



Mandatory Work Placement Policy and Procedure

Aim

To develop a document that reflects the requirements of on-the-job assessment and work place experience of the; CHC30113 Certificate III in Early Childhood Education and Care which constitutes 3 x 10 week modules; CHC50113 Diploma of Early Childhood Education and Care which constitutes 6 x 10 week modules delivered by SELC Career College Australia.

Objective

- To ensure a consistent standard of visits and marking of student's work placement.
- To develop professional relationships with work place centres
- To ensure on-the- job work experience tasks are completed in a thorough and professional manner
- To ensure that all students at SELC are assessed regularly at work placement early childhood centres
- Evidence of student work placement tasks are adequately documented to reflect the units of competence in the work placement log book

In relation to the centre:

- a) All centres must be risk assessed by an SELC assessor, using the SELC criteria for star rating of early childhood centres, to ensure suitable placement for students
- b) All suitable centres will be issued with an agreement letter, SELC's insurance policy and the student's Working With Children Check number
- c) The agreement letter includes the centre's details, work placement dates, student's name
- d) Whilst on work placement, students are to follow the guidelines as outlined in the front of the work place book, as well as at the work placement orientation. This includes calling the centre and SELC when absent or when running late, as well as wearing a hat at work placement
- e) Mobile phones are to be left in the student's bag and not to be used at the centre, unless on your break
- f) SELC will allocate the best suitable available work place centre for each student's work placement; however, if a student needs to change childcare centres it will be the student's responsibility to source an alternative centre. If the centres is new to SELC's list of approved services, one of the following will happen;
 - i) Work Placement Coordinator will source the centre's ACECQA rating. If the centre has been awarded 'Meeting' (or above), the service will be interviewed over the phone and sign an agreement letter. While the student is at the centre doing work placement, a SELC assessor will complete a star rating form, to assess the quality of the service.
 - ii)



- iii) If the centre's rating is 'Not Yet Rated' or 'Working Towards', the Work Placement Coordinator will add the service to the list of centres to be assessed by them, with either a visit prior to the student going on work placement or while the student is there. A SELC assessor, will also complete a start rating form, while they are visiting the student on work placement. This feedback will be given to the Work Placement Coordinator, as a matter of importance, so that SELC only keeps quality services on it's books.

- g) Unsatisfactory performance or attendance, will require the student to repeat work placement. This will incur extra fees in advance to SELC, to cover the costs incurred for required supervision and assessment. The fee is \$150 per week of work placement

- h) Students are to attend the placement given to them, for the time period specified. If students wish to change placement, they must have written approval from the Work Placement Coordinator or VET Coordinator

- i) Centre staff, such as the team leader and director, will be encouraged to report any incidents to the college, such as continual lateness, lack of communication or participation. If a centre is not happy with the level of participation, communication and standard of work provided by a student, they may in conjunction with the work place assessor, recommend the student be put at 'risk of failing'.

- j) Students have to complete 100% of the required hours of work placement on the specified days, to complete their qualification and progress through their course. Students are required to undertake 1 x 5 day or 1 x 10 block week placements (Monday to Friday) except when a public holiday falls during a work placement week. Students must refer to the individual course outlines, for specific work placement hours and arrangements. In most cases the work placement arrangements will be as follows:

Minimum allocated hours are as follows:
 - a) CHC30113 Certificate III in Early Childhood Education and Care – 160 hours
 - b) CHC50113 Diploma of Early Childhood Education and Care - 360 hours
 - c) Students completing both the above qualifications will complete 400 hours
Students will be required to attend work placement for **8 hours per day** in line with industry standards for weekly block placements

- k) Any changes to a work placement, including the day of the week, is to be reported in writing to the Work Placement Coordinator before the change and must be approved in writing for the change to take place. Both written letters must be filed in the student's folder, for all trainers and assessors to be able to access at any time

- l) In cases where public holidays fall during Work Placement scheduled week/s, Early Childhood Education and Care students, must make up for the public holiday on the Friday before work placement commences.



Early Childhood Education and Care students are required to complete 8 hours of work placement each day including a 15-minute tea break and a 30-minute lunch break. Early Childhood Education and Care students are not allowed to undertake work placement for more than 8 hours per day. In cases where students complete less than 8 hours of work placement in a day (due to sickness or emergencies), the student must make up for the missed hours by undertaking an 8-hour work placement day.

