

JOB PLACEMENT POLICY

1. Purpose

- 1.1 This document applies to the **Innovative Institute of Australia**, its courses, its clients (students), and its controlled entities (collectively, "IIA", "Institute", "the Institute", "we", "us", "our"), and to students.
- 1.2 The purpose of this policy is to develop and manage the job placements required by relevant courses and ensure students can benefit from Job Placements. Students, host employers, and the Institute can minimise risks during Job Placement activities.
- 1.3 The document will be implemented when students are required to complete Job Placements to gain their qualifications, and the Institute can properly supervise and assess students' activities during their practical placements.
- 1.4 This policy is implemented in compliance with the requirements of the Education Services for Overseas Students Act 2000 (the ESOS Act), the Standards for Registered Training Organisations (2025), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).
- 1.5 In this file, words that import gender include all other genders; the singular 'they' is gender-neutral and used to avoid specifying a person's gender; words in the singular number include the plural and vice versa.
- 1.6 This policy does not affect students' rights under the Australian Consumer Law.
- 1.7 The Institute reserves the right to amend these terms and conditions at any time.
- 1.8 This policy does not affect students' rights under the *Australian Consumer Law*.

2. Definitions

- 2.1 Work Placement refers to work-based learning in a workplace other than the Institute's simulated workplace environment. A work placement is based on a written agreement between the Institute, a student and a host employer and/or organisation.

It usually includes work observation, work experience, and other forms of workplace learning.

- 2.2 Host Employer (organisation) refers to a firm that provides work-based practical activities. In this document, "organisation" has the same meaning as "employer."
- 2.3 Workplace Supervisor: An employee or owner of the host employer to work as the contact person for the student and the Institute.
- 2.4 Practical Placement Agreement refers to the tripartite work placement agreement that specifies the work placement activities, hours, insurance, and other details. The student, the host employer, and the Institute should sign this agreement.
- 2.5 An education agent refers to an entity (in or outside Australia) that
 - i. Engages in any of the following activities in relation to a provider:
 - A. The recruitment of overseas students, or intending overseas students;
 - B. providing information, advice or assistance to overseas students, or intending overseas students, in relation to enrolment;
 - C. otherwise dealing with overseas students, or intending overseas students; and
 - ii. is not a permanent full-time or part-time officer or employee of the Institute.
- 2.6 Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.7 CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.8 ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.
- 2.9 National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.10 Prospective student/applicant/client refers to a person who intends to become, or

who has taken any steps towards becoming, an 'overseas student' or 'intending overseas student' as defined by the *ESOS Act*.

- 2.11 DHA refers to the Department of Home Affairs.
- 2.12 OSHC refers to the Overseas Student Health Cover.
- 2.13 eCoE refers to the electronic Confirmation of Enrolment.
- 2.14 2025 Standards for RTOs refers to the *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*.

3. Policy

- 3.1 Students, agents, and the Institute's staff must be clearly informed of Job Placement requirements in plain English.
- 3.2 Job Placement will be required as part of a course when
 - i. A Training Package requires that a Practical Placement and/or a particular Practical Placement hour must be completed as part of the training/assessment, or
 - ii. The most appropriate method of training or assessment is through Practical Placement in a proper industry workplace.
- 3.3 Where 3.2 applies, the Institute must identify which units require workplace training and why this approach is the most effective way to deliver and assess those units.
- 3.4 The Institute's course structure must clearly specify the number of required job placement hours and the specific workplace conditions or requirements that apply.
- 3.5 The Institute must include job placement requirements in its course marketing materials, such as website, flyers and brochures. This information must clearly explain how many placement hours are required and list all industry-specific requirements.
- 3.6 All Institute staff must be clearly informed of the job placement training requirements

during induction and have them regularly discussed in staff meetings.

