

Document title:		Workplace Learning Policy
Approving authority:		Board of Directors
Related policies:		Assessment and Learning Materials Policy Assessment System Policy Trainer and Assessor Requirements Policy Aboriginal and Torres Strait Islander Education Policy Academic Integrity Policy Access and Inclusion Policy for Students Access and Inclusion Reasonable Adjustments Policy Language, Literacy, and Numeracy (LLN) Support Policy Student Code of Conduct Policy Student Health and Safety Policy Student Pregnancy and Maternity Support Policy Student Support Services Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

The purpose of this policy is to outline ITAC's approach to workplace learning (WPL), which plays a crucial role in students' professional development and practical skills. This policy outlines the process for organizing WPL, the roles and responsibilities of all parties involved, and the expectations for students during their placements.

2. Scope

This policy applies to all ITAC students, workplace supervisors, and host organizations participating in WPL experiences. It covers the organization, monitoring, and evaluation of WPL experiences.

3. Identifying Suitable Workplaces

Organising placement

Work placements are organised through a Memorandum of Understanding (MOU), which can be completed online. The MOU sets out the rights and responsibilities of all parties, including ITAC, the student, and the host organization. ITAC will provide host organizations with information on the purpose, structure, course, topics, assessment, and general advice on mentoring and coaching skills

and tips. ITAC will provide support and guidance to help students find suitable placements and ensure that all necessary documentation and clearances are completed and recorded.

Mandatory Work Placement Hours

Students are required to complete a minimum number of hours of work placement, as specified for each qualification. The work placement must be completed in an Australian school with children aged between 5 and 18.

Supervisor requirements

Workplace supervisors should be experienced professionals, preferably holding a bachelor's degree or higher in education and having a minimum of eight years of full-time equivalent classroom experience. Supervisors should also have broad experience in their field, be respected by their colleagues, and participate in regular professional development.

4. Monitoring Work Placements

Pre-Placement Monitoring

Before the work placement begins, ITAC will ensure that all required documents are completed, saved, and recorded. ITAC will also verify the workplace is ready and resources are available, and the workplace has been provided with sufficient information about the placement. ITAC holds suitable insurance and will provide a certificate of currency to the host organization upon request.

During Placement Monitoring

Monitoring during the work placement will depend on the student's needs and the supervisor's ability and willingness to mentor. Additional site visits or check-ins are organised and conducted when issues are identified. All students are visited by a qualified trainer and assessor from ITAC while on placement. During these visits, the trainer may conduct assessment and training activities, discuss progress with the student and supervisor, and offer support as needed.

End of Placement Monitoring and Assessment

A final visit will be conducted towards the end of the placement to complete demonstration assessments, discuss and authenticate supervisor evidence, conduct reassessments, discuss final requirements for the student to graduate, and provide feedback and recommendations for improvement.

5. Host Organization Responsibilities

Host organizations play a vital role in supporting and facilitating students' workplace learning experiences. They are expected to provide a suitable and safe work environment, assign a qualified

and experienced workplace supervisor, collaborate with ITAC in planning, monitoring, and evaluating the student's experience, and communicate any concerns or issues related to the student's performance or behaviour to ITAC in a timely manner.

6. ITAC Responsibilities

ITAC is committed to providing clear information and guidance on workplace learning expectations, processes, and documentation. ITAC will collaborate with host organizations to facilitate and support students' workplace learning experiences, monitor and evaluate students' progress and performance, and offer support and guidance to both students and workplace supervisors as needed. ITAC will also maintain suitable insurance coverage and provide a certificate of currency to host organizations upon request.

7. Student Responsibilities

Students participating in WPL are expected to demonstrate punctuality, enthusiasm, willingness to learn, preparedness, appropriate dress and hygiene, respect for staff and co-workers, adherence to policies and procedures, professional behaviour, confidentiality, prompt communication of absences, safe work practices, and regular reporting to supervisors.

8. Grievance and Feedback Procedure

Concerns or issues related to WPL should be addressed through ITAC's Complaints and Appeals Policy, which aims to resolve concerns or issues fairly, transparently, and in a timely manner.

9. Policy Review and Updates

This policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness. Any updates or changes will be communicated to students, host organizations, and other relevant stakeholders.

By implementing this Workplace Learning Policy, ITAC aims to ensure that students have the opportunity to gain practical experience and develop essential skills in a supportive, safe, and professional environment, while host organizations benefit from the contributions of students who often become employees soon thereafter.
