



**Government of Western Australia
Department of Training
and Workforce Development**

**WESTERN AUSTRALIAN WORK PLACEMENT PROGRAM
BUSINESS RULES**

EFFECTIVE: 12 August 2020

VERSION: 2.0

SCOPE

These business rules apply to all qualifications delivered under the Department of Training and Workforce Development's (the Department) *Work Placement Program* (WPP) pilot.

Certificate III and above level qualifications sourced from nationally endorsed Health and Community Services training packages are the basis for the WPP.

The full list of qualifications is at Attachment A.

AIM

The aim of the WPP is to provide learners with work experience specific to the occupational outcome of their chosen qualification.

The program responds to the key workforce challenges in the health and community services industry areas as identified in the State Training Board's *Social Assistance and Allied Health Workforce Strategy* report. It also aligns with Western Australia's commitments under the *National Partnership Agreement on Skilling Australians Fund*.

The program will support registered training organisations (RTOs) to work with employers to provide quality work placement¹ opportunities to students undertaking a course in-scope of the program. The work placement will help students to broaden their skills, knowledge and behaviors to achieve their career objectives.

ELIGIBILITY

Only RTOs that hold a current funding agreement with the Department to deliver qualifications in scope of the program in regional areas or deliver to regional students at their metropolitan campuses are eligible to access the work placement payments under this pilot program.

The WPP placement payment will be available to placements arranged by an eligible RTO in jobs with the same occupational alignment as the qualifications in scope of the WPP.

School students are not in scope of the WPP.

PROGRAM STRUCTURE

The WPP exposes students to real work place conditions that enable them to develop competency, make informed decisions about their career pathway and build networks with an opportunity to gain employment in a relevant industry area.

The selected units of competency will be in line with the qualification's packaging rules and support the WPP student's development and demonstration of:

- on-the-job work experience that supports the qualification's expected job outcome; and
- employability skills and work skills.

¹ Work placement is a period of unpaid work with an employer undertaken by vocational education and training students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both. Source: National Centre for Vocational Education Research – VET glossary 2011. Work placement can also be referred to as 'work experience' or 'vocational placement'.

The program incorporates:

- real work place tasks into the training and assessment;
- where the student is deemed in need, the development of literacy, numeracy and employability skills, as required throughout the learning program. The Course in Applied Vocational Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualification (USIQ) may be used to develop these skills; and
- educational support services² as required throughout the training and assessment, both on and off-the-job. This will be the responsibility of the RTO.

RTOs delivering training under the WPP are required to:

- consult with industry to determine relevant tasks and projects suitable for the work placement; and
- ensure WPP students are given the opportunity to engage in meaningful work aligned to the job outcomes of their chosen qualification.

WORK PLACEMENT

The RTO is required to coordinate and monitor an on-the-job work placement component under the WPP in partnership with the employer.

Work placement hours must be in line with the training package rules or applicable standards, as specified in the attached list of qualifications*.

* Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care; and Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice. It should be noted that neither of these qualifications contain a mandatory work placement component. However, they are delivered by the specialist RTO with a requirement for students to complete clinical/practical hours documented in a clinical log book (refer to evidence of work placement below).

The on-the-job work placement may be based on the WPP student attending a work place one or more days a week for the duration of the training or as a block release arrangement, negotiated with all parties.

Principles of the work placement

RTOs must ensure the WPP student's work placement incorporates the following principles:

- Work placement exposes the WPP student to real work place conditions. Real work place conditions include but are not limited to the physical environment, stress and noise levels, degree of safety or danger, customers and clients and commercial outputs.
- Work placement contributes to the competency requirements and employability skills relevant to the WPP student's qualification.
- Work placement contributes to the occupational outcome of the relevant qualification and assists the WPP student to secure a relevant job in the industry of their choice.
- Real work tasks and projects complement and contextualise the units of competency with a focus on developing the dimensions of competency³.

² Educational and support services as defined in the *Standards for Registered Training Organisations (RTOs) 2015*.

³ Dimensions of competency are part of the broad concept of competency, which includes all aspects of work performance as represented by task skills, task management skills, contingency management skills and job/role environment skills. Source: National Centre for Vocational Education Research – VET glossary 2011.

