



Skilled Up
Institute

unfold your career

RTO Number: 40471 | CRICOS Code: 03666M



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Work placement Policy and Procedure



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Regulatory and Legislative Framework

This policy and procedure document establishes the mandatory operational parameters, compliance gateways, and quality assurance mechanisms governing student work placements at Skilled Up Pty Ltd, the design, administration, and execution of all work placement activities are systematically structured to comply in full with the Standards for RTOs 2025.

At the state level, student placements in Melbourne, Victoria, are governed by the Education and Training Reform Act 2006 (Vic) (ETRA) and the associated Practical Placement Guidelines issued by the Department of Jobs, Skills, Industry and Regions (DJSIR). This legislative framework dictates that all structured workplace learning must be formalized through a written, tripartite agreement signed by the RTO, the host employer, and the student prior to the commencement of any on-site activities. This tripartite agreement is a critical legal trigger for insurance coverage. Under ETRA, a student who is injured while undertaking an authorized, unpaid practical placement is eligible to make a claim under the workers' compensation policy held by the Department, provided a valid written agreement is executed before the placement begins. If a student is permitted to perform tasks at a host facility without a signed agreement, the arrangement is legally invalid under ETRA, denying the student WorkCover rights and exposing the RTO, the host employer, and the individual officers to significant civil liability and regulatory non-compliance sanctions.

Simultaneously, all work placement activities must adhere to the 11 Child Safe Standards of Victoria, enforced by the Commission for Children and Young People (CCYP) under the Child Wellbeing and Safety Act 2005. These standards mandate the cultivation of culturally safe environments, particularly for Aboriginal and Torres Strait Islander children, the active prevention of child abuse, and the systematic mitigation of physical, emotional, and online safety risks. To comply with these standards and the Working with Children Act 2005, all students, trainers, and assessors must hold a valid Working with Children Check (WWCC) and clear a National Police Record Check prior to placement entry as required by the host.

Scope and Qualification Adaptability

This policy applies to all qualifications delivered by Skilled Up Institute that contain a mandatory or structured work-integrated learning or practical placement component. Prominent among these are qualifications within the Community Services and Early Childhood Education and Care Training Packages, such as the Certificate III in Early Childhood Education and Care (including iterations like CHC30121 and CHC30125), the Diploma of Early Childhood Education and Care (including CHC50121 and CHC50125), and qualifications focusing on school-based or individual support (including CHC40221 and CHC40125).

This document serves as the overarching operational policy and procedure. However, the specific parameters of each qualification such as the exact number of mandatory placement hours, age-group distribution rules, specific unit codes, performance evidence requirements, and distinct portfolio tasks are highly variable and governed by their respective training packages. Therefore, individual guidance documents, student workbooks, and specific Training and Assessment Strategies (TAS) must be directly referred to when obtaining qualification-specific information.



Qualification Code	Qualification Name	Core Practical Placement Requirement	Individual Guidance Document & Reference
CHC30125	Certificate III in Early Childhood Education and Care	Refer to TAS / Individual Guidance Document for exact hours and split of age groups.	CHC30125 Student Work Placement Guidelines & Assessment Workbook; contains the mandatory logs, room age-distribution (e.g., babies, toddlers, preschool), and core unit checklists.[1, 1]
CHC50125	Diploma of Early Childhood Education and Care	Refer to TAS / Individual Guidance Document for exact hours, leadership tasks, and developmental portfolios.	CHC50125 Student Work Placement Guidelines & Assessment Booklet; governs the specific managerial tasks and developmental curriculum planning logs.
CHC40125	Certificate IV in School Based Education Support	Refer to TAS / Individual Guidance Document for exact hours, classroom observation tasks, and educational support guidelines.	CHC40125 School Based Placement Guide & Assessment Book; establishes specific classroom-based parameters and teacher-collaboration requirements.

The operational policy of Skilled Up Institute dictates that no student is assigned to or permitted to begin a placement without a verified, signed tripartite agreement. The work placement must be structured to integrate theoretical instruction with supervised real-world practice, provide for continuous monitoring, direct assessor supervision, and robust performance assessment, and enable students to engage in critical reflection on their professional practices.

Sourcing Pathways and Sourcing Support Systems

Skilled Up Institute is solely responsible for ensuring that students secure their work placement. To eliminate progression delays and protect student outcomes, Skilled up institute maintains full accountability for procurement, coordination, and allocation of all placement positions.

