

Student Placement Policy

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POLICY MANAGER	Quality Assurance Coordinator
APPROVAL AUTHORITY	National VET Academic Manager
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1. Introduction

1.1. Purpose

This policy outlines Greenwich College Pty Ltd commitment to ensuring that placements are conducted in safe, inclusive, and compliant environments. It supports the development of practical skills, workforce readiness, and alignment with training package requirements. The College recognises that poor placement practices may compromise student outcomes, safety, and sector integrity.

1.2. Scope

This policy is an overarching Group policy and applies to:

- i) All staff of Greenwich College who are involved in the coordination, supervision, assessment and supporting placements.
- ii) All students Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College, Greenwich Health & Care College) RTO: 91153, CRICOS: 02672K who enrolled in courses which require vocational placement as part of the course requirement.
- iii) If there are any discrepancies between an affiliate's policy and these, the Greenwich College policy will apply.

1.3. Definitions

Term	Meaning
Host/ Host Organisation	Approved workplace providing placement opportunities.
Placement Student/ Vocational Placement	Structured learning in a workplace aligned with unit outcomes.
Work	Work is performing an activity, in Australia, that a person would normally be remunerated for. This could be payment or some other form of reward.
Work Placement Coordinator	College staff overseeing placement logistics.

2. Policy

Greenwich College, as a Registered Training Organisation (RTO), is committed to ensuring that all work placements:

- Provide students with a safe, supportive, and compliant learning environment.
- Align with the requirements of the relevant unit(s) of competency.
- Comply with relevant legislation, including the Fair Work Act 2009, workplace health and safety standards, and immigration/visa conditions.
- Are conducted in partnership with approved and suitable workplace providers.
- Support equitable access, inclusivity, and fair treatment of all students.

3. Roles and responsibilities

Students are expected to:

- Act professionally and adhere to workplace policies and procedures.
- Maintain accurate records of hours worked and tasks performed (e.g., logbooks).
- Seek assistance promptly if they encounter difficulties.

Work Placement Coordinators/Trainers are responsible for:

- Providing students with clear information on placement requirements.
- Approving and monitoring placement venues for compliance.
- Acting as a point of contact for both students and host employers.
- Assessing and verifying that work placement outcomes meet unit requirements.

Host Employers/Workplace Supervisors are expected to:

- Provide students with meaningful learning experiences aligned with course outcomes.
- Ensure a safe and supportive workplace environment.
- Sign off on student attendance and performance records where applicable.

4. Placement Conditions

- Greenwich College requires a formal Student Placement Agreement to be signed by the host, the student, and
- Greenwich College to ensure mutual understanding of responsibilities and to formalise the placement arrangement
- Placements must meet the minimum service hours as required by the unit(s) of competency.
- Students must not exceed visa work limitations or breach any employment restrictions.
- Workplace venues must comply with industry standards and be formally approved by Greenwich College.
- Insurance coverage (e.g., public liability, student accident insurance) will be provided where required.

5. Support and Assistance

- Students may seek assistance at any time from their trainer, Work Placement Coordinator, or student support staff.
- Greenwich College encourages students to report any concerns, including workplace issues, harassment, or health and safety risks, without fear of disadvantage.

6. Non-Compliance

Failure to comply with this policy, workplace requirements, or Greenwich College procedures may result in:

- Termination of the placement.
- Delays in completion of the unit or course.
- Disciplinary action as per Greenwich College policies.

7. Review

This policy will be reviewed every two years, or earlier if legislative or regulatory changes require updates.

8. Reference and Supporting Information

8.1 Supporting Documentation

Document name	Document type	Location
ASQA Standards for RTO's 2025	Regulatory Standards	External
The Education Services for Overseas Students (ESOS) Act 2000	Legislation	External
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	Regulatory Standards	External
National Vocational Education and Training Regulator Act 2011	Legislation	External

8.2 Change History

Version	Approval date	Department Approved by	Change
v1.0	10 October 2023	Executive General Manager - Group Quality, Accreditation & Compliance General Manager Academic Manager	Work Placement Policy Created
V2.0	1 July 2025	Group Quality, Accreditation & Compliance General Manager National Academic Manager	Rename to Student Placement Policy. Update Group Logo, Greenwich headers and footers, and align to Standards RTO 2025.