

1. Purpose

- 1.1. The purpose of this policy is to outline the rules and regulations students must follow during their Industry Placement (IP).

2. Overview

- 2.1. Students undertake IP with the dual aim of consolidating and enhancing their off-the-job learning and gaining experience in a workplace situation. Quality College of Australia (QCA) requires students to complete academic coursework during IP.
- 2.2. IP will usually be classified as hours in a commercial kitchen (or kitchens) by a student during the third semester of their study, for a minimum of 20 hours per week for a 22-week semester (440 hours in total).
- 2.3. Students must meet the requirements of the IP outlined above in order to successfully complete their qualification.

3. Procedure

- 3.1. Students will attend a meeting held by the Overseas Student Support Officer (OSSO), during week two to week four of the second semester.
- 3.2. Students will be informed of the following:
 - a. what is involved with the placement
 - b. the necessary process of what is required
 - c. to discuss the paperwork
 - d. the dates and the hours the IP is to be undertaken
 - e. the implications of no placement.
- 3.3. At the IP meeting students will be provided the following documents
 - a. An IP Agreement. It is mandatory for students to have this document returned to the OSSO 2 weeks prior to the end of second semester. Please refer to section 3.5 if the agreement is not returned by due date.
 - b. IP Semester Information Letter - important dates and information
 - c. IP Attendance and course progress requirements letter
 - d. IP Employer Obligations Letter
 - e. Industry Placement Policy for International Students
- 3.4. Students are encouraged to find their own suitable venue for IP. If required, the Placement Coordinator will assist students to source a suitable venue for their IP. It is preferable that a student only uses one venue for their IP. If a student uses more than one venue, an IP Agreement must be returned for each venue. All venues are to be approved by the Placement Coordinator prior to placement commencement.
- 3.5. The OSSO will visit the students fortnightly during scheduled classes in the second semester to follow up on returned IP Agreements and to answer any questions student may have.
- 3.6. Two weeks prior to the end of second semester, the OSSO will hold an IP meeting to confirm and collect the remaining IP Agreements. Students who have returned their IP Agreement(s) will be provided with the IP logbook to be completed during IP
- 3.7. Should a student fail to return their IP Agreement 2 weeks prior to the end of the second semester, they are required to attend scheduled class at the QCA campus for a minimum of 20 hours per week once third semester commences. In this case, please refer to QCA's Attendance Policy for attendance requirements.

4. During Placement

- 4.1. The Placement Coordinator will visit a student's workplace two or more times during the IP semester. The Placement Coordinator will need to have a discussion with the Head Chef/ Manager of the venue. It is preferred but not necessary for a student to be present during this visit. Where a visit is not practical the workplace will be contacted by phone or email.
 - a. The first workplace visit will be within the first 6 weeks of the IP semester.
 - b. The Placement Coordinator will have a discussion with the student and employer/manager to ensure that the placement is going well.
- 4.2. During this visit, the required monitoring and feedback forms will be explained. Other issues, such as insurance cover documentation, and the completion of a Venue Checklist needs to be completed.
- 4.3. The second workplace visit will be within the last 6 weeks of the IP semester.
 - a. The Placement Coordinator will have a discussion with the student and employer/manager about finalising their IP
- 4.4. Students are required to report to the QCA campus three time for a progress and validation meeting. The student will need to have their logbooks signed by the OSSO during these visits.
- 4.5. Students must return their completed IP logbooks at the end of the IP semester to their trainer.

5. Obligations

- 5.1. The Placement Coordinator is to record all communication with the employer and student. Issues and/or problems are to be resolved and recorded. This may require extra visits, or under certain circumstances, a removal of the student from the venue. At all times the welfare and best interests of the student and the integrity and reputation of the college must be promoted and upheld.
- 5.2. A student must inform the QCA of a change of venue immediately. It is important for a student to understand that if they choose to change venue, they must leave on good terms. It may be that once the Placement Coordinator has contacted both parties, that an issue or misunderstanding is resolved, and that the change does not occur. If the move stands, new documentation will need to be completed with the new employer, refer to section 3.6.1 and 4.7. The student will need to continue to fill out their logbook at the new venue. Copies of the new documentation must be provided to QCA. New dates for workplace visits will need to be established with the new employer.
- 5.3. Students must understand that they will be expected to behave and act in a manner that would be acceptable by QCA and the employer, and that the course rules will apply during the placement. Nonattendance, poor progress, a bad attitude, being under the influence of drugs &/or alcohol etc will not be tolerated, and the offending student will be disciplined according to the policies and procedures of the college. The Placement Coordinator (and employer) can terminate the IP at any time if these standards are not addressed to.
- 5.4. The OSSO will keep all original documentation in the IP folder and copy filed in aXcelerate to refer to during the IP semester. Once the student has completed their IP, all documentation is to be filed with the IP Logbook.
- 5.5. Under the terms of a student visa, a student is required to study for 20 hours per week with a minimum attendance percentage of 80%. These conditions still apply during the IP semester. For the IP, a student is required to complete 20 hours per week in a commercial kitchen over a 22-week semester (440 hours in total). During this time, it is also mandatory for a student to:
 - a. Inform QCA of any change of details – living address, contact phone number etc.
 - b. Inform QCA of any change to work placement venue.
 - c. Inform QCA is unable to fulfil their placement hours of 20 hours per week.

- d. Co-operate in coordinating a workplace visit with the Placement Coordinator. Students should be present at the visit - where possible.
 - e. Attend three campus visits at QCA offices
- 5.6. If at any point during the IP semester, a student fails to meet the attendance requirements outlined in section 5.5, they will be issued with a warning letter via email, which will highlight their breach of student visa condition.
- 5.7. Should a student receive a warning letter, they are required to contact the OSSO immediately and make arrangements to rectify the situation.
- 5.8. Should a student choose to ignore the warning letter, a report will be made to the Department of Home Affairs (DOHA) via Provider Registration and Overseas Student Management System (PRISMS) for breaching the terms of their student visa due to poor attendance and course progress. This may result in a cancellation of their student visa.
- 5.9. Please refer to student visa condition 8105 regarding work conditions whilst student is on IP.
- 5.10. If a student leaves their IP placement for any reason, the student must inform the OSSO immediately and return back to scheduled class until another IP venue is sourced and approved by the OSSO.