

WORK EXPERIENCE & PLACEMENT POLICY

1. PURPOSE

The purpose of the Work Experience and Placement Policy is to ensure that Empyrean Education Institute (EEI) makes aware of the rights and responsibilities of EEI and students regarding the main areas in which this policy relates:

- Gain practical experience within an Industry context
- Seeking and conducting work experience outside of Empyrean
- Skill specific Experience at EEI
- Increase self confidence
- Increase student understanding of work involved in a particular field
- Job placement

This will ensure that all students, trainers and any other stakeholders are aware of the work experience and placement process; also, that an understanding by all students of their requirements to complete service periods to achieve their qualification.

The Work Experience and Placement Policies have been established by EEI in accordance with AQTF Essential Standards of Registration. This policy provides a framework and outlines the responsibilities of EEI staff and any other stakeholders.

This policy is in line with the whole Standards of Registration -Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the training package or accredited course and EEI's own training and assessment strategies.

2. WORK EXPERIENCE & PLACEMENT AS A RESOURCE

EEI recognises that work experience and placement for our students is a vital asset to:

- Comply with the AQTF and registered Training Packages.
- Allows students to reach completion of their qualification in a reasonable timeframe and allows them an insight into the industry.
- Allows the flexibility of assessment to be done during real life situations and by several industry qualified assessors/trainers/experts.

3. OBJECTIVES OF THE WORK EXPERIENCE & PLACEMENT SYSTEM

- EEI work experience and placement system covers several key processes in regard to the allocation, organisation, responsibilities, and requirements in regard to on and off premises arrangements between Empyrean students, Industry and EEI.
- To provide students with an introduction to work habits such as attendance requirements and working conditions as well as providing training in basic functional skills.
- These Procedures will enable students, staff and all other stakeholders to understand and follow the policy and encourages a fair outcome for all.

4. ORGANISATION & MANAGEMENT OF THE WORK EXPERIENCE & PLACEMENT SYSTEM

- EEI work experience and placement system ensures opportunities for work experience and placement are offered and open to all students and the process understood and followed by all staff involved

- EEI ensures communication of the process is clear and understood by all involved students through their student handbook, Work experience record sheet and instruction as well as specific direction from Lecturers responsible for the units involved in assessment
- EEI monitors and maintains the work experience of our students via student tracking documentation, ensuring all students have the chance for equal and fair representation
- EEI acknowledges any shifts completed in accordance with this policy count towards the shifts required to complete their qualification
- EEI will provide all students with a “work experience letter” on commencement of their course. This can be used to show potential employers they are a student at EEI and gives an explanation as to the reason behind the need for work experience
- EEI does not guarantee a student will be able to complete all or some of their work experience at Quinlan’s Training Restaurant and Café
- EEI acknowledges students may need help in finding work experience; however, does not hold any responsibility to do so. Students are solely responsible for finding their own work experience and if in need of help EEI staff may assist.

5. ELEMENTS OF THE EMPYREAN WORK EXPERIENCE & PLACEMENT SYSTEM

- Insurance

EEI accepts responsibility for the health and safety of students whilst on EEI premises and insurance cover is in place to cover students whilst on designated work experience.

- Memorandum of Understanding

A current signed copy of the MOU will be kept on file with the EEI General Manager. An MOU must be completed for any work placement relationship with EEI

- Documentation

All students commencing units that require work experience as essential part of assessment will be given their own *work experience record booklet*. It is the responsibility of the individual student to record and maintain a record of shifts completed.

- The work experience record must be filled in correctly and accurately which includes signatures of the student, manager or supervisor in charge of the shift as well as the lecturer responsible for the units being assessed
- Attached to the work experience record booklet is an *instruction to student’s sheet* that outlines rules, responsibilities and general guidelines for students to successfully complete the shifts required by the unit assessments
- It is the responsibility of the students to gather evidence as proof of each shift completed. Each student is required to keep a *diary of their work experience shifts* summarising what they did and the nature of the work undertaken for each shift completed. Other evidence may be required on request by the lecturer to substantiate proof of activities completed and or outside work complying with unit requirements.
- Any work undertaken by students at EEI, paid or unpaid, must be recorded by way of time sheet. It is the responsibility of the students to accurately record details of the shift. Each shift must be signed by a manager or supervisor on duty
- Students work experience progress will be tracked by the lecturer responsible for the units being assessed or a nominated person by the training manager.

