

Managing Student Work Placement

Approved by: Executive Direct Education Enablement

Approval Date: 10/06/2025

Review Date: 10/06/2026

Summary

- 1** **Initiate Placement**
Understand what a Placement is, and how to initiate the Placement process
- 2** **Approve and Finalise Placement**
Completing a Risk Assessment, identifying mandatory requirements, understanding Students requiring reasonable adjustment and completing a Student Placement Agreement (SPA)
- 3** **Prepare for and Undertake Placement**
Before and during Placement guidelines for the Placement Coordinator. Understanding unsatisfactory performance from a Student and/or Host Employer
- 4** **Post Placement**
After Placement guidelines for the Placement Coordinator
- 5** **Record Keeping**
- 6** **Insurance**

1 Purpose

To establish a procedure for managing the work placement process for TAFE NSW students who are required to undertake a work placement as part their training course.

2 Scope

This procedure applies to all TAFE NSW staff and students.

3 Procedure

3.1 What is a Placement?

- a) A Placement involves Students gaining industry experience with a Host Employer for a limited period to apply what they have learned in their course to the work environment. A placement may be work-integrated learning, work placement or community-based learning. A Placement is an integral part of Vocational Education and Training (VET) courses, where Students are required to achieve specific learning outcomes while on Placement as part of their training course.
- b) During a Placement, Host Employers must provide opportunities for the Student to apply skills and knowledge from their study and supervise the Student as they practice these skills. Students work towards achieving specific learning outcomes while undertaking a Placement that contribute towards their assessment.

3.2 Initiate Placement

- a) A Placement with a prospective Host Employer may be initiated by:
 - i. TAFE NSW
 - ii. a third-party provider to facilitate Placements (on TAFE NSW's behalf); where TAFE NSW has a formal agreement with the third-party provider, or
 - iii. a Student.
- b) The Placement Coordinator must determine the suitability of the Placement, to ensure that:
 - i. work undertaken by the Student is relevant and appropriate to the training course and learning outcomes
 - ii. work undertaken by the Student is without risk to the Student's health, wellbeing and safety, and
 - iii. the Host Employer can provide adequate supervision of the Student.
 - iv. the facilities, resources and equipment to be used during the placement are adequate, suitable, safe and in good working order.
- c) The Placement Coordinator must monitor the Placement to ensure the suitability of the Placement is maintained per the requirements of 3.2 b).
- d) The Placement Coordinator should provide relevant information about the Placement to the Host Employer and Students.
- e) The Placement Coordinator must discuss and negotiate the details of the Placement with the Host Employer – for example:
 - i. whether the Placement is suitable and any risks specific to the Placement, including any

- workplace health or safety risks
- ii. the duration and location of the Placement
- iii. expectations of Student performance, including the nature of the activities to be undertaken by the Student and required training course learning outcomes
- iv. number of Students that can undertake a Placement
- v. the workplace induction process for Students
- vi. any special requirements, including any specific safety requirements or the need for Students or Host Employers to obtain any clearances such as a Police Check or Working with Children Check
- vii. Students who require reasonable adjustments
- viii. insurance and costs (if applicable)
- ix. supervision arrangements for Students while undertaking the Placement, including consideration given to supervision ratios
- x. relevant policies and procedures, including procedures to be followed in the event of an accident or emergency, and
- xi. the process for managing any disputes or other issues that may arise during the Placement.
- f) The process for allocating Students to a Host Employer must be transparent, fair, and reasonable, and include a process for managing any Student requests to be re-allocated in exceptional circumstances or make reasonable adjustments.
- g) Where possible, Placements should be established within a reasonable distance of the Student's learning location or campus. Where the availability of a suitable Placement may require the Student to travel long distances or undertake a Placement at a remote or interstate location, this will need to be considered as part of the Placement approval process.
- h) Where possible, a Student should avoid undertaking a Placement in a workplace where there is a possible or perceived conflict of interest e.g. a relative or someone with a close personal relationship will be responsible for supervising the Student, or the Student is an existing employee of the Host Employer. Where there is a possible or perceived conflict of interest, this will need to be considered as part of the Placement approval process using the Conflict of Interest Declaration form
- i) If a Student wishes to undertake a Placement where they are in paid employment with the Host Employer, the Placement Coordinator will contact the Host Employer to receive approval. Using the Approval to Use Paid Employment form, the Host Employer acknowledges the following:
 - i. It is recommended the Student has a different supervisor to their paid employment.
 - ii. The Placement activities must align to the activities outlined by TAFE NSW to support the required learning outcomes of the course
 - iii. The Placement should be undertaken on different days to the paid employment unless there are compelling reasons otherwise.