- Education support services support the WPP student in achieving competency and effectively participating in a work place to facilitate qualification completion.

Coordinating the work placement

The RTO must:

- assess the WPP student and match them with potential employer/s;
- contact suitable employer/s and arrange the on-the-job work placement;
- outline with the employer/s the aim of the program and their roles and responsibilities;
- include the employer in the selection process of candidates for the WPP;
- prepare and assist the WPP students with their on-the-job work placement;
- ensure the WPP student receives adequate supervision from the RTO and/or the employer in carrying out their tasks; and
- provide evidence of the above for audit purposes.

Monitoring the work placement

The RTO must:

- provide the WPP student with educational support services as required;
- conduct site visit/s where practical;
- maintain regular contact with the employer to monitor and track the WPP student's progress; and
- provide evidence of the above for audit purposes.

Evidence of the work placement

A log book or similar form of evidence of the WPP student's work placement must be kept and include:

- dates and details of each work site attended (e.g. RTO workshop, employer work place, industry site visit);
- work place induction;
- work place tasks/projects undertaken; and
- employer sign-off of the total hours of on-the-job work placement.

It is the responsibility of the RTO to ensure the log book is updated by the WPP student. A copy of the updated log book must be held by the RTO for contract audit purposes.

FUNDING

Only RTOs that hold a current funding agreement with the Department to deliver qualifications in scope of the program in regional areas or deliver training to regional students at their metropolitan campus are eligible to partner with employers for a WPP placement payment.

RTOs will be eligible for a payment of up to \$600 for each student and may apply this flexibly to achieve the best work experience outcome for the student.

Funding for the WPP can be used to directly support student and employer costs related to the work placements – for example:

- employers' costs associated with the coordination, monitoring and supervision of work placements that contribute to the WPP students' attainment of competency to the required industry standard; or
- helping to offset student travel and accommodation costs where it is necessary for the student to travel to obtain a suitable work placement.

The RTO cannot retain any portion of these funds to offset their own costs for delivering the training or coordinating/managing the work placement.

Funding for WPP is based on the progression of the WPP student's work placement with the employer, and is not tied to the qualification's nominal hours or the actual hours of work placement undertaken.

CONTACT INFORMATION

For queries relating to:

- the business rules, please contact Apprenticeship and Traineeship Policy at: apprenticeshippolicy@dtwd.wa.gov.au;
- training curriculum, please contact Training Curriculum Services at: trainingpackages@dtwd.wa.gov.au; and
- funding, please contact Training Resource Allocation at: training.markets@dtwd.wa.gov.au.

ATTACHMENT A

WORK PLACEMENT PROGRAM QUALIFICATIONS

National ID	Qualification title and minimum work placement hours
CHC30113	Certificate III in Early Childhood Education and Care (120 hours)
CHC30213	Certificate III in Education Support (100 hours)
CHC33015	Certificate III in Individual Support (120 hours)
CHC40113	Certificate IV in School Age Education and Care (120 hours)
CHC40213	Certificate IV in Education Support (100 hours)
CHC40313	Certificate IV in Child, Youth and Family Intervention (120 hours)
CHC43015	Certificate IV in Ageing Support (120 hours)
CHC43115	Certificate IV in Disability (120 hours)
CHC43315	Certificate IV in Mental Health (80 hours)
CHC43515	Certificate IV in Mental Health Peer Work (80 hours)
CHC50113	Diploma of Early Childhood Education and Care (240 hours)
CHC50213	Diploma of School Age Education and Care (240 hours)
CHC53315	Diploma of Mental Health*
HLT33015	Certificate III in Allied Health Assistance (80 hours)
HLT35015	Certificate III in Dental Assisting (250 hours)
HLT33115	Certificate III in Health Service Assistance (80 hours)
HLT43015	Certificate IV in Allied Health Assistance (120 hours)
HLT45015	Certificate IV in Dental Assisting (250 hours)
HLT54115	Diploma of Nursing (400 hours)
HLT30113	Certificate III in Aboriginal and Torres Strait Islander Primary Health Care (Hours not specified)
HLT40213	Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care Practice (Hours not specified)

*This qualification was added on 18 February 2021