Work-Based Training Policy (VET)

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Review Date: 1 November 2026
Approved By: VET Council
Policy Owner: Dean VET
Policy Area: VET
Audience: Public

1. Purpose

This Policy outlines the requirements for Work Based Training (WBT) in accordance with Standards for RTOs 2025 and National Code Standard 11.

2. Scope

This policy applies to:

- all students enrolled in a Vocational Education and Training (VET) course at Stanley College that includes a WBT placement.
- all staff responsible for coordinating and assessing WBT Host Employers and Placements.
- all staff overseeing training and assessment activities conducted during WBT Placements.

3. Key Definitions

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Host Employer	A business or organisation that is approved to provide a student with a supervised work-based training placement as part of their course.
Venue	Location of the work-based training placement (business or organisation address).
WBT	Work Based Training is training that occurs in a real work environment through participation in authentic work activities and interactions.

4. Policy Principles

4.1 Principles

WBT requirements are as defined in Training and Assessment Strategy.

For courses available to international students the WBT component must be approved and detailed in the course CRICOS registration.

WBT Host Employers must be approved by Stanley College to ensure that students will have access to appropriate **facilities**, **equipment** and **resources** to complete the required training / assessment. Details of the requirements will be listed on the Host Employer Application Form.

Stanley College WBT Host Employers must comply with relevant work health and safety provisions and Fair Work Act 2009.

4.2 **Course Allocation for WBT**

The Training and Assessment Strategy specifies the minimum duration required for each placement. A full-time placement requires at least 20 hours per week (excluding break times). The following table of all qualifications that include a WBT Placement:

Course	WBT Duration
SIT30821 Certificate III in Commercial Cookery	10 weeks / 200 hours (48 service periods)
SIT40521 Certificate IV in Kitchen Management	10 weeks / 200 hours (48 service periods)
SIT30622 Certificate III in Hospitality	7 weeks / 140 hours (36 service periods)
SIT50422 Diploma of Hospitality Management	5 weeks / 108 hours (36 service periods)
CHC33021 Certificate III in Individual Support (Ageing)	4 weeks/ 152 hours
CHC33021 Certificate III in Individual Support (Disability)	4 weeks/ 152 hours
CHC33021 Certificate III in Individual Support (Disability), Add-on	2 weeks/ 76 hours
CHC30125 Certificate III in Early Childhood Education and Care – standard	12 weeks / 288 hours
CHC30125 Certificate III in Early Childhood Education and Care – intensive	5 weeks / 190 hours
CHC50125 Diploma of Early Childhood Education and Care, standard	12 weeks / 288 hours
CHC50125 Diploma of Early Childhood Education and Care, Intensive	8 weeks / 304 hours
CHC52025 Diploma of Community Services	6 weeks / 228 hours
HLT54121 Diploma of Nursing	14 weeks / 560 hours

4.3 **WBT Suitability and Employer Agreements**

Stanley College conducts regular visits to WBT Host Employers to monitor student progress and safety.

The maximum period a WBT Host Employer will be approved is 12 months.

The WBT Host Employer application process will require completion of a Risk Assessment, prior to approval and placements of students at the Venue.

Where there are changes to the Training and Assessment Strategy, that directly affects the requirements of a WBT Placement, and the required facilities, equipment or resources, the Host Employer will be required to submit a revised WBT Host Application form.

4.4 **Ongoing Monitoring**

Stanley College will undertake regular visits to WBT Host Employer to check on the progