

Work-Based Placement for International Students Policy

Navitas Professional Institute

Document

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Version Control

| Issue Date: | Summary of Changes | Review Date |
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| 05 August 2013 | Initial approval | June 2018 |
| March 2014 | Minor administrative amendment | June 2018 |
| 11 July 2016 | Transitioned to new policy template | June 2018 |

Work-Based Placement for International Students Policy

1. Purpose and Scope

This policy and procedure outlines the Navitas Professional Institute's commitment to education services for International Students in relation to work-based placement.

As a registered provider of higher education courses to international students under the *Education Services for Overseas Student Act 2000 (ESOS Act)* 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 *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)*.

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.

2. Policy

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.

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.

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.

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.

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 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.

3. Responsibilities

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.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student refers to a student requiring a student visa for study in Australia.

Placement Provider refers to 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.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

5. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

6. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

7. Related documents

ESOS Information Manual for Staff; School and course based Placement information resources for students, staff and placement providers.

8. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

Registration information

The Navitas Professional Institute Pty Ltd trading as the Australian College of Applied Psychology (ACAP) and Navitas College of Public Safety (NCPS) ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500.