

WORK-BASED PLACEMENT FOR INTERNATIONAL STUDENTS POLICY

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Date of Next Review	5 August 2018	
Approved by	Academic Board	5 August 2013
Responsible Person	National Manager of Student Experience	
Related Documents	ESOS Information Manual for Staff; School and course based Placement information resources for students, staff and placement providers.	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose:

This policy and procedure outlines the Australian College of Applied Psychology’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).

2. Scope:

This policy applies to all College courses where international students must undertake work-based placement to gain their academic qualification.

The Discipline 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.

3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>College (the)</i>	The Australian College of Applied Psychology.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Placement Provider</i>	A workplace providing a structured work based training/practical placement learning environment to an

Term	Definition
	enrolled student of the College as part of the student's studies towards gaining their academic qualification.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

4. Policy:

The Chair of Discipline (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 Chair of Discipline (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 Chair of Discipline (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 Dean (or designate) to monitor compliance.

In the selection and compliance monitoring of Placement Providers the Dean (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.

5. Document Management Control

Date	Summary of Changes	Author
5/08/2013	Initial approval	Senior Manager Student Placement Unit
1/03/2014	Minor administrative amendment	Senior Manager Student Placement Unit
11/07/2016	Transitioned to new policy template	Senior Manager Student Placement Unit
30/06/2017	Administrative update to business and academic titles and roles	Senior Manager Student Placement Unit
12/10/2018	Change of template	VET Manager of Compliance