



Work Placement Policy and Procedure

Australian Institute of Digital Technology Pty Ltd

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POLICY 16

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Policy Owner	Training Manager	Approved By	CEO
Applicable Legislation & Standards	Standards for RTOs 2025; Work Health and Safety Act 2011 (Vic); Fair Work Act 2009 (Cth); National Code 2018; Child Wellbeing and Safety Act 2005 (Vic); Aged Care Act 1997 (Cth); Relevant Training Packages		

1. Purpose

This policy establishes AIDT's obligations and procedures in relation to the mandatory work placement components of its qualifications. Work placement is a required component of competency-based training in several vocational areas — particularly early childhood education and care, individual and ageing support, commercial cookery, and trade qualifications — because genuine workplace performance cannot be fully demonstrated or developed in a simulated classroom environment alone.

AIDT's placement obligations have two dimensions. As an RTO, AIDT is responsible under the Standards for RTOs 2025 for ensuring that placement arrangements are educationally appropriate, that students receive adequate supervision, and that all placement-based assessment evidence is genuine and sufficient to support a competency determination. As a PCBU under the Work Health and Safety Act 2011 (Vic), AIDT has a duty of care to take all reasonably practicable steps to protect the health and safety of students during placement. Both dimensions are addressed in this policy.

AIDT also recognises that work placement, for many students, is their first experience of a professional Australian workplace. The placement is not just an assessment opportunity — it is a career development experience, a professional networking opportunity, and in many cases the beginning of a relationship with an employer that may lead to ongoing employment. AIDT prepares students for placement thoroughly and monitors them during it to ensure they and their host organisations have a productive experience.

2. Qualifications Requiring Mandatory Placement

CHC30125 — Certificate III in ECEC	Mandatory supervised contact hours with children across all required age groups (0–5 years). Placement in an approved long day care, family day care, or kindergarten service. WWCC required before placement commencement.
CHC50125 — Diploma of ECEC	Higher volume supervised hours including hours in a leadership capacity. Placement in an approved ECEC service. WWCC required.
CHC33021 — Certificate III in Individual Support	Mandatory supervised hours in an approved aged care or disability support service. Police check required.



CHC43015 — Certificate IV in Ageing Support	Mandatory supervised hours in aged care environments (residential and community). Specialised care competencies must be demonstrated on placement. Police check required.
SIT30821 — Certificate III in Commercial Cookery	Structured commercial kitchen practical sessions. Selected units require supervised demonstration in an operational commercial kitchen environment.
CPC30220, MSF30322, CPC30620 (Trade)	Mandatory practical training at the approved workshop facility, 14/65 Mark Street, North Melbourne, every Friday 8:00 AM–5:00 PM. Governed also by AIDT-POL-017.

3. Placement Arrangement Procedure

1	BRIEFING — At the commencement of the relevant qualification, the Training Manager briefs students on placement requirements: the number of hours required; the types of settings and tasks they will encounter; how their performance will be assessed; what documentation they are responsible for completing; their professional conduct obligations; and the WHS requirements that apply during placement.
2	HOST IDENTIFICATION — AIDT identifies placement hosts from its approved network. Students may also nominate a workplace they have a connection to (e.g. a current employer or community organisation). All proposed hosts are subject to AIDT's assessment and approval.
3	SITE ASSESSMENT — Every proposed placement site is assessed against AIDT's minimum criteria before approval: the site operates in the relevant vocational area; a suitably qualified supervisor is available and available to complete Third-Party Reports; the site can provide adequate access to the tasks and evidence required by the training package; WHS conditions are appropriate; and all required regulatory clearances have been obtained by the host.
4	PLACEMENT AGREEMENT — AIDT establishes a formal Placement Agreement (or MOU) with each host organisation before any student commences placement there. The Agreement specifies: the scope and expected duration of placements; supervisory arrangements and the host supervisor's obligations; WHS responsibilities; assessment requirements and the host's role in completing Third-Party Reports; and student confidentiality obligations in relation to clients, service users, and workplace information.
5	STUDENT CLEARANCES — AIDT verifies that all required regulatory clearances are current before each student commences placement. For ECEC placements: current Victorian Working with Children Check (WWCC). For aged care and individual support placements: current police check (cleared). AIDT maintains a record of clearance expiry dates and notifies students in advance of renewal requirements.
6	MONITORING — AIDT monitors each student's progress during placement through: a minimum of one check-in contact per month (in person or via video); review of the student's placement logbook entries at each contact; and review of host supervisor observation reports at the midpoint and end of placement.



	Any welfare or safety concern raised by the student or the host supervisor is acted on immediately.
7	ASSESSMENT — On completion of placement, the student submits all placement documentation within 5 business days. The assessor reviews the evidence against the training package requirements, confirms all placement hours are documented, and records unit outcomes in AIDT's student management system.

4. Student Obligations During Placement

Students on placement represent AIDT and the vocational profession to which their course is directed. Professional conduct during placement is assessed as part of the placement component of the qualification. The following obligations apply without exception:

- Attend all scheduled placement days on time. Notify AIDT and the host supervisor immediately if unable to attend due to illness or emergency.
- Maintain professional dress, language, and communication standards appropriate to the placement setting.
- Follow all WHS requirements and the host organisation's safety procedures at all times, including wearing required PPE.
- Maintain strict confidentiality about clients, service users, patients, or children encountered during placement. Do not discuss or share information about any placement client with any person outside the placement — including family members, friends, or fellow students.
- Report any safety concern, incident, near-miss, or observation of misconduct to the host supervisor and to AIDT immediately.
- Complete all placement documentation honestly, accurately, and on time.