

Work Placement Safety Policy and Procedure

1.0 Purpose

This policy ensures that all work placement activities conducted under Hats Qld Pty Ltd, trading as AA Academy, meet regulatory, safety, and ethical obligations in line with the *Standards for RTOs 2025*. As many qualifications on scope (e.g. CHC33021, CHC43015, CHC53315) involve high-risk environments, particularly in aged care, disability, and mental health, the policy is designed to uphold student safety, workplace compliance, and quality learning outcomes.

It establishes a clear framework for the initiation, management, monitoring, and review of work placements. This includes placement agreements, risk management processes, work health and safety (WHS) expectations, and incident response procedures.

National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (F2025L00354) Clause

Alignment: This policy ensures compliance with:

- Outcome Standard **1.2**: Learning is delivered in safe and supportive environments;
- Outcome Standard **1.3**: Assessment activities reflect the real-world contexts of the training product;
- Outcome Standard **1.4**: Learner wellbeing and workplace safety are proactively managed;
- Outcome Standard **1.7**: Work placements are appropriate and supervised;
- Compliance Standard **2.2**: Placement partners meet WHS, supervisory, and training obligations;
- Compliance Standard **4.4**: Placement systems and incidents are monitored for continuous improvement.

2.0 Policy Statement

2.1 AA Academy ensures all placements are conducted under a formalised agreement and are consistent with unit and qualification requirements set by the relevant training package.

2.2 The RTO identifies, reviews, and approves host organisations prior to the commencement of student placement. Facilities must demonstrate capacity to provide

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appropriate supervision, physical and psychosocial safety, and access to relevant tasks and client groups.

2.3 Risk management practices are implemented before and during placement to protect both students and clients. This includes orientation, WHS briefings, contact protocols, and escalation procedures for incidents or concerns.

2.4 Placement safety is reinforced through structured agreements, incident management plans, and student reporting procedures. Incident reports are acted on promptly, documented thoroughly, and analysed as part of the continuous improvement process.

2.5 The CEO, RTO Manager, and Placement Coordinator share responsibility for overseeing placements, from host onboarding through to post-placement reviews.

3.0 Procedure

3.1 Host Organisation Approval and Agreement

- The RTO evaluates placement partners using a structured checklist covering WHS compliance, staff qualifications, insurance coverage, supervision plans, and alignment with training requirements.
- A Work Placement Agreement is signed by all parties, outlining roles and responsibilities of the RTO, student, and host organisation.
- Host sites are reviewed annually for continued suitability and compliance.

3.2 Student Readiness and Pre-Placement Preparation

- Prior to placement, students complete a mandatory briefing covering:
 - WHS obligations
 - Infection control
 - Confidentiality
 - Incident reporting
 - Communication protocols
 - Placement expectations
- Students must complete a Pre-Placement Checklist and provide evidence of relevant clearances (e.g. NDIS Worker Screening, police check, vaccination).

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3.3 Work Health and Safety (WHS) Management

- WHS responsibilities are outlined in the placement agreement and reinforced through training.
- Students are required to comply with all WHS rules of the host organisation.
- RTO staff maintain regular contact with students and host supervisors to monitor safety and resolve any emerging concerns.
- Critical incidents (e.g. assault, injury, unsafe conduct) are escalated immediately to the RTO and documented using the Incident Report Form.

3.4 Incident Reporting and Response

- All workplace incidents, injuries, or hazards involving students must be reported immediately to the RTO.
- An Incident Report Form must be completed by the student and/or supervisor.
- The RTO will:
 - Investigate the incident;
 - Implement risk mitigation strategies if required;
 - Provide support or counselling to affected students;
 - Report to ASQA or other authorities if legally required.

3.5 Placement Supervision and Monitoring

- Host supervisors are briefed on expectations and assessment requirements.
- The Placement Coordinator schedules check-ins with both student and host.
- Feedback is collected using a standardised Placement Feedback Form from students and host supervisors.

3.6 Records and Documentation

- All placement documentation is securely stored in the student management system (SMS), including:
 - Signed Work Placement Agreements
 - Student attendance logs
 - Supervisor checklists and feedback

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- Incident reports and follow-up actions

4.0 Review and Continuous Improvement

- Work placement practices are reviewed annually and following any reported incident.
- Feedback from students, employers, and assessors informs improvements to the placement process, risk management strategy, and WHS training content.
- This policy forms part of AA Academy's broader Safety Management System and Continuous Improvement Policy and is subject to internal audits.

Associated Documents:

- Work Placement Agreement Template (Pre-Placement Checklist)
- Incident Report Form
- Placement Feedback Form