



Australian National  
Institute of **Business**  
and **Technology**

## Work Based Training Procedures

### 1.0 Purpose

1.1 The purpose of this procedure is to define the system used to meet the requirements of Part C Section 8 of the revised National Code 2007 for work-based training (WBT) arrangements, and to,

1.2 Define the system used to meet workplace requirements of the qualifications on ANIBT scope of registration

### 2.0 Responsibility

2.1 The CEO, the Training Manager and relevant coordinators/assessors are responsible for implementation of these procedures.

### 3.0 Requirements

3.1 This procedure requires that the Institute has appropriate arrangements for the supervision and assessment of WBT for both domestic and overseas (international) students.

3.2 All Practical Placement arrangements shall be subject to a formal agreement between: ANIBT, the WBT host organisation, the student, and the parent/guardian, if the student is under 18 years of age.

3.3 The CEO delegates authority to the relevant Manager/Coordinator (or the Manager's delegate) for signing Practical Placement Agreements.

3.4 WBT can only be included where it is required to gain the Qualification. Practical Placement programs shall follow the requirements of a qualification and an accredited program on the Institute's scope of registration and CRICOS registration.

3.5 The WBT component of a course will not be greater for international students than domestic students.

3.6 The Institute will have mechanisms in place to monitor a student's course progress while the student is completing an element of WBT.

3.7 Where WBT is approved as part of a course for registration on CRICOS, the WBT component will be included in the duration of the course. The duration of the course would be determined on the time required to complete the course on a full-time study basis.

3.8 Practical placement agreements and records must be kept for a minimum of 30 years in case any insurance claims are made.

3.9 The WBT Coordinator will be responsible for establishing and maintaining practical placement programs and assessing the level of training and learner support required.



Australian National  
Institute of **Business**  
and **Technology**

3.10 WBT Assessor at ANIBT will be responsible for assessing the student performance, and providing student support (mentoring and coaching) if required.

3.11 Students will be required to complete the work placement as specified in the 'Work Placement Agreement'. Any variations to the hours worked and conditions of the work placement must be approved by WBT Coordinator and the WBT Host Organisation.

3.12 Student's attendance through the work placement shall be recorded by the host employer and the student via standard workplace timesheets. This will record all times and dates the student completes work placement hours for the host employer. The time sheets will be returned to ANIBT on a weekly basis.

3.13 The students shall be provided support and guidance from the host employer in the completion of required workplace tasks. These tasks will ensure the students further develop their skills and knowledge in the required areas as specified in the Work Placement Agreement.

3.14 Assessment of required practical skills will be undertaken by ANIBT qualified trainers and assessors. On some occasions the trainer may require the host employer to participate in the assessment process through observing students in the workplace. All assessments shall be signed off by a qualified assessor from ANIBT.

3.15 ANIBT shall maintain Public Liability and WBT Insurance for all students at all times while undertaking approved WBT.

#### **4.0 Definitions**

1.1 In Victoria, WBT is considered to mean training and/or assessment that will occur in a workplace other than in a provider's own simulated workplace environment.

1.2 "Practical Placement Agreement" shall mean a legally enforceable contract between ANIBT, the Host Organisation, the student and the parent/guardian if the student is less than 18 years of age.

1.3 "Host Organisation" shall mean the organisation which provides a practical program for the student and is a signatory to the Practical Placement Agreement.

1.4 "Work Cover" shall mean the insurance that covers host employers providing work placements. This insurance is activated at the signing of the Practical Placement Agreement.

#### **5.0 Method**

##### **Workplace venues**

5.1 The Institute will sign practical placement agreements with the workplaces/host organisations for work-based-training for each student which meet the requirements for practical placement and work cover. These agreements will be retained for a period of 30 years after the student has completed training.



Australian National  
Institute of **Business**  
and **Technology**

5.2 The WBT Coordinator will conduct an orientation program (using The ANIBT Practical Placement Coordinator Checklist) with each workplace prior to acceptance of students. The orientation program will include the following:

- The Institute's responsibilities to train and assess students to acceptable standards, introduce students to the WBT, support students in the workplace, provide support to the students and monitor attendance and progress.
- Workplace responsibilities to provide students with work in keeping with the requirements of the log book, to properly complete the log book, to monitor and supervise student work, to record attendance and to allow workplace visits and contact between the WBT Coordinator, WBT Assessor, the workplace supervisor and the students.
- The student visa obligations and ESOS compliance requirements (International Students).
- Workplace venues will be monitored by the Institute to ensure that they comply with the agreement. Compliance breaches will result in cancellation of the agreement.

