

Title of Policy	Work-Based Placement for International Students Policy
<b>1. Purpose of Policy</b>	<p>As a registered provider of higher education courses to international students under the <i>Education Services for Overseas Student Act 2000 (ESOS Act)</i> this policy guides the College's functions in connection with work-based placement to ensure they are effective, compliant and consistent with Section C, part 6.1 (c) and part 8 of the <i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)</i>.</p>
<b>2. Scope of Policy</b>	<p>This policy applies to all College courses where international students must undertake work-based placement to gain their academic qualification. The School must ensure that there are appropriate arrangements for the supervision and assessment of international students and that the criteria for specifying the selection and approval of a Placement Provider and their sites are documented.</p>
<b>3. Responsibilities</b>	<p>The Head of School/Academic Director (or designate) shall have responsibility for the implementation of this Policy within their respective academic areas and ensure applicable administrative and procedural arrangements fulfil the requirements of this policy.</p>
<b>4. Definition of Terminology</b>	<p>Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:</p> <p><b>International student:</b> A student requiring a student visa for study in Australia</p> <p><b>Placement Provider:</b> A workplace providing a structured work based training/practical placement learning environment to an enrolled student of the College as part of the student's studies towards gaining their academic qualification.</p>
<b>5. Policy</b>	<p>The Head of School/Academic Director (or designate) will be responsible for ensuring compliance of Placement and Placement Providers within courses of the respective School and for the reporting of associated matters to the Dean.</p> <p>The Head of School/Academic Director (or designate) will be responsible for ensuring that where clinical placements, internships and other work based requirements for professional practice cannot be guaranteed, this should be made known to students prior to enrolment and during their course of study if circumstances change. In ensuring compliance of Placement Providers records of the selection criteria of organisations and locations, and appropriate arrangements for the supervision and assessment of international students will be maintained.</p> <p>The Head of School/Academic Director (or designate) shall be responsible for ensuring that new Placement Supervisors are interviewed and give assurances that the placement meets the requirements for the student's course, is adequately supervised, has appropriate Equal Opportunity and Workplace Health and Safety policies in place and is a safe working environment for a student on placement.</p> <p>Where the arrangement with the Placement Provider extends beyond one year an annual audit of compliance shall be undertaken by the Head of School/Academic Director (or designate) to monitor compliance.</p> <p>In the selection and compliance monitoring of Placement Providers the Head of School/Academic Director (or designate) will use fair, transparent, evidence based and documented criteria to inform such considerations. While such considerations may vary across the College schools and courses, criteria will often include considerations such as the suitability of the Placement Provider's services and client base and ability to provide a structured work based training/practical placement learning environment adequate for the tasks to be undertaken by student to achieve the placement learning outcomes; the appropriateness of the qualifications and experience of the Placement Provider assigned supervisor; the Placement Provider has work health and safety and</p>

	anti-discrimination policies in place; and the Placement Provider's agreement to the placement monitoring and evaluation arrangements and any other terms and conditions or the arrangement, including insurance and Code of Conduct arrangements.	
<b>6. Records</b>	Records of the selection criteria of organisations and locations, and of the arrangements for the supervision and assessment of international students, are the responsibility of the respective Head of School/Academic Director (or designate) and are to be managed in accordance with the College Records Management Policy.	
<b>Administrative Information and Document Control</b>		
<b>Policy Stakeholders</b>	Dean, Head of School(s)/Academic Director (or designate) or designate, academic and administrative staff responsible for placement activities	
<b>Related Documents</b>	ESOS Information Manual for Staff; School and course based Placement information resources for students, staff and placement providers.	
<b>Related laws and regulations</b>	Education Services for Overseas Students (ESOS) Act 2000, National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) 2007; ESOS Regulations and Legislative Instruments	
<b>Author/s</b>	Quality and Accreditation Department, Placement Office	
<b>Policy Endorsed by</b>	Dean	<b>Endorsement date:</b> 14 June 2013
<b>Policy Approved by</b>	Academic Board	<b>Approval date:</b> 5 August 2013
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