placement</p> <p>Organise an end of placement interview towards the end of the placement with student and employer/supervisor. Record achievements against the placement goals and make recommendations for future learning/professional development.</p> <p>Update student file/placement logbook with record of interview.</p> <p>Advise the Placement Coordinator of any issues/concerns that should be noted/considered for future placements.</p>	Educator

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3.6 Injury to student during student industry placement

Step	Action	Responsibility
1	<p>On advice an injury has occurred to a student, immediately report the injury via RiskMan. Where the injury is deemed more serious, immediately phone/email the Manager Wellbeing Health and Safety (refer ACT Govt Guidelines).</p> <p>Proactively communicate with the student and the employer to ensure the wellbeing of the student and support to the employer if necessary.</p>	Placement Coordinator, Head of Department Educator
2	Review the incident report within 24 hours of receipt and liaise with the teaching area to identify if any further improvement recommendations are required.	Senior Director, WHS, People Support and Wellbeing (or nominee)
3	If the incident or injury results in an insurance claim, assist the student as required to make a claim.	Manager Corporate Governance and Legal Policy
4	<p>Ensure the insurance claim is complete and lodge the claim.</p> <p>Retain duplicates of all documents and create a TRIM record.</p> <p>Update student file.</p>	Manager Corporate Governance and Legal Policy
5	<p>Review the suitability of the workplace prior to the student returning to the workplace.</p> <p><i>Note: this is mandatory for serious incidents.</i></p>	Head of Department Educator

3.7 Removing a student from placement before completion

Step	Action	Responsibility
1	<p>Removal sought by the employer:</p> <ul style="list-style-type: none"> inform the student the employer is seeking for the student to be removed from the placement and the reasons for the request meet with the employer/supervisor and the student separately document the nature of the request assess the severity of the complaint and the impact on both student and employer and whether the issues can be resolved if the issues cannot be resolved agree on the effective date of the removal 	Head of Department

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Step	Action	Responsibility
	<ul style="list-style-type: none"> organise another placement if the hours of placement have not been achieved. <p>Update the student file to record the removal from the placement and attach all documentation.</p> <p>Communicate in writing with the student and employer confirming the decision and setting out reasons for the removal.</p>	
2	<p>Removal sought by student:</p> <ul style="list-style-type: none"> inform the employer the student is seeking to be removed from the placement and the reasons for the request meet with the employer/supervisor and the student separately document the nature of the request assess the severity of the complaint and the impact on both student and employer and whether the issues can be resolved if the issues cannot be resolved agree on the effective date of the removal. <p>Update the student file to record the removal from the placement and attach all documentation.</p> <p>Communicate in writing with the student and employer confirming the decision and setting out reasons for the removal.</p>	Head of Department

4. Documentation

4.1 Legislation/Regulation

- [Canberra Institute of Technology Act 1987](#)
- [Work Health and Safety Act 2011 \(ACT\)](#)
- [Work Health and Safety Regulations 2011 \(ACT\)](#)
- [Children and Young People Act 2008 \(ACT\)](#)
- [Ombudsman Act 1989 \(ACT\)](#)

4.2 Policy and Procedures

- [Student Industry Placement Policy](#)
- [Assessment Policy](#)
- [Training and Assessment Strategy \(TAS\) Development Policy](#)

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- [Student Code of Conduct](#)
- [Finance Policy](#)

4.3 Documents

- Employer Report Form
- Industry Placement Agreement template
- Industry Placement - Host Organisation Guide
- Industry Placement Request Form
- Industry Placement - Student Guide
- Student Code of Conduct

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following definition is provided in the context of this procedure.

Term	Meaning
Placement Coordinator	Duties as part of the role of TL1 or TL2 staff in conjunction with College Administrative staff, to organise, manage and monitor student industry placements in a College.

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