

Policies & Procedures



WORK PLACEMENT

VERSION: 1.0

As part of the training provided by Australian Workplace Training (AWT), students may need to complete on-the-job work experience or work placement.

The relevant accreditation of the particular workplace must be sighted by a trainer prior to any student being placed there.

Prior to undertaking work placement, the student must

- be competent in all units of competency
- must have necessary licences and clearances completed and/or presented, eg, First Aid Certificate, Child Safe Environment and Police Clearance

An agreement must be signed by AWT, the workplace and the student. Each party must keep a copy of the agreement.

AWT will provide insurance which covers the student while on placement.

Work experience participants must not be regarded as substitutes for paid employees, nor should they be used to replace staff who are absent:

- Students must not attend the workplace in the circumstance that a strike or similar industrial action is taking place.
- Under no circumstances should work experience participants be used for overtime or out of hours activities.
- Students are not to be paid for the work placement.

Students must be given a work plan and adequately supervised.

The workplace must hold current public liability insurance and a child safe policy where the student is under the age of 18.

AWT trainers will, from time to time, attend the workplace to observe the student operating under workplace conditions

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