

# WORK PLACEMENT POLICY AND PROCEDURES

## Scope

This policy is to:

- ensure any courses requiring work placement are developed and managed in a manner that benefits the student and minimises risk to the student, host employer and Evolution Hospitality Institute (Evolution).
- ensure work placements should only be implemented where:
  - it must be undertaken to complete the qualification.
  - and that Evolution has appropriate arrangements to monitor student progress.

## Definitions

DEFINITION	
<b>Evolution</b>	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
<b>Work Placement</b>	Any structured workplace learning that is part of a written agreement between Evolution and an employer/organisation. It includes work observation and other forms of workplace training.
<b>Host Employer</b>	Workplace providing work placement activity. <b>Note:</b> Evolution will have no involvement with any business employing students. This includes financial or incidental interests or relationships. Students will complete these work placement hours as part of the course duration requirements.
<b>Workplace Supervisor</b>	Employee or direct Line Manager of host organisation identified contact person for student and Evolution.
<b>Memorandum of Understanding relating to Work Placement</b>	A written agreement signed by the student, host employer and Evolution to specify the hours of placement and activate insurance cover. It is only applied in the case of voluntary vocational placement.
<b>RTO</b>	Registered Training Organisation
<b>WHS</b>	Work health and safety
<b>Workplace Suitability Application</b>	This document is used by the student to submit to the work placement team.
<b>Employer Acknowledgment</b>	This is an agreement between the Host Employer and Evolution.

## Policy and Procedures

### Informing Staff and Students of Work Placement Requirements

- Work placement will be required as part of a course where:
  - the training package states that work placement is to be completed.
  - the most appropriate method of training or assessment is through a work placement in an appropriate industry workplace.

- a course has been identified as requiring a work placement component Evolution will identify the specific units and the reasons that work-based training is the most appropriate form of delivery and assessment.
- **Additional Work Component** is registered to allow students on student visa to work and gain industry experience; and
  - this additional work component must be reviewed and utilised within the hospitality industry.
  - it is mandatory for applicable students, and evidence of working in a hospitality environment must be provided.
  - failure to do so will result in the withholding of the student's certificate upon completion of their qualification.
- The specific number of work placement hours and the specific workplace requirements will be determined and included in the total course structure.
- All work placement evidence will be uploaded to student learning system where the trainer and assessor will monitor the student's progress.
- Evolution will identify work placement requirements on course marketing materials, the student handbook and the RTO website. The information will include the required hours of work placement and any industry-specific requirements.
- All staff involved in the delivery of the course shall also be informed about the requirements, their roles and responsibilities involved with work placements. This information shall be covered through the staff induction process and ongoing staff meetings.

### **Sourcing Work Placements**

- Students are encouraged to seek their host employer. The Workplace Suitability Application will be used to determine the suitability of the host employer.
- Where the student is unable to seek a host employer, Evolution will liaise with the industry to identify potential host employers. Evolution will determine the suitability of the potential host employer and work health and safety requirements.
- An employer acknowledgement from the host employer shall be approved by the Evolution Work Placement Team.
- A visit will be conducted by Evolution Work Placement Team to host employer workplaces to ensure the workplace is appropriate for the student's placement and has access to appropriate equipment.

### **Undertaking Work Placements**

- Students progress through the work placement shall be recorded by the student via Student Learning System. This will record the student's work placement details.
- The student will develop their skills and knowledge through the support and guidance from the host employer.
- Evolution will monitor the work placement through the Work Placement Team by monitoring students' progress recorded in the Student Learning System and visiting the host employer's premises (if needed).

### **Recording of Work Placements**

- Each student undertaking work placement shall have a copy of the following documents kept on their file, including but not limited to:
  - Workplace Suitability Application
  - Employer Acknowledgment
- All hours completed within the workplace shall be recorded in the Student Learning System.

## Additional Work Component Procedures

### Step 1

**Students are required to complete the Workplace Suitability Application**

- as soon as find employment in the hospitality industry.
- if having multiple jobs, submit with the main or most relevant workplace.

**Note: an application must be completed each time if a student changes their job.**

### Step 2

The application will be reviewed to assess the suitability of the workplace.

- If the application is **APPROVED**, the employer will be contacted to verify the employment.
- If the application is **REJECTED**, the student will be notified via email with further required actions.

### Step 3

The employer will be contacted to verify the employment:

- If it is **VERIFIED**, a completed application will be sent to the student via email.
- If it is **NOT VERIFIED**, the application is incomplete and not notified. The student is **REQUIRED** follow up with the employer to complete the application as soon as possible.

### Step 4

**Each study period, students are required to complete Employer Acknowledgment of Additional Work Component Hours:**

- this form can be retrieved from Evolution's Learning Management System.
- at the end of each study period.

### Step 5

**Each study period, students are required to upload to the the following to the Learning Management System for that specific study period:**

- the signed and completed **Employer Acknowledgment of Additional Work Component Hours**.
- the most recent **Workplace Suitability Form**.

**Note: the workplace details must be matched and identical from both forms.**