- m) Work placement, at a work place as a student, is unpaid and is to be separate from being paid as a staff member. Students who are completing their work placement at their paid workplace, will need to have signed a written agreement (Work Placement and Employment Agreement), between the work place coordinator, the student and the Centre Director to use their paid hours as work placement hours. An MOU (Mandatory Work Placement Agreement Letter), will need to be approved by the Centre Director and SELC, which will outline all the relevant conditions and requirements.
- n) Students are to work with a range of age groups and conditions, during their work placement for each qualification, as determined by the National Training package requirements. These age groups and conditions, will be discussed with students, prior to each work placement.

In relation to the student and the work placement log book:

- a) Work placement log books include the following details
 - i) Details of the SELC student, workplace supervisor, centre's address and phone number
 - ii) Assessment tasks related to module of study
 - iii) Student attendance timesheet
 - iv) Permission to observe children
 - v) Student work placement feedback
- b) While on work placement, Work placement work books, should be presented professionally in a **folder** with coloured dividers (given to each student in Module A), between each written task. On completion of their assessment, the student will take out the tasks, keeping the folder and dividers for the following work placement. The tasks will be submitted, as one complete assessment.
- c) Child Portfolio's need to be presented professionally, onto A4 paper. No plastic sleeves are to be handed in with the folder. Photos are to be printed onto A4 paper (instead of stuck on), so that assessments can be scanned for electronic filing.
- d) Students must gain permission from families, to take photos of children (including displays on the wall in each room of the service) and conduct observations.
- e) If a student does not have their work placement books with them when the assessor visits, students will be marked NYC. Based on the discretion of the trainer / assessor and the VET Coordinator, the course of action necessary for completion, may result in some of the work



placement being repeated. In accordance with SELC policy, as stated in the Students Handbook, students have three opportunities to complete their Work Placement assessment, before being

given a complete NYC, for work placement. A NYC for work placement, will result in NYC across that term's module.

- f) On completion of Work placement, students have one week only, to hand in the completed work books. This is to ensure that the trainers/ assessors have time to mark the work and submit the results, within a two-week time frame. Failure to hand in work placement books will result in transcripts and qualifications being delayed.
- g) If the work placement book is handed in more than 2 weeks after it is due, then the work placement will be marked NYC and will incur a fee. If a student requires an extension for handing in their work placement assessment, they will need to ask their assessor for this PRIOR to the due date. If a student hands their assessment in late, they will incur a \$50 late fee. If their assessment is two weeks late, they will receive a NYC and need to re-sit their work placement again. This may result in a NYC for the entire module.

Work Placement Log Book Submission

- a) Work Placement Log books must be submitted at reception within **one (1) week** of Work Placement Module completion. Signatures for Work Placement Log submission will be collected from the student at the time of submission. Late submissions will be penalised with a late submission fee (see Schedule of Fees for Vocational Qualifications document).
- b) Students must retain a copy of their Work Placement Log books before first submission. SELC has provided student printers for the students' convenience. Scanning procedures will be recommended and advised by reception and administration team members.

In relation to the trainer/assessor

- a) At the beginning of each new intake, the work placement coordinator will induct the new students into work placement, expectations and policies for work placement and ensure each student fills in a work placement form by week 2 of each term
- b) Once a student has been placed, the documentation required for placement is emailed to the centre prior to commencement. The documentation includes the SELC student introduction letter, the work placement policy, the working with children check and SELC's insurance details. Students are to make contact with their work placement centre, **prior** to commencing work placement to organise a pre – prac visit
- c) If a student is absent from the work place centre when a trainer is scheduled to assess them, the assessor will contact the student to arrange a time with the student to be re-assessed, otherwise the student may fail work placement.