5.3 The Institute's WBT Coordinator will introduce each student to their workplace and their workplace supervisor in person before students commence their work placements (using The ANIBT Practical Placement Coordinator Checklist).

5.4 The Institute's WBT Coordinator will establish and maintain a schedule of student placements for each week of the program.

5.5 Once the program has commenced the WBT Coordinator will contact or visit each worksite at least once to verify student attendance and performance and to inspect (and monitor) employer worksite.

5.6 If necessary, student's worksites can also be contacted by telephone once each week to verify the attendance and participation of the student with the workplace supervisor.

5.7 The WBT Coordinator will liaise with ANIBT's WBT Assessor to ensure students are meeting skills and knowledge development requirements, performing satisfactorily and meeting attendance requirements.

5.8 Where the WBT Coordinator identifies that a student is not receiving the required mix and level of experience or not meeting attendance requirements, the WBT coordinator (in coordination with all parties) will intervene and implement corrective action to address the situation. This corrective action (or intervention) could include additional mentoring and coaching, arranging additional training or service events, changing the mix of workplaces or conducting a work place visit frequently.



Australian National  
Institute of **Business**  
and **Technology**

### **Work-based Training Assessor**

5.9 ANIBT will nominate a qualified WBT Assessor, who will visit each worksite for assessment for a minimum of 2 occasions over the WBT period to monitor student performance and to conduct assessment.

5.10 The WBT assessor will review the student's attendance, monitor course progression and get feedback from the supervisor to ensure the required mix and level of experience is being undertaken. The assessor will also check that the logbook is being completed and is done so correctly.

5.11 The workplace assessor will use the assessment mapping guide, skills tracker reports, observation checklist and interview tools to assess student's performance.

5.12 The assessor will also identify if any additional support is required by the student to perform their required tasks, including language assistance. If necessary, the assessor will implement LLN support as part of the intervention strategy.

5.13 Student performance and assessment summary must be recorded and any concerns or issues are reported to the WBT Coordinator. The WBT coordinator will take appropriate actions by contacting the employer and/or the student.

### **Criteria for selection, approval and ongoing risk assessment of work-based sites**

- The criteria for selection and approval for work-based sites requires an assessment of the capacity to offer the required work-shifts, the worksite being able to offer a structured program to students in a safe working environment and an inventory of essential equipment.
- Initial and ongoing risk assessment of the site is implemented via a site visit, inspection of the site, interviewing of the Venue Manager.
- A formal agreement will be signed by both parties once the selection criteria are met.
- Sites that do not meet the criteria will not be used by the Institute.

### **Language, literacy and numeracy support**

- The WBT Coordinator or the Assessor will assess student's language, literacy and numeracy levels WBT and determine if any assistance is required. If assistance is required an appropriate support program will be devised to prepare student to be work ready.
- The students will also be encouraged to discuss any issues in relation to their language skills with the assessor or the Training Coordinator before or during their placement so that they can be addressed or corrective actions can be taken.



Australian National  
Institute of **Business**  
and **Technology**

### **Student orientation program**

Orientation to the WBT program will be as follows:

- Information will be provided about the program in the student prospectus, student orientation and WBT information sessions.
- Students will not be placed on the program until they are assessed by the Institute as “work ready”. In the normal course of events this will not occur until the end of 2nd or 3<sup>rd</sup> term at the earliest.
- An orientation session will be conducted with students in the term prior to commencement of the program.
- A student guide to WBT and a log book have been prepared for the students and these documents will be distributed during the orientation session.

### **Recording of Work-Based Training**

- Each student undertaking a practical placement shall have a copy of their ‘Work Placement Agreement’ kept on their file.
- All hours completed within the workplace shall be recorded in the Time Sheet and kept in the student’s File.
- This student logbook shall be signed by the student and the employer and to be reviewed by the ANIBT’s WBT Coordinator / Assessor.
- The ‘Work Placement Logbook’ will be kept on the student’s file as evidence for the specified unit(s) and be included as an assessment requirement for the specified unit(s).
- The ANIBT Practical Placement Coordinator Checklist shall be filed.

### **Work Cover**

The information are outlined in the associated documents.

### **REFERENCES**

- Education Services for Overseas Students Act 2000 (ESOS)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)
- Australian Qualification Framework 2011
- National Vocational Education & Training Regulator (NVR) Act 2011;
- Standards for NVR Registered Training Organisations 2011 (formerly AQTF);