The Work Placement Coordinator and the allocated trainer of the class manage these sourcing pathways with the students directly. While the institute handles the complete sourcing process to secure an approved, regulated host facility, students are equipped with a presentation folder to facilitate introductions and professional communication once an allocation is made. Placements are targeted within a 30-kilometer radius of the student's primary residence. In cases where direct RTO-

employer pathways face immediate vacancy shortages, Skilled Up utilizes strategic partnerships with verified third-party agencies specifically SkilTrak and Future Finds to satisfy its placement guarantees. When a placement is arranged through these external partners, a standard service and administrative fee of \$250 is applicable.



Sourcing Pathway	Sourcing Mechanism	Administrative Fee	Operational Rationale & Impact on Duration
Direct RTO Sourcing	Skilled Up utilizes its direct network of industry-approved early learning and community care facilities to secure a vacancy, fulfilling its sole responsibility for placement procurement.	\$0 (Free)	Leverages formal RTO-employer networks. Allocation is subject to vacancy availability, which may require the student to enter a waiting list and potentially impact course duration.
Third-Party Partner Sourcing	Sourced via external specialized placement agencies such as SkilTrak or Future Finds.	\$250 (Administrative fee)	Used when direct RTO sourcing avenues face scheduling delays, ensuring every student has access to a quality, verified work-integrated learning environment to satisfy the RTO's placement obligations.

Host Organization Selection and Physical Suitability Checks

To maintain the safety of students and the integrity of assessments, every potential host organization must undergo a suitability audit prior to the execution of any agreement. A qualified Skilled Up representative must conduct the check and complete the formal Suitability Checklist to verify that the workplace is physically safe, legally compliant, and possesses the necessary operational capacity and resources to support the qualification's assessment requirements.

The physical suitability check must verify that the host facility is a legally registered, regulated service (such as a long day care center, preschool, or kindergarten, rather than family day care or home care) and is currently covered by valid public liability insurance. The check must also verify the immediate availability of essential equipment, learning resources, and clinical supplies on site :

- **Health, Safety, and First Aid Supplies:** Immediate availability of an Automated External Defibrillator (AED), multiple types of adrenaline auto-injector training devices (e.g., EpiPen), placebo bronchodilators with spacer devices, workplace first aid kits, roller/triangular bandages, wound dressings, and complete emergency plans.
- **Infant and Baby Care Caregiving Equipment:** Heating equipment in food preparation areas, eating areas with highchairs and age-adjusted utensils, designated sleep areas with certified cots and clean linen, handwashing facilities, personal protective equipment (PPE/gloves), and nappy-changing stations equipped with change tables, change mats, diaper receptacles, and sanitizing supplies.



- **Play, Learning, and Development Materials:** Access to the National Quality Framework (NQF), National Quality Standards (NQS), and approved curriculum documents. Safe indoor and outdoor environments must contain diverse resources supporting fine and gross motor skills, art and craft, open-ended natural play, music, movement, and age-appropriate books and toys.
- **Inclusion and Diversity Resources:** Access to the Early Childhood Australia (ECA) Code of Ethics, inclusion policies, and direct relationship guidelines with First Nations families and communities. The facility must display Aboriginal and Torres Strait Islander artwork, Dreamtime stories, and cultural resources.

Crucially, the suitability checklist requires the assessor to obtain formal confirmation on whether the host organization permits individuals (students on placement) who are not staff members to actively perform core caregiving and assessment tasks:

- |
- +---> Permit Nappy Changes? ----->
- |
- +---> Permit Toileting Assistance? ----->
- |
- +---> Permit Dressing/Undressing Support? ----->
- |
- +---> Permit Bottle Preparation & Feeding? ----->
- |
- +---> Permit Solid Food Prep & Feeding? ----->
- |
- +---> Permit Sleep Settling for Infants? ----->

If any core caregiving tasks are restricted by the host employer, the assessor must document specific, alternative arrangements to ensure the student has sufficient opportunities to develop and demonstrate the required performance evidence under valid conditions.

Tripartite Work Placement Agreements and Insurance Protections

The tripartite Work Placement Agreement (WPA) is the legal instrument that establishes the operational rules and protections for all parties. This agreement must be executed in writing before a student is permitted to present at the host facility or perform any on-site activities.

