



P-027 PRACTICAL PLACEMENT POLICY AND PROCEDURE

P-027 Practical Placement Policy and Procedure v1.0

1. Purpose

This policy outlines the structured approach Dijan Training Program Ltd takes to manage, support, and monitor work placements for learners completing practical training in remote Aboriginal and Torres Strait Islander communities. It ensures the integrity, safety, and quality of training outcomes while respecting the cultural context, resource limitations, and distance education barriers often associated with remote work environments.

2. Scope

This policy applies to:

- All Certificate III and IV programs that include mandated work placement requirements and Skills Development Placement Hours.
 - All enrolled learners, host employers, and workplace mentors in remote areas.
 - Teacher/Assessors, and administrative staff managing placement logistics and compliance.
 - Community health services, Aboriginal corporations, and local employers participating in training partnerships.
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Definitions

Mandatory Placement

Structured workplace learning undertaken as part of a formal agreement between Dijan Training Program and a host employer. This may include work observation, work experience, or other approved workplace learning activities.

Skills Development Placement

Self-directed workplace learning that contributes to the nominal hours of the course. It focuses on developing the skills required to work safely and effectively in community and clinical settings.

Host Employer

An organisation or business that provides a workplace environment for learners to complete practical placement activities.

Workplace Supervisor

An employee or representative of the host employer responsible for supervising the learner in the workplace and completing documentation related to on-the-job training or skills development placement hours.

Practical Placement Agreement

A formal written agreement signed by the learner, host employer, and Dijan Training Program. It outlines placement hours and activates insurance coverage.

Supervisor Training and Support

To ensure a quality placement experience, all supervisors/mentors will complete induction or training prior to placement commencement.

- Training covers expectations, supervision responsibilities, and the assessment process.
- One-on-one support will be provided to supervisors throughout the placement period.

3. Policy Statement

The following policy ensures compliance with the requirements of The Standards for RTO's 2015 and AHPRA the Guidelines for Delivery and Assessment HLT Package for Aboriginal and Torres Strait Islander Health Care courses.

This policy and procedure will ensure practical placements should only be implemented where:

- It must be undertaken to gain the qualification and may form part of the nominal hours.
- Dijan Training Program has appropriate arrangements for the supervision and assessment of learners in place.
- Dijan Training Program will identify practical placement requirement on course marketing materials. The information will include the required hours of work placement and any industry specific requirements, for example vaccinations, police checks and Working with Children Check.

Dijan Training Program Ltd is committed to delivering high-quality, culturally responsive training that is inclusive of learners living in or serving remote communities. This includes ensuring that all practical placements:

- Meet national regulatory and training package requirements.
- Are culturally safe and relevant to local community contexts.

- Include structured supervision, access to learning spaces, and appropriate workplace equipment.
- Are supported by regular monitoring, feedback, and assessment conducted by qualified teachers and assessors.
- Promote the health, safety, and wellbeing of learners while engaging with community services or remote employers.

4. Key Definitions

Term	Definition
Remote Community	As geographic classification defined and include isolated Aboriginal communities in Northern Australia.
Practical Placement	Structured workplace learning agreed upon in writing by the learner, employer, and Dijan Training Program Ltd.
Host Employer	An approved workplace providing training and supervision opportunities.
Workplace Mentor	An experienced staff member assigned to support and supervise the learner during placement.
Learning Space	A dedicated or shared area within the workplace that supports learner access to study materials, supervision, and assessment activities.

5. Procedure

5.1 Preparation and Planning

Senior Teacher/Assessors and Senior Compliance Manager to identify units of competency that require practical placement.

- A risk assessment (*F-027B Remote Placement Risk Checklist*) is completed for placements, considering cultural factors, language needs, distance, and infrastructure.

Learners are briefed on:

- Work placement expectations
- Code of conduct
- WHS responsibilities
- Local protocols and community expectations

5.2 Host Employer and Workplace Approval

Host sites must meet Dijan Training Program Ltd criteria for:

- Adequate supervision (including assignment of a workplace supervisor or mentor)
- Safe and inclusive environment
- Access to appropriate equipment and technology
- Willingness to support skills development
- Access for a site assessment (in person or virtual) as required by the Teacher/Assessor
- Formal Placement and Training Agreement (F-027) is signed by all parties.

5.3 Supervision and Learning Support

Each learner must have a named Workplace Mentor/Supervisor who:

- Supports skill development
- Completes workplace feedback logs/diaries
- Communicates with Dijan Training Program Ltd Teacher/Assessors as needed

Dijan Training Program Ltd will ensure learners have access to a learning space, which may include:

- A quiet area for reflection and study
- Internet access or Dijan Training Program Ltd -issued devices (where possible)
- Printed learning resources or assessment tools

5.4 Workplace Equipment and Safety

Host employers must provide essential tools and equipment aligned with unit requirements (e.g., PPE, clinical kits, computers).

Learners will complete WHS orientation and emergency protocols specific to the host site. They will conduct themselves in a safe and professional manner

Dijan Training Program Ltd provides support if equipment is unavailable, including loan kits or mobile training resources.

5.5 Monitoring and Assessment

- Teacher/Assessors maintain regular contact via phone, Teams, or site visits.
- Logbooks/Diaries are updated weekly and verified by the Supervisor/mentor. This signed documentation is required before issuance of certification or outcome.
- Teacher/Assessors assess skills either in person or remotely (live or recorded). The third-party observation records are used to determine workplace competency.

Note: For quality assurance Dijan Training Program Ltd will only accept Teacher/Assessors who are employed by Dijan Training Program Ltd to determine assessment competency outcomes against the relevant training product.

- If issues arise (e.g., absenteeism, placement breakdown), the Teacher/Assessor intervenes to review and adjust placement. They will escalate as required to the RTO Business Manager or Executive Director pending seriousness.

5.6 Recording and Compliance

All placement documentation is kept on the learner's file, including:

- Photo ID
- Work Placement Agreement
- Supervisor/Mentor feedback forms
- Work placement logbook
- Assessment tools

Certification will only be issued once all placement and unit requirements are verified.

6. Responsibilities

Role	Responsibilities
Executive Director	Oversees policy compliance and ensures strategic alignment with community goals.
Senior Compliance Manager	Ensures placement procedures meet Standards for RTOs 2015 and audit requirements.
Teacher/Assessor	Facilitates placement setup, supports learner and employer, and conducts assessment.
Host Employer	Provides appropriate workplace and supervision and completes required documentation.
Learner	Engages in workplace tasks, attends placement consistently, and communicates with their trainer.

6.1 Learner Responsibilities

Learners undertaking work placements in remote communities have a critical role in ensuring the success of their training experience and the sustainability of relationships with host employers and Aboriginal communities.

Learners are expected to uphold the highest standards of conduct, responsibility, and cultural sensitivity.

Learners must:

Category	Responsibility
Professional Conduct	Always act professionally, respecting workplace protocols, dress codes, confidentiality, and the authority of supervisors.
Attendance and Commitment	Attend all scheduled placement shifts consistently and punctually. *Notify both the host employer and teacher of any absences in advance.

Engagement	Actively participate in allocated tasks, demonstrate initiative, and engage respectfully with clients, staff, and community members.
Cultural Safety	Demonstrate cultural awareness and respect for local customs, beliefs, and community protocols. *Complete any required cultural induction.
Health and Safety	Comply with all WHS instructions and procedures of the host employer and report any hazards, incidents, or injuries immediately.
Communication	Maintain regular contact with assigned Dijan Training Program Ltd teacher and/or assessor. *Communicate any concerns or challenges in a timely manner.
Learning and Assessment	Complete workplace logs, journals, or assessment activities honestly and on time. *Seek clarification where required.
Technology and Equipment	Use workplace equipment responsibly and report any faults or damage. * If issued Dijan Training Program Ltd devices, ensure their safe return post-placement.
Privacy and Confidentiality	Maintain strict confidentiality regarding any client or organisational information encountered during the placement.
Feedback and Reflection	Participate in feedback sessions and provide honest reflections on their learning experience to support ongoing improvement.

Consequences of Breach: Failure to comply with these responsibilities may result in:

- Withdrawal from the placement
- Disciplinary action in accordance with the Student Code of Conduct
- Delay in program completion or certification

7. Related Policies and Documents

Dijan Training Program Ltd policies aligned with learners undertaking Placement

Marketing Permission Form

Marketing and Advertising Compliance Checklist

Formal Placement and Training Agreement

Remote Placement Risk Checklist

Learner Misconduct Incident Report

Critical Incident Report Form

Learner Assessment Appeals Form

Learner Code of Conduct Policy and Procedure
Complaints and Appeals Policy _Procedure
Certification Issuance Policy and Procedure
Marketing and Advertising Policy & Procedure
Training and Assessment Criteria Policy and procedure
Learner Privacy Policy
Stakeholder Responsibilities and Engagement Policy
Work Health and Safety (WHS) Policy and Procedure
Risk Management Policy and Procedure
Reporting Obligations Policy and Procedure
Training and Assessment Strategy, Policy, Procedure and Development Guidelines
Records Management Policy and Procedure

8. Standards Alignment

This policy aligns with the following clauses of the Standards for RTOs 2015:

1.2, 1.5, 1.6 – Industry relevance, assessment strategy, and resources

5.1, 5.2, 5.3 – Informed consent and learner rights

6.1 – Learner support and communication

7.5 – Protection of learner information and access to records

8.2-8.4 – Compliance with data, audit, and regulatory requirements