3.3 Approve Placement

- a) A relevant Head Teacher, Placement Coordinator or other delegate must approve the placement before a Student commences a Placement.
- b) As part of the approval process (excluding TAFE Digital), the Placement Coordinator initiating the Placement will be responsible for obtaining a Student Placement Preference Request form from the Student for the review and approval by the relevant Head Teacher or other delegate.
- c) The Student Placement Preference Request form is an important part of the process to arrange a

suitable Placement and ensures that TAFE NSW is provided with sufficient information to make an informed and considered decision to approve, or not approve, the Placement.

- d) As part of the approval process, if the Student is under 18 years of age, written consent to the Placement must also be obtained from the Student's parent / legal guardian. If the Student is still at school, written consent to the Placement must also be obtained from the school principal (or their delegate).
- e) All approved Placement documentation must be kept on file and stored in accordance with TAFE NSW policies and procedures.

3.4 Finalise Placement Documentation

- a) Complete Risk Assessment:
 - i. As part of determining whether a Placement is suitable, the Placement Coordinator is responsible for ensuring the Host Employer provides a completed risk assessment of each of their workplace sites, to ensure that:
 - a) Work activities undertaken by the Student is relevant and satisfies the training and assessment requirements of the Student and training course learning outcomes
 - b) work activities undertaken by the Student is without risk to the Student's health, wellbeing or safety
 - c) Facilities, resources and equipment are adequate, suitable, safe and in good working order, and
 - d) adequate supervision will be provided to the Student.
 - ii. A risk assessment must be conducted annually, using the TAFE NSW Work Placement Risk Assessment template for each host employer's workplace, and must be reviewed should any incidents occur whilst a student is on Placement at such location.
 - iii. A risk assessment may be conducted by phone, in person, or require a site visit at the Placement location.
 - iv. If the Placement Coordinator is not confident that the Placement is suitable, or identifies that the Placement may be high risk (i.e. to the Student's health and safety) or this is the first time that Students will be placed with the Host Employer, the Placement Coordinator must arrange for a site visit to be conducted at the Placement location in consultation with TAFE NSW People & Culture.
- b) Students Requiring Reasonable Adjustment
 - i. Before undertaking a Placement, as a requirement of TAFE NSW's risk assessment process, a Student asked to disclose any personal information about disabilities, medical conditions or other factors that may impact on their ability to satisfy the requirements of the Placement or put at risk themselves or others during the Placement.
 - ii. Where a Student discloses such information to TAFE NSW and requests assistance, the Student, Placement Coordinator and Disability Consultant (if appropriate), should:
 - a) determine what reasonable adjustments may be required in a Placement, including the need for a medical assessment and any additional processes that may need to be established; and
 - b) discuss what information will need to be provided to the Host Employer.
- c) Complete Student Placement Agreement (SPA)
 - i. If the risk assessment determines that the Placement is suitable and the Placement is

- approved, the Placement Coordinator must arrange for the relationship to be formalised through an appropriate [Student Placement Agreement](#) using TAFE NSW's standard template.
- ii. The Student Placement Agreement contains important information about the rights and obligations of each party, including details of the Placement.
 - iii. It is the responsibility of the Placement Coordinator to ensure that a Student Placement Agreement is signed by the Host Employer and TAFE NSW before any Student commences a Placement.
 - iv. The Placement Coordinator should refer to [the TAFE NSW Student Placement Agreement Dashboard](#) to confirm if a SPA currently exists for a specific workplace.
 - v. In certain cases, TAFE NSW's Student Placement Agreement template may not be appropriate or require amendments e.g., clinical placements in health facilities will often require additional terms and conditions, or where a placement fee is required. Where that is the case, you will need to engage [TAFE NSW Legal Services](#) and obtain their approval.
- d) Mandatory Requirements
- i. Any mandatory requirements for Students to undertake a Placement as part of their training course must be clearly communicated to Students before they enroll in the training course (i.e. in publicly available information about the training course). Depending on the requirements of the training course, this may include: a current first aid certificate, evidence of specified immunisations or other form of medical clearance, a Driver's License, a Police Check and/or a Working with Children Check.
 - ii. The Student is responsible for any fees or charges incurred in meeting any mandatory requirements.
 - iii. If a Student is unable to meet any mandatory requirement or provide evidence of meeting the mandatory requirement(s) before commencement of the Placement, the Student will not be permitted to undertake the Placement, and their enrolment in the training course may be withdrawn depending on the circumstances.
 - iv. A Student must maintain currency with the mandatory requirements for the duration of the Placement and must notify the Placement Coordinator if they are unable to maintain that currency.

