

Student Placement, Work Experience Policy

Policy Statement

MTC requires that participants enrolled in community services training programs complete a placement or work experience 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 fieldwork placement and work experience 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 placements and work experience.

Application of Policy

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.

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.

Scope

This policy applies to the all students at MTC.