- 3.7 The Institute's CEO is responsible for implementing this policy and procedure. The CEO must ensure that students, agents, and all the Institute's staff understand this policy and follow this policy's requirements.
- 3.8 **Find job placement opportunities:** The Institute mainly finds job placement positions through the following two methods:
- i. The positions provided by a host employer that has agreed to host a number of students and to be monitored by the Institute.
 - ii. A host employer suggested by a student who has agreed to be monitored by the Institute during the student's hosting.
- 3.9 When 3.8(i) applies, the Institute will engage with industry partners to find suitable host employers. Before forwarding host employer information to students, the Institute must verify that each host employer is appropriate, including confirming that each can provide proper supervision and meet health and safety requirements.
- 3.10 The criteria for selection and approval for work-based sites are outlined in the document titled Work-Based Training Agreement and Suitability Checklist. An approved job placement site must meet these requirements.
- 3.11 The Institute must visit every host employer's workplace to make sure it is suitable for student placements. During the visit, the Institute will check if the workplace has the necessary equipment and meets all health and safety standards and discuss with workplace supervisors.
- 3.12 The Institute should provide host employers with all the necessary information regarding Job Placement requirements, course requirements and related responsibilities.
- 3.13 The Institute will conduct an ongoing risk assessment every six (6) months, which includes visiting and inspecting workplace sites, speaking with workplace supervisors and managers, and ensuring that all requirements are met.

3.14 Before starting job placement:

- i. A host employer, a student and the Institute must sign a Tripartite Work Placement Agreement. The agreement must clearly outline the roles and responsibilities of everyone involved, the practical placement schedule, and the total number of hours required to meet the required units of competency.
- ii. A student should complete all prerequisite units in the Institute's classrooms and simulated work facilities, such as Occupational Health and Safety training.
- iii. A student will complete a workplace induction to familiarise themselves with the workplace and meet the host employer and staff. The host employer will provide this induction.
- iv. A student will be provided with the job placement and course progress requirements, Workplace Supervisor details, and a logbook.

3.15 During job placement activities

- i. Students take their practical placement as outlined in the Institute Tripartite Work Placement Agreement. If there are any changes to the placement hours or conditions, the student must sign a new agreement with the host employer and the Institute.
- ii. Both the host employer and the student must record attendance during the job placement with a logbook. This logbook should include the dates, time and job placement hours the student has completed with the host employer.
- iii. The host employer must support and guide students in completing their workplace tasks. These tasks are designed to help students build the skills and knowledge listed in the Institute Tripartite Work Placement Agreement.

3.16 Monitor job placement

- i. The Institute will monitor job placement activities.
- ii. The Institute's trainers and assessors will regularly contact students during normal class hours to discuss and gather feedback on their practical job

placement experience.

- iii. The Institute's trainers will regularly visit workplace sites to conduct assessments and ensure that students receive sufficient support and guidance. The Institute's trainers will also make sure the workplace meets all health and safety (OH&S) requirements.
- iv. Both employers and students must sign logbooks to confirm the hours completed. The Institute's trainers or assessors will regularly check logbooks.
- v. The Institute's trainers and assessors will visit work placement sites and check logbooks without prior notice, a minimum of three (3) times during job placement. Such visits will be conducted at random, with no prior notice.
- vi. The Institute's qualified trainers and assessors will assess the student's practical skills where needed. All assessments must be marked and signed by the Institute's qualified assessors.
- vii. The Institute's assessors will assess students' performance using the assessment mapping guide, observation checklist, and other provided tools.
- viii. If the Institute's assessors believe a student is not developing the required skills or knowledge, or if this student's performance is unsatisfactory, assessors will report to the Institute's COE to take corrective actions. Corrective actions may include extra mentoring or coaching, more training, changing the workplace arrangement, or increasing the number of workplace visits.
- ix. The Institute's assessors will check if students need any extra support to complete their tasks, such as help with language skills. If needed, assessors will arrange LLND (Language, Literacy, Numeracy and Digital Literacy) support as part of the intervention plan.

3.17 Evidence management

- i. Copies of Students' Tripartite Work Placement Agreements must be kept in student files.

- ii. All workplace hours must be recorded in students' Job Placement logbooks. The logbooks must be kept in student files.
- iii. Job Placement Logbooks will be kept in student files as evidence for the relevant unit or units and will form part of the assessment requirements for those units.
- iv. The Institute Tripartite Work Placement Agreements and Job Placement Logbooks will be retained for a period of two (2) years from the day of achieving competency in the unit.

VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.