The agreement defines the clear, non-negotiable responsibilities of the RTO and the host employer:

- **The Training Provider (Skilled Up Institute) is responsible for:** Ensuring that the work experience is directly related to and at the appropriate skill level for the training outcomes of the specific course. Skilled Up must maintain the maximum duration of the placement in accordance with training package rules, restrict work hours to a maximum of 38 hours per week, and provide justification and documentation for any deviations. The institute must securely file the original signed agreement, distribute copies to all parties, and ensure the student has obtained all necessary pre-placement checks. Additionally, the RTO must assign

qualified assessors to conduct scheduled face-to-face observations and maintain worker's compensation coverage through the Department of Jobs, Skills, Industry and Regions.



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- **The Host Employer (Host Facility) is responsible for:** Discussing and planning a structured program of activities that aligns with the course's educational requirements and skill level. The host must nominate a qualified, experienced on-site supervisor to provide continuous direct supervision, ensure a safe working environment, and provide a comprehensive workplace induction on the first day. The host must comply with all relevant occupational health and safety (OHS) and anti-discrimination legislation, permit Skilled Up assessors to access the workplace at any reasonable time, and maintain the confidentiality of any student health information. Finally, the employer must notify the RTO immediately of student absences, illnesses, or injuries, and complete and sign the daily logbook to confirm the student's hours and performance.

Worker's Compensation and Insurance Claims

To ensure complete student protection, the tripartite agreement activates essential insurance provisions. Registered RTOs in Victoria that have executed a written tripartite agreement under ETRA are covered under the Department of Education's central workers' compensation insurance policy. In the event of a physical injury or workplace incident during an authorized, unpaid placement, the student is eligible to make a claim under this policy.

However, if the student is placed without a completed, written tripartite agreement, the arrangement is legally invalid under ETRA, making the student ineligible to claim under the Department's policy and exposing the host organization and the RTO to severe liability. Public liability insurance covering the practical placement arrangement must be maintained by the host organization at their premises, and the RTO covers the student for professional indemnity and accident insurance as detailed in the agreement.

Detailed End-to-End Commencement Procedures

To maintain compliance and protect the welfare of students and host organizations, the commencement phase follows a highly structured, step-by-step procedure managed by the administration, student support, and the Work Placement Coordinator



Step	Action Item	Responsible Party	Operational Execution and Compliance Metrics
1	Pre-Placement Document Collection	Student & Coordinator	Student submits certified copies of their National Police Check (issued within one year), WWCC, and First Aid certificate and any further documents required by the host employer example Covid checks etc. Coordinator saves these files in the student's electronic folder in Axcelerate
2	Employment Verification (Employed Students)	Employed Student & Assessor	Students intending to utilize current employment hours must submit a formal Statement of Service on company letterhead detailing their position description and contracted hours, Assessor reviews these files to confirm suitability.
3	Sourcing & Allocation	Coordinator	Coordinator secures a regulated host organization within 30km of home. If needed, third-party partner sourcing (SkillTrak/Future Finds) is activated upon payment of the \$250 fee.
4	Workplace Suitability Audit	Assessor	Assessor conducts a site audit to verify that the facility is physically safe, legally compliant, and contains the required age groups, equipment, and policies.
6	Agreement Execution	Tripartite Parties	Coordinator draft and executes the tripartite Work Placement Agreement, ensuring signatures are obtained from Skilled up, the host representative, and the student prior to the start date.
7	Tool and Portfolio Issuance	Trainer & Student	Trainer issues the Student Work Placement Logbook and Workplace Assessment Booklet, conducts a detailed orientation session, and walks the student through their OHS, child safety, and professional obligations.

Active Placement Monitoring, Support, and Exit Protocols



Once a student commences their placement, the Work Placement Coordinator and assigned Assessors execute a structured monitoring and exit protocol to track progress, support student wellbeing, and manage a professional exit

Step	Phase / Action	Responsible Party	Operational Timeline	Detailed Execution & Compliance Actions
1	Routine Monitoring Call	Coordinator	Every 2 to 3 weeks.	The trainer while doing the course progress coordinate with the student and the host supervisor, discuss progress, check logbook accumulation, address any concerns, and reinforce that the office must be notified at least two to three weeks prior to completion to schedule the final observation. These can be phone calls or email communications
2	Progress Visit	Assessor	At the half-way mark.	Assessor conducts the first face-to-face site visit to review the student's logbook and assess their integration. This visit acts as an early intervention check to support students who are struggling or "at risk" of non-completion.
3	Completion Notification	Student	2 to 3 weeks prior to completion.	Student formally notifies the placement office of their estimated completion date. Trainer contacts the student to confirm the date and organize the booking for the final observation assessment.
4	Assessor Booking	Coordinator/ Trainer	Within 24 hours of notification.	Coordinator checks assessor availability, or the Assessor/trainer books the student directly for the visit.
5	Host Confirmation	Coordinator/ Trainer	Within 24 hours of booking.	Coordinator/ Trainer contacts the host primary supervisor by phone to schedule the final observation appointment and sends a follow-up