3.5 Prepare for Placement

- a) The Placement Coordinator should:
 - i. ensure the Host Employer and Students are provided with relevant information about the Placement
 - ii. ensure Students are advised to obtain all the necessary checks and clearances (e.g., Police and Working with Children Checks)
 - a) If the Host Employer requires Students to have a Police Check, a Working with Children Check, or any other form of clearance, the Placement Coordinator must ensure that the Students have the appropriate checks before they commence a

Placement. In any event, Students who may have to work with children as part of their Placement must obtain a Working with Children Check before they commence a Placement.

- b) Students attending Placement under the age of 18 are unable to obtain a Working with Children Check, however, once the Student reaches the age of 18, they must obtain a Working with Children Check to return to Placement
- iii. ensure the Student is informed about the procedures and processes related to the Placement, including the Code of Conduct and their rights and responsibilities while undertaking a Placement and expected standards of behaviour
- iv. ensure the Host Employer is informed about the procedures and processes related to the Placement, including their rights and responsibilities. If necessary, the Placement Coordinator should arrange a meeting with the Host Employer to explain the procedures and processes
- v. ensure the Student and Host Employer have a clear understanding of the activities the Student will undertake during the Placement
- vi. establish processes for recording Student attendance during the Placement; and
- vii. establish processes to liaise with the Host Employer and Student to monitor the Student's performance.

3.6 Undertake Placement

- a) The TAFE NSW Teacher/Assessor must:
 - i. monitor the Student's performance according to the required training course outcomes, which may be conducted by phone or site visits at the Placement location.
 - ii. aim to do a site visit at least once during the Placement.
- b) Placement Coordinator must:
 - i. Undertake monitoring and further risk assessments of the Host Employer, as required; and
 - ii. ensure that any accidents or incidents involving a Student are recorded, reported to the TAFE NSW WHS Hotline, and investigated as appropriate in the circumstances.
- c) Unsatisfactory Performance of the Student
 - i. If an issue arises during a Placement in relation to a Student's performance or conduct, the Placement Coordinator must follow the Student Conduct and Discipline Procedure Manual, must document the issue and coordinate a discussion between all relevant parties to determine a resolution.
 - ii. When it is agreed by both TAFE NSW and the Host Employer that a Student's performance or conduct during a Placement is seriously inappropriate and/or puts at risk the health or safety of any person:
 - a) the Student's Placement will be immediately discontinued
 - b) an ["Unsatisfactory"] grade will be assigned to the Placement component of the Student's training course, and
 - c) after consideration of the circumstances from both the Host Employer and the Student, TAFE NSW will determine whether the Student may be permitted, with additional supervision and support, to undertake the Placement again.
 - iii. Where a Student has not demonstrated the required level of competency in all the required training outcomes related to the Placement, it is recommended they repeat the Placement

with a different Host Employer following consultation with relevant TAFE NSW staff. TAFE NSW will determine, at its discretion, whether the Student will be required to undertake additional education or training related to the Placement to assist with successful completion of the Placement. TAFE NSW will work with the Student to identify supervision arrangements and any additional work required to support the Student in the second Placement attempt.

- iv. Should a Student not complete the required level of competency in all the required training outcomes after undertaking a repeat Placement, an ["Unsatisfactory"] grade will be assigned to the Placement component of their training course. A Student will not be permitted to repeat a Placement more than once during their training course.
- d) Unsatisfactory performance of the Host Employer
 - i. If the Student or TAFE NSW considers the Placement is no longer suitable (e.g. is of insufficient quality or to the required level), or there are circumstances outside of the Student's control which makes the Placement untenable, and the matter cannot be resolved between the parties, the relevant Head Teacher or delegate may take the following action, having regard to the circumstances:
 - a) The Student's Placement continues with closer monitoring by TAFE NSW.
 - b) The Student's Placement with the Host Employer is suspended until all the issues have been resolved to the satisfaction of all the relevant parties; or
 - c) The Student's Placement with the Host Employer is terminated and where possible, a replacement Placement is arranged for the Student.

When deciding what action should be taken, all reasonable efforts should be made to ensure that the Student is not academically disadvantaged.
 - ii. Before any decision is made to terminate a Student Placement Agreement early, all relevant parties must be consulted, including TAFE NSW Legal Services.