6. GUIDELINES

- Students accepted for work experience should receive the same rights and privileges as a permanent member of staff and should be provided with appropriate specialised protective clothing and safety equipment
- Students are required to wear EEI Uniform unless alternate uniform is provided by the work experience establishment, enclosed footwear for the work situation and be neat and tidy at all times. Students, who arrive for a rostered work experience shift not in proper attire, may be asked to return home
- It is the responsibility of a student to notify the establishment to which they are conducting their work experience if they are unable to be present
- Students are required to report on and off duty on each occasion to the appropriate Supervisor/Manager. This information must be recorded on a timesheet and signed by the student and the Supervisor/Manager
- The length and complexity of such placements can vary according to the nature of the work undertaken. A shift of work experience constitutes a period of: 2 and 4 hours of work
- If it is required and the student agrees to stay longer than 4 hours, then EEI under the guidelines of assessment recognise and agree to 2 shifts being signed off.
- Timesheets that are signed by a Manager/Supervisor are acceptable evidence as proof of length of shift
- Students will be individually requested if work experience places are available for functions or an outside employer has shown interest in placing a student at their establishment
- Days and times of work experience will be communicated to the student by the lecturer as well as on the student communication board
- Students may be approached directly by staff members and requested to work. If this occurs, then this must be communicated to the lecturer responsible so that the students' progress can be tracked accurately
- If any changes or queries need to be made the student is to take responsibility and talk to the staff member who approached them with the request
- Under no circumstances are students to consume alcohol during or after a work experience shift. If this occurs a student's eligibility for EEI work experience will be withdrawn and may result in further action.

7. EXPERIENCE WITHIN QUINLAN'S TRAINING CAFÉ

- All eligible students are required to participate in work experience at Quinlan's Training Restaurant and Cafe. This provides a controlled environment in which to give students their first real customer service role. Students are assisted and guided by the EEI Manager and or other staff as deemed necessary for the particular function or tasks. This experience will also count towards their shifts needed to complete their qualification.
- EEI has no obligation to offer work experience at Quinlan's Training Restaurant and Café to students and if a student does not perform academically or shows a lack of dedication to the course this will affect their eligibility for experience within Quinlan's. Students whom fail to turn up for allocated shifts with no prior communication may have their eligibility for EEI work experience withdrawn.

- An opportunity for paid employment with Quinlan's is a possibility for students after the successful completion of their qualification; however, EEI has no obligation to do so.

8. SEEKING WORK EXPERIENCE OUTSIDE OF EMPYREAN

- Students are encouraged to seek work experience from external hospitality establishments. This is the student's responsibility to organise and manage outside of committed classtimes. Students are representing Empyrean so any misconduct may affect their enrolment and completion of the course
- Most students will require assistance in finding work experience. Empyrean uses its network of industry associates to find places for students who have already participated in work experience with Quinlan's Training Restaurant and Café.
- A "work experience letter" written on behalf of Empyrean will be given to all students to help them with their work experience search and if the employer needs more clarification or confirmation, EEI staff can be contacted
- Students when conducting their work experience shifts outside of Empyrean with another employer must be supervised by an appropriate person at all times
- Regular conduct will be made to the employer to follow up and get feedback on the performance of the student
- This is a great opportunity for students to build on their job seeking skills with the support of Empyrean and helps to work towards the achievement of their qualification.

9. RESPONSIBILITIES

- Empyrean Academic Coordinator is responsible for the management of the Empyrean Work Experience and Placement system.
- Empyrean Compliance Manager is responsible to ensure the work experience and placement system meets the requirements of the Empyrean training and assessment strategy