Learner Work Placement and Experience Policy

Policy Statement

MTC requires that participants enrolled in children or community services training programs complete a work placement in the industry as determined by the training package. This ensures that the participant is fully aware of the reality of employment in relevant industries.

The work placement offers students or workers opportunities to learn, and demonstrate competency and the ability to use the knowledge, theories, and skills acquired, in the placement setting.

Policy Purpose

This policy provides guidance relating to student work placements and experience.

Scope

This policy applies to all learners at MTC.

Exclusions

Policy Review

Biennial or from time to time when the organisation makes changes to this policy to improve the effectiveness of its operations.

Policy Reviewed	**16 May 2022**	**By**	**Advisor Policy and Compliance**
Approved By	**Chief Executive Officer**		
Previous Review	**10 September 2020**		

Implementation

All placements and work experience will be conducted in accordance with the documented processes.

To ensure placement and work experience will achieve positive outcomes for students and employers and their clients:

- The roles and responsibilities of all parties involved in the placement or work experience will be clearly documented and discussed prior to commencement.

- The participants are to have a clear appreciation of the learning outcomes that can be achieved in a placement or work experience.
- All participants will be provided with a record that provides key information and guidance to the participant for the duration of the placement or work experience.
- MTC will provide support to the participant during the placement or work experience.
- The participants will be required to reflect and report on their experience during placement or work experience.
- The placement of members (students/volunteers/workers) where they may be working directly with their child/ren is dealt with in detail in the Guidelines for Supervisors. Meerilinga is committed to a supportive work environment for its members. In light of this members are permitted to complete practicum hours or enroll (subject to vacancy/regulatory/policy conditions) their own children or a close relative to attend a service in which they may work. However prior to final approval by the CEO the guidelines must be provided to the member and agreed to by all parties (Service/Member/RTO). Meerilinga reserves the right to refuse the placement/enrolment. This placement does not apply to any other party or service in which Meerilinga has no control.