3.7 Complete Post Placement tasks

- a) The Placement Coordinator should:
 - i. allow the Student to evaluate and reflect on the Placement using the Student Placement Feedback form
 - ii. provide the Host Employer with an opportunity to provide feedback on the Placement. This may include asking the Host Employer to complete a student report or Host Employer Feedback form on the Student's performance during the Placement
 - iii. review and evaluate the Placement to identify any issues or areas of improvement; and
 - iv. if appropriate, send a letter of thanks to the Host Employer.

3.8 Record Keeping

- a) All records and documents produced in connection with the Placement, including risk assessment documents, Student Placement Preference Request form and Student Placement Agreement, must be kept on file and stored in accordance with TAFE NSW policies and procedures. Refer to Records Management Policy and guides on the [Records Management Unit](#) intranet site.

3.9 Insurance

- a) TAFE NSW is a member of the NSW Treasury Managed Fund (TMF) which provides insurable risk

protection in accordance with the TMF Statement of Cover. The TMF is a NSW Government owned and underwritten self-insurance scheme that provides insurance coverage to NSW Government agencies and departments.

- b) The TMF provides insurance coverage for death or injury to a Student while engaged in an approved Placement. Accordingly, if a Student is injured or dies during an approved Placement, they may be eligible to make a claim under TAFE NSW's TMF scheme.
- c) Amongst other things, TAFE NSW's TMF scheme **does not** cover:
 - i. any Student who arranges a Placement directly with an individual or organisation which is not approved by TAFE NSW (i.e., is not part of the Student's approved training and assessment program)
 - ii. any Student who receives any form of remuneration while engaged in a Placement (e.g., such as an apprenticeship or traineeship) as those Students should be covered by their employer's workers compensation policy
 - iii. any loss or damage to the Host Employer's property or equipment, business disruption or any other loss caused by a Student while engaged in a Placement, or
 - iv. any loss or damage to the Student's property.
- d) If requested by the Host Employer, TAFE NSW can provide a Certificate of Currency that indicates that TAFE NSW is a member of the TMF scheme. A current TAFE NSW Certificate of Currency is available on the [TAFE NSW Legal Services](#) intranet site.
- e) Information about TAFE NSW's insurance coverage, including how to make a claim, is available on TAFE NSW intranet.

4 Responsibilities

Position	Responsibility
Executive Director Education and Skills – TAFE Digital	The approver for this Procedure.
All Employees of TAFE NSW	Employees of TAFE NSW are required to comply with this Procedure.
Third-Parties	Third-Parties are required to comply with the relevant provisions of this Procedure.
Students	Students are required to comply with the relevant provisions of this Procedure.

5 Definitions

Term	Meaning
Placement	Assigning a Student to undertake supervised learning at a workplace for the purpose of the Student's practical education and training. A Placement may be: <ul style="list-style-type: none"> - a vocational placement as defined in the <i>Fair Work Act 2009</i> (Cth). - Work integrated learning - Community-based learning

Term	Meaning
Placement Coordinator	Is a TAFE NSW staff member who has responsibility for coordinating and managing a Placement. i.e. Teacher, Education Support Officer
Host Employer	An individual or organisation with whom a Student is undertaking a Placement.
Student	A person who is enrolled in a training course or a program of study at TAFE NSW.

6 Related documents

This procedure should be read in conjunction with the following related documents:

- a) [Student Placement Preference Request form](#)
- b) [Approval to use Paid Employment form](#)
- c) [Work Placement Risk Assessment](#)
- d) [Host Employer Guide to Work Placement](#)
- e) [Student Guide to Work Placement](#)
- f) [Student Confirmation letter](#)
- g) [Host Employer Confirmation letter](#)
- h) [Work Placement Student Conflict of Interest Declaration](#)
- i) [Work Placement Student Code of Conduct](#)
- j) [Host Employer Letter of Thanks](#)
- k) [Student Placement Feedback form](#)
- l) [Host Employer Work Placement Feedback form](#)
- m) [Student Placement Agreement](#)
- n) [TAFE NSW Student Placement Agreement Dashboard](#)
- o) [Student Conduct and Discipline Procedure Manual](#)

7 Contacts

Accountable Officer Executive Director, Education Enablement

Responsible Officer Program Manager, Education Enablement

8 Document history

No	Date	Approved by	Amendment
1	15 May 2023	Executive Director Education and Skills – TAFE Digital	Creation following full review of Work Placement practices. Policy components combined into this document.
1.1	18 June 2025	Executive Director, Education Enablement	Minor updated to reflect Standards for RTOs 2025.