Work Placement Policy and Procedures

CPC31220 Certificate III in Wall and Ceiling Lining

Purpose of the policy

This policy outlines the procedures and responsibilities associated with the work placement component of the CPC31220 Certificate III in Wall and Ceiling Lining program. The policy ensures that students receive appropriate industry experience, are supported throughout the placement process, and are assessed fairly based on their practical skills.

1. Overview of Work Placement

The work placement component of the CPC31220 Certificate III in Wall and Ceiling Lining is a vital part of the curriculum, providing students with hands-on experience in the industry. The work placement is an integral part of the 104-week study program, spanning eight terms (about 20 hours per week). Each term, students participate in work placement from week 7 to week 10. As part of the industry consultation process, industry experts recommend work placement as a valuable opportunity for students to apply their knowledge, develop industry-specific skills, and gain practical experience, ensuring they are well-prepared for future employment in the construction sector.

2. Work Placement Process

2.1. Preparation Phase (Weeks 0–4)

- **Week 0 or Orientation week: Initial Instruction**
  - Students are informed during orientation and through their class timetable each term that AICC will arrange their work placement, starting in week 7 or after completing specific units of competency scheduled for the study term. The purpose of the work placement is to enable students to apply their knowledge and skills in a real-world setting after completing classroom-based training, which includes theoretical lessons, practical workshop demonstrations, and hands-on training essential for a successful work placement.
- **Week 4: Work Placement Briefing and Induction**
  - In Week 4, students will attend a **work placement briefing and induction** session. This session will cover the following:
    - Overview of expectations during work placement
    - Health and safety guidelines specific to the work placement environment
    - How to maintain communication with the college throughout the placement
    - Information on completing the Work Placement Logbook and tasks
    - Information on arranging Work Placement Employer by AICC or/and Student own-arranged employer
    - How to report completed hours to the college
    - Student rights and responsibilities in the workplace
  - The induction is mandatory, and students must attend this session to proceed with the placement.

- During the induction, the following documents will be provided to the students:
  - Workplace Supervisors Work Placement Information Booklet
  - Student Work Placement Agreement and Code of Conduct
  - Work Placement Induction Checklist
  - Host Employer Work Placement Facility/Equipment Checklist

2.2. Work Placement Period (Weeks 7–10)

- **Commencement of Work Placement (Week 7)**
  - Students will receive a Work Placement Logbook and begin their work placement in Week 7, either with industry-approved employers arranged by AICC or with employers recommended by the students. A Memorandum of Understanding (MOU) must be signed and agreed upon by employers before the placement begins. During the placement, students must complete practical tasks aligned with the units of competency outlined in the Work Placement Logbook. Throughout the placement, students will be supervised by experienced professionals or/and supervisors in the workplace.
- **Reporting of Work Hours**
  - Students must **report the actual hours performed after each shift** to the college via email zach.t@aicc.edu.au (student services officer) or text messages to **0433027749**.
  - The Student Services Officer will update and track students' actual work placement hours using the Work Placement Monitoring Program (Excel sheet).
  - Students are required to complete a minimum of 20 hours per week; therefore, regular reporting and updates are essential. Non-compliance may result in disciplinary action.
  - Students must also record their hours in the designated Work Placement Logbook.
  - At the end of the placement, students must submit the Work Placement Logbook with accurate time records to verify the completion of the required hours.

2.3. Monitoring and Support

- **Trainer Visits (Weeks 8 and 10)**
  - Each student will receive **two visits per term** from their trainer to monitor progress and provide feedback.
    - **Week 8 Visit**: The trainer will conduct an on-site visit to observe the student's performance and provide feedback on areas of improvement.
    - **Week 10 Visit**: The trainer will conduct a final visit at the end of the placement to assess the student's performance and discuss any issues or concerns.
    - Students to be prepared to demonstrate the skills and knowledge provided within the Work Placement Logbook on which they will be assessed.
  - These visits are scheduled in advance with the work placement provider and student.

3. Student Responsibilities

- **Work Placement Logbook with Assessment Task**
  - Students will be provided with a Work Placement Logbook at the beginning of each term. The logbook is used to track the hours worked and the tasks completed during the placement.
  - The tasks contain tasks and projects related to their work placement that must be completed and submitted to their trainer for assessment.
  - The logbook should be completed accurately and regularly, noting the tasks undertaken and skills developed.

- **Email Notification to Schedule Review Appointment**
  - Upon completing the required hours for the term, students must **email the student services officer** to schedule an appointment with their trainer. This appointment should take place during school breaks, between **9:00 AM and 11:00 AM** on a weekday, to review all completed Work Placement Logbook.

4. Trainer Responsibilities

- **Pre-Placement Responsibilities**
  - Ensure that students understand the expectations and requirements of the work placement.
  - Provide students with clear instructions on how to report work hours and document their progress.
- **Monitoring Visits**
  - Conduct **two visits per placement** (Week 8 and Week 10) to assess student performance, provide feedback, and ensure that the student is receiving the appropriate level of supervision and support in the workplace.
  - Use the visit as an opportunity to identify any areas where the student may need additional guidance or support.
- **Post-Placement Responsibilities**
  - Review the student's completed Work Placement Logbook inclusive of the and assessment tasks during the post-placement meeting.
  - Ensure that all required documentation has been submitted before providing feedback and completing the assessment.

5. Completion of Work Placement

- **Submission of Completed Paperwork**
  - At the conclusion of each work placement term, students must submit the following documents to the college:
    - Completed Work Placement Logbook with accurate records of hours worked and tasks completed.
    - Tasks contained in the Work Placement Logbook must be fully completed.
  - Students are required to attend the post-placement review appointment at the college during school breaks to discuss the completed work placement and to have their documents assessed.
- **Completion of Required Hours**
  - The student must complete the required number of hours each term, as specified in the course guidelines. Any outstanding hours or documentation must be completed within the specified timeframe.

6. Documentation Provided to Students

Students will be provided with the following documentation at the induction:

- Workplace Supervisors Work Placement Information Booklet
- Student Work Placement Agreement and Code of Conduct
- Work Placement Induction Checklist
- Host Employer Work Placement Facility/Equipment Checklist

Students will be provided with the following documentation prior to commencing work placement:

- Work Placement Logbook with Assessment tasks

7. Non-Compliance and Consequences

- Students who do not attend the induction, fail to complete the required number of hours, or fail to submit the necessary documentation on time will be subject to a review by the college and may face academic consequences, including being unable to progress to the next stage of their studies.

Document Control

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