



Student Placement Procedure

Policy supported	Student Placement Policy
Procedure Code	ACA-HE-26
Procedure owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
Approval date	7 June 2017
Commencement date	13 June 2017
Review date	3 years
Version	2017.1
Related Documents	Discrimination, Bullying and Harassment Policy Discrimination, Bullying and Harassment Procedure Fair Work Act 2009 Fees and Charges Policy and Procedure International Student Deferment, Suspension and Cancellation of Study Policy International Student Deferment, Suspension and Cancellation of Study Procedure Management of Personal Information Policy Management of Personal Information Procedure Partnership and Articulation Policy Partnership and Articulation Procedure Privacy Act 1988 Records Management Policy Records Management Procedure Refund Policy for International and Domestic Students Refund Procedure for International and Domestic Students Student Code of Conduct Student Complaint and Appeal Policy Student Complaint and Appeal Procedure Student Progression and Exclusion Policy Student Progression and Exclusion Procedure Work Health and Safety Act 2011 Work Health, Safety and Wellbeing Policy Work Health, Safety and Wellbeing Procedure

1. Purpose

The purpose of this Procedure is to outline the protocols associated with the ***Student Placement Policy***, the intent of which is to establish an approach to facilitating and managing industry placement activities either as a component of a student's degree at the Australian Institute of Higher Education Pty Ltd ('the Institute') or as a supplementary activity to a student's degree. Industry placements seek to enhance the student learning experience by enabling students to develop their employability skills and apply the skills and theory they acquired as part of their degree in a workplace.

2. Scope

This Procedure applies to all students who are undertaking an industry placement activity either as a component of their degree or as a supplementary activity to their degree. This Procedure also applies to all staff involved in organising and overseeing placements.

3. Definitions

See the *AIH Glossary of Terms* for definitions.

4. Actions and Responsibilities

4.1 Roles and Responsibilities

4.1.1 The Institute

The Institute will be responsible for:

- Ensuring that third party agreements are arranged with reputable providers and regular monitoring and review of the third party provider is carried out in accordance with the **Partnership and Articulation Policy** and associated Procedure;
- Ensuring that insurance policies are in place;
- Ensuring compliance with any relevant policies and procedures (either of the Institute or the third party provider), legislation and acts;
- Marketing and advertising student placement opportunities;
- Providing students with any third party providers policies and procedures in relation to the management of records and privacy prior to providing the third party with information on students;
- Providing students information to the third party provider upon receiving consent from the student;
- Assisting any third party providers with contacting difficult to reach students;
- Investigating and escalating to the third party provider when required any complaints or appeals in relation to placements;
- Processing any withdrawal or refund requests in relation to placements;
- Ensuring the third party provider is paid all fees;
- Ensuring students are orientated prior to a placement either by the Institute or the third party provider;
- Conduct or assist third party providers as requested with student screening to ensure suitability for placement;
- Update the student's record when the student successfully completes a placement.

4.1.2 Third party providers

Third party providers organising student placements on behalf of the Institute will be responsible for:

- Conducting student screening to ensure suitability for placement;
- Liaising with the Institute on a regular basis;
- Reporting back to the Institute on student progress on a regular basis;
- Conducting orientation for students prior to placements;
- Issuing certification for students who successfully complete a placement;
- Reporting any misconduct to the Institute;
- Notifying the Institute of any complaints and work with the Institute to resolve;
- Contacting students not making satisfactory progress and notify the Institute;
- Notifying the Institute if there are any changes to policy or procedures.

4.1.2 Students

Students will be responsible for:

- Providing the required documentation to determine eligibility for placements;
- Participating in any eligibility screening interviews;
- Attending orientation;
- Complying with required policies and procedures of the Institute or the third party provider;
- Maintaining satisfactory progress during the placement;

- Responding to any warning letters;
- Not behaving in an inappropriate manner during the placement (refer to the ***Student Code of Conduct*** for further information on what constitutes inappropriate behaviour);
- Arriving on time and attend the host placement site during agreed attendance times;
- Providing the host company and the Institute with a medical certificate if absent for 2 or more days;
- Following the dress code and standards of conduct as set out by the host company;
- Notifying the third party provider and the Institute immediately if there are any issues or concerns in relation to the placement or the host company;
- Completing any assessments as required and submit by the due date;
- Sign a Training Agreement;
- Pay all due fees to the Institute in accordance with the ***Fees and Charges Policy and Procedure***;
- Participate in any required check point discussions.

4.2 Applying for a placement

Students wishing to apply for a placement must ensure they have met all eligibility criteria of the Institute and the third party provider.

If the student meets the eligibility criteria, they will be required to submit an up to date copy of their resume to either the Institute or the third party provider.

The student must then attend an initial orientation which will outline the program and expectations.

After attending the initial orientation, the Institute or the third party provider will contact the student to arrange a placement consult interview. If the student is suitable for a placement, the student will be notified and a placement will be arranged. If the student is not suitable for a placement, the Institute or the third party provider will notify the student.

4.3 Orientation requirements and information to be provided to students

All students are required to attend an orientation prior to a placement. At the orientation, the student will receive information on:

- Any relevant policies and procedures;
- The students' rights and responsibilities;
- The placement program requirements;
- Students commitment and skills required;
- Withdrawal and refund policies and procedures;
- Who the student can contact if they require support during their placement;
- Options if the student elects not to participate in the placement program.

Students who fail to attend orientation will be unable to undertake a placement.

4.4 Support during a placement

Students will be supported throughout their placement by either the Institute or the third party provider. Students will be provided with details on who they should contact for support during orientation. Support could include site visits, phone/Skype calls and email exchange.

4.5 Withdrawing from a placement

Students will be notified at orientation on the withdrawal process. Students will also be notified if the Institute's ***International Student Deferment, Suspension and Cancellation of Study Policy*** and associated Procedure applies or if the policy and procedure from the third party provider apply.

Students should also consult the **Refund Policy for International and Domestic Students** and associated Procedure to determine if they are eligible for a refund. Students will be notified if the third party providers refund policy and procedure apply at the time of orientation.

4.6 Unsatisfactory progress in a placement

Students who make unsatisfactory progress during a placement will be given 2 warnings, either by the Institute or the third party provider. The warnings will be in writing and will give the student 3 working days to respond and/or improve their performance.

Students whose performance does not improve after the 2 warnings will not be allowed to complete the placement program. The Institute's **Student Progression and Exclusion Policy** and associated Procedure may apply.

Students who do not make satisfactory progress during a placement may not be able to re-apply to undertake another placement.

4.7 Marketing and advertising of placements

The Institute will be responsible for marketing and advertising placements.

If the placements are being organised through a third party provider, then the third party provider must approve all marketing and advertising material prior to the Institute using it. The following procedure will apply:

- The Institute must send all marketing and advertising material to the third party provider at least 2 weeks prior to the material being required;
- The third party provider will have 5 working days to review the material and provide feedback or approval notification to the Institute;
- Upon receiving approval notification, the Institute may use the material;
- Monitoring activities of marketing and advertising material will occur in accordance with the third party providers policies and procedures.

4.8 Completion of a placement

Upon successful completion of a placement, all students will receive a certificate of completion from the Institute or the third party provider.

For students who complete the placement as a component of their degree, the student will be receive a final grade which will be recorded in the Student Management System. Refer to the **Student Assessment Policy** and Procedure for further information on the process for approving, moderation and recording of final grades. Students should refer to the Unit Outline for information on the grading criteria for assessments.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at 7 June 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Procedure.	7 June 2017	13 June 2017