



## INDUSTRY WORK PLACEMENT POLICY

### PURPOSE

This policy and procedure ensures any courses requiring practical Industry Work Placement are developed to ensure that the practical placements are managed in a manner which benefits the student and minimises risk to the student, host employer and Evolution Hospitality Institute.

This procedure also ensures compliance with the requirements of the *Guidelines for Delivery and Assessment of the "Holistic Units" in the SIT Tourism, Hospitality & Events Training Package* published by Service Skills Australia.

This policy and procedure will ensure practical placements should only be implemented where:

- it must be undertaken to gain the qualification
- and that Evolution Hospitality Institute has appropriate arrangements for the supervision and assessment for the students are in place

### DEFINITIONS

Work Placement	Any structured workplace learning that is part of a written agreement between Evolution Hospitality Institute and an employer/organisation. It includes work observation, work placement and other forms of workplace learning.
Host Employer	Workplace providing practical placement activity
Workplace Supervisor	Employee or direct Line Manager of host organisation identified contact person for student and Evolution Hospitality Institute.

Memorandum of Understanding relating to Work Placement	Written agreement signed by student, host employer and Evolution Hospitality Institute to specify the hours of placement and activate insurance cover
Industry Partner Intro Letter (Letter 1)	In the form of a letter this document is sent to the Host Employer explaining the process of Industry Work Placement.
Workplace Suitability Application	This document is used by the student to submit to the Industry Relations Manager
IWP – employer suitability – Skills /WHS Checklist	This checklist is completed by a EHI representative on site of the host employer and prior to the student commencing work placement
Industry Partner Student Hours Letter (Letter 2)	In the form of a letter this document is sent to the Host Employer explaining who the student is and how Work Placement forms part of the student's course.

#### *Please Note:*

Evolution Hospitality Institute 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.



## **PROCEDURE**

### **Informing Staff and Students of Practical Placement Requirements**

Industry Work placement will be required as part of a course where:

- the Training Package specifically states Work Placement hours are to be completed as.
- the most appropriate method of training or assessment is through work placement in an appropriate industry work place.
- where a course has been identified as requiring a practical placement component Evolution Hospitality Institute will identify the specific units and the reasons that work based training is most appropriate form of delivery and assessment.

The specific number of work placement hours and the specific work place requirements will be determined and included in the total course structure. (Referencing document the Training Assessment Strategy)

Currently all work placement resources are uploaded into Moodle. Here the trainer and assessor and the student can access their log book and reading materials.

Evolution Hospitality Institute identifies practical placement requirement on course marketing materials in the student handbook and RTO website. The information will include the required hours of work placement and any industry specific requirements, for example police checks.

All staff involved in the delivery of the course shall also be informed about the work placement requirements and their roles and responsibilities involved with practical placements. This information shall be covered through the staff induction process and through on-going staff meetings.

Evolution Hospitality Institute has a department that consists of a Manager and two Industry Training and Assessors. The primary roles and responsibilities for this department is work placement.

### **Sourcing Practical Placements**

The process for sourcing a work placement position for students shall be undertaken as indicated below:

1. Student is placed with a (screened & compliant) willing host employer; OR
2. Existing employer or nominated employer of the student is screened for compliance following Evolution Hospitality Institute policy and procedure and on successful screening the student is registered against this employer.



Students are encouraged to seek their own host employer, Where the student is unable to do this Evolution Hospitality Institute will liaise with industry to identify potential host employers. Evolution Hospitality Institute will determine suitability of potential host employer, including supervision and occupational health and safety requirements.

A site visit will be conducted by Evolution Hospitality Institute for all host employer workplaces. The site visit shall ensure the workplace is appropriate for the student's placement and there is access to appropriate equipment while maintaining WHS Standards.

All host employers shall be given information relating to the work placement requirements and course information and will be required to enter into an MOU with Evolution Hospitality Institute. The MOU will outline the responsibilities of both parties.

A 'Work Placement Agreement' shall be signed by Evolution Hospitality Institute, the host employer, and the student. The agreement will specify the roles and responsibilities of all parties, hours the work placement will take place and the total hours required to complete the outcomes of the specified units of competency requiring the work placement.

The 'Work Placement Agreement' shall include the requirement for the Host Employer to provide an induction session with all students prior to any placement hours being completed.

### **Prior to Practical Placements**

Students will undertake training within the college environment in all pre-requisite units and the theory components of units to be assessed in the work placement. This includes any Work Health and Safety training that is to be included within the course. This training shall take place within Evolution Hospitality Institute classrooms and simulated work environments and shall occur prior to any work placements undertaken.

Students will undertake a workplace induction which will allow for the student to become familiar with the workplace and meet host employers and colleagues. The induction will be conducted by the host employer as indicated within the 'Work Placement Agreement'

### **Undertaking Practical Placements**

Student's attendance through the work placement shall be recorded by the host employer and the student via the 'Work Placement Log'. This will record all times and dates the student completes work placement hours for the host employer.

The student shall be provided support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the student further develops their skills and knowledge in the required areas as specified against those Units of Competency that apply to the work placement program.

Evolution Hospitality Institute will monitor the work placement through trainers and assessors completing:

- Regular contact visits with the student at the host employers premises through normal classes where feedback on the work placement will be sought (minimum of 4 site visits are



conducted)

- Site visits to conduct assessments in the workplace where trainers will ensure the workplace is providing adequate support and guidance to the student. The Trainers will also ensure the workplace is WHS compliant;(completed on first visit or in the event of changing host employer it will be done on the first visit)
- The employer and student will be required to sign a declaration in the log book indicating the hours completed which will be monitored by trainers / assessors.
- If the workplace has any gaps student is informed to seek another workplace to complete required work placement hours

Assessment of required practical skills will be undertaken by qualified trainers and assessors where appropriate. On some occasions the trainer may require the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from Evolution Hospitality Institute.

### **Recording of Practical Placements**

Each student undertaking a Practical placement shall have a copy of their 'Work Placement Agreement' kept on their file.

All hours completed within the workplace shall be recorded in the student's 'Work Placement Log'. This log shall be signed by the student and the employer and be monitored on a weekly basis by the Evolution Hospitality Institute trainer / assessor.

The 'Work Placement Log' will be kept on the student's file in Moodle as evidence for the specified unit(s) and be included as an assessment requirement for the specified unit(s).

### **Associated Documents:**

- Student Handbook for International Students
- Evolution Hospitality Institute website: [www.evolution.edu.au](http://www.evolution.edu.au)
- IWP Employer Suitability Skill – WHS Checklist
- Industry Partner Intro Letter
- Memorandum of Understanding relating to Professional \_Industrial Placement
- Industry Partner Student Hours Letter
- Workplace Suitability Application
- Industry Workplacement Travel Policy
- Incidental Fees and Charges

### **Compliance:**

This Policy supports the work flow and use of the mentioned associated documents.  
This document may be used to support CRICOS Re-Registration and amendment.