- d) Trainers / assessors must ensure that the student's work is up to date and they are attending work placement for the correct hours and correct shifts. All absences **MUST** be made up in the student's own time. If students are absent from their work placement they must make up a whole shift of 8 hours, rather than the individual hours missed
- e) Trainers / assessors must give each student feedback on all aspects of their work placement, as well as third party feedback from the supervisor; student's progress on work placement is written in the workplace assessors log book for each student that is assessed
- f) Whilst on work placement each student is to be assessed at least once per module, (one module equals 10 weeks). Whilst being visited by the assessor, the student will be given feedback on their written work, their interactions with children and staff, work place tasks and third party staff feedback
- g) In cases where a student has not demonstrated enough evidence of work placement tasks being completed, a SELC work placement assessor might place a SELC student at "risk of failing" (refer to risk of failing)
- h) In cases where the work placement supervisor has provided a SELC Assessor with negative feedback about a SELC student, the SELC student might be placed at "risk of failing" (refer to risk of failing)
- i) The SELC work placement assessor and the student, must each sign and date the report, showing that the report has:
 - ii) Been read and understood
 - iii) Captures the student experience on work placement
 - iv) Details what action the student need to take in order to successfully complete work placement
- i) At the completion of each centre visit, assessors are to complete the SELC criteria star rating form and submit it to the Workplace Coordinator, as evidence of industry risk assessment monitoring.

SELC Student Requesting to Change Work Placement Services:

SELC Work Placement Coordinator will be responsible for placing Early Childhood Education and Care students upon their enrolment to CHC30113 & CHC5113. Early Childhood Education and Care students, are placed in a regulated Education and Care Service for the duration of their course, unless students request a change of ECEC service or are asked to leave their current ECEC Work Placement Service.

Students may request a change of work placement service if the:*



- a) Student has moved and the current work placement service is more than 1-hour travel on public transport;
- b) Student has been offered employment at another service;
- c) The host service did not support the student sufficiently in completing work placement required tasks (must also submit SELC Assessor's feedback).
- d) Student has been asked to leave the work placement service. **

To request a change of work placement service the student must:

- a) Seek a regulated service, that holds enrolments for at least 3 children attending at least three times per week, who are in the designated age group for each work placement module (0-3 year olds for Certificate III and 3-5 year olds for Diploma). This excludes Family Day Care and Before and After School Care services.
- b) Speak with the director of the chosen service, to seek permission to complete work placement (the director must agree to host the whole work placement qualification- Certificate III or Diploma)
- c) Send an email to the work placement coordinator, to request a work placement service change and explain the reason for the change
- d) Complete the work placement change request form and send the form back to the work placement coordinator via email by week 2 of the term.***
- e) Sign the agreement to pay the change request fee

*Students must stay in the same work placement service for at least 2 consecutive terms.

**When students are asked to leave the work placement for misconduct, the student must follow the change request procedure.

***Change requests submitted after week 2 of each term, will not be accepted for the same term.

Work Placement Academic Progress, Risk of failing and Not Yet Competent Results:

SELC ensures that students are progressing through work placement by:

- a) Sending work placement assessors every term, to assess all students during work placement;
- b) Assessors will spend a minimum of 1 hour with each student during work placement assessment visits
- c) Assessors will check and mark work placement folders during work placement assessment visits, to ensure students are progressing through their tasks
- d) In cases where students have not demonstrated enough evidence of completing work placement tasks, during work placement visits, work placement assessors will place the student at 'risk of failing'
- e) When placed 'at risk of failing', the work placement assessor must write a detailed report listing the points that must be completed by the student and the time frame required to complete the tasks.
- f) Whenever deemed necessary by the work placement assessor, students might be required to complete extra days to be able to complete all tasks
- g) Extra days must be arranged by the student, in agreement with the work placement service's availability to host the student for extra days
- h) SELC Work Placement Assessor will visit the student during extra days to ensure the student is progressing through work placement tasks



- i) Extra work placement days will be charged as per “Schedule of Fees” table, found in each ECEC classroom
- j) Both work placement assessor and student must sign the report on the same day of the work placement assessor visit.
- k) If a student is deemed Not Yet Competent for a work placement module, the student will be required to repeat the whole work placement module (1 week or 2 weeks). Fees will be charged according to the “Schedule of Fees” table

If a student is deemed “Not Yet Competent” after repeating a work placement module, the student will be given the chance to repeat the entire module (theory and work placement)

In cases students fail 2 consecutive terms (theory and work placement) the student will be directed to the student services administration and the **Academic Progress Policy** will apply.