Step	Phase / Action	Responsible Party	Operational Timeline	Detailed Execution & Compliance Actions
				email to confirm the date, time, and safety guidelines.
6	Student Confirmation	Coordinator/ Trainer	Within 24 hours of booking.	Coordinator/ Trainer contacts the student by phone or email to confirm the observation date, time, and the assessor's name, reminding them to have their logbook and third-party reports ready.
7	Final Observation Assessment	Assessor	On the scheduled date.	Assessor/ Trainer conducts a 30-minute opening meeting, audits logbooks and third-party reports, performs direct face-to-face observations, conducts a record of conversation with verbal questions, and leads a 30-minute feedback and closing meeting.
8	Portfolio Submission	Student	Within 24 hours of completion.	Student submits their completed, signed logbook, third-party reports, and assessment booklets to assessmentcentre@skilledup.edu.au .

Regional and Remote Placement Visits (Outside Melbourne CBD Area)

In cases where the host organization and work placement venue are located a significant distance from the Melbourne CBD, the student is strictly required to notify Skilled Up's placement office well in advance. The student must actively collaborate with their assigned trainer and assessor to coordinate and secure a mutually suitable day and time for on-site visits, ensuring that travel times do not disrupt assessment schedules or delay critical face-to-face observation milestones.

Assessor Observation and Evidence Collection Guidelines

To protect the integrity of the assessment process and prevent the falsification of placement records, Skilled Up Institute enforces a strict assessor observation and evidence collection framework. Under the Standards for RTOs 2025, direct, on-site observation by a qualified assessor is a non-negotiable requirement for qualifications where workplace tasks are mandated.

Assessors must follow these clear, structured guidelines during their site observation visits :



- **The Opening Meeting:** Prior to the observation, the assessor must conduct a 30-minute opening meeting with the student and the host supervisor. This meeting is an open forum to discuss the student's progress, address any operational concerns, and confirm that the assessment environment is safe and appropriate.
- **Logbook and Third-Party Report Audit:** The assessor must physically inspect the student's daily logbook and Third-Party Supervisor Reports to verify their authenticity and completeness before the observation can commence. The student's logbook must contain daily entries signed off by both the student and the supervisor, and the Third-Party Report must contain task-specific evaluations completed by the supervisor. The evidence provided in the third-party report and logbook is used as a primary indicator of the student's readiness for final assessment. An extra hour is allocated within the placement's hour allocations to cater for this assessment and review task.
- **Direct Practical Observation:** The assessor must directly observe the student performing specific, practical tasks as outlined in the observation booklets (such as facilitating play, managing transitions, or demonstrating health and hygiene practices).] The assessor must record detailed, objective, and factual findings in the observation tools, strictly avoiding generic "tick-box" checklists.
- **Record of Conversation & Verbal Questioning:** Following the physical observation, the assessor must ask the student a series of structured verbal questions to evaluate their theoretical understanding, identify any knowledge gaps, and verify that the observed work is genuine. The student's verbal responses must be recorded in the Record of Conversation sheet, which forms Part 2 of the assessment task.
- **The Closing Meeting & Feedback:** The assessor must conduct a 30-minute closing meeting with the student and the host supervisor. The assessor provides constructive feedback, discusses areas for improvement, takes detailed minutes of the meeting using the meeting minutes template, and obtains the physical signatures of all attendees before leaving the site.

Workplace Incident Management and Child Protection Mandates

Workplace Health and Safety (WHS) and Incident Reporting

Skilled Up Institute is committed to ensuring the physical safety and wellbeing of all students during their work placements. Prior to commencing a placement, students must participate in a comprehensive WHS induction organized by the host employer, which details the facility's safety rules, emergency evacuation procedures, hazard identification systems, and first aid locations

If a student is injured, falls ill, or is involved in a workplace incident during their placement, they must report the event immediately to their on-site supervisor and the Skilled Up Work Placement Coordinator on 03 8608 9901. The host employer is legally obligated under occupational health and safety legislation to provide immediate first aid and notify the RTO as soon as practicable. The Work Placement Coordinator must document the incident in the RTO's central Incident Register within 24 hours and, if necessary, assist the student in filing a worker's compensation claim.

Victorian Child Safe Standards and Mandatory Reporting

In compliance with Victoria's Child Safe Standards and the Working with Children Act 2005, all students, staff, and assessors participating in placements must hold a valid Working with Children Check (WWCC). Students are legally designated as Mandatory Reporters under Australian law. This
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means they are legally obligated to report any reasonable suspicion that a child or young person is being abused, neglected, or is at risk of harm.

If a student witnesses, suspects, or receives a disclosure of abuse, they must follow the "Speak Up" Protocol precisely:



1. **Observe and Document (The 5 Ws):** As soon as a concern is identified, the student must find a private moment to write down exactly what they observed. The documentation must be objective, factual, and free from opinions or personal interpretations, detailing: Who was involved, What exactly was seen or heard (using direct quotes where possible), Where the incident occurred, When (exact date and time), and any Witnesses who were present.
2. **Report Immediately to Supervisors:** The student must report their concerns verbally and in writing to two people immediately: their on-site host supervisor (the Nominated Supervisor or Room Leader) and the Skilled Up Work Placement Coordinator (Tabby Nguyen) on 03 8608 9901 or via email at workplacement@skilledup.edu.au.
3. **Bypass Protocol for Sensitive Concerns:** If the child safety concern involves the host supervisor or facility management, or if the supervisor dismisses the concern, the student must bypass them and contact the Skilled Up Coordinator directly as their first and only internal point of contact.
4. **External Notification to Authorities:** If a child is in immediate danger, the student must call Victoria Police immediately on Triple Zero (000). Formal reports of suspected abuse must be made to the Department of Families, Fairness and Housing (DFFH) Child Protection intake line on 1300 655 186.
5. **Strict Protections and Confidentiality:** Under Victorian child safety laws, it is illegal for a host organization or RTO to penalize, terminate, or disadvantage a student for making a child protection report in good faith. Skilled Up Institute is committed to providing full emotional and professional support, including access to confidential counseling and relocation to an alternative host facility if the student experiences adverse treatment. Students are strictly prohibited from investigating the concern themselves, asking the child leading questions, promising a child to keep a secret, or discussing the concern with other students, colleagues, parents, or on social media.

Academic Integrity, Professional Conduct, and Generative AI Guidelines

Skilled Up Institute maintains a zero-tolerance policy for academic misconduct during all phases of the work placement program. To protect the value of its qualifications and satisfy ASQA's standards for assessment integrity, the following behaviors are strictly prohibited:

- **Plagiarism:** Taking someone else's words, ideas, designs, images, or materials and presenting them as one's own without proper referencing. This includes paraphrasing without a reference, copying work in whole or in part, copying from learner guides or the internet, and reproducing lecture notes without proper acknowledgment.
- **Collusion:** An unauthorized agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessments. This includes sharing answers, allowing others to copy work, or writing or editing work for another student.
- **Cheating:** Engaging in any unauthorized action to gain an unfair advantage in assessments, such as obtaining pre-written answers, utilizing unauthorized materials during assessments, or falsifying practical outcomes.

- Falsification of Placement Records:** Fabricating daily logbook hours, forging host supervisor signatures, or misrepresenting assessor observation visits. These actions are severe compliance violations and result in a permanent "Not Competent" (NC) result, immediate suspension, and a formal review of the student's enrolment.



Violation Category	Prohibited Behavior	Primary Verification Mechanism	Disciplinary & Remedial Action [1, 1]
Plagiarism	Copying from learner guides, copying text from the internet, or paraphrasing without proper citations.	Assessor audit, text-comparison software, and verbal questioning during the observation visit.	Permanent "Not Satisfactory" for the task, mandatory reassessment, and a formal written warning on file.
Collusion	Collaborating with other students to prepare assessment answers or allowing others to copy work.	Direct assessor comparison of submitted booklets and structured records of conversation.	Mandatory reassessment for all involved parties, and academic counseling.
Cheating	Utilizing unauthorized answer sheets or submitting pre-written responses.	Structured verbal questioning and random assessor competency checks.	Immediate suspension, formal review of enrolment, and a mandatory "Not Competent" grade.
Record Falsification	Fabricating daily work hours, forging host signatures, or fabricating supervisor feedback.	Direct assessor audit of host registers, phone verification with the supervisor, and logbook reviews.	Immediate cancellation of work placement, a permanent "Fail" grade, and potential cancellation of enrolment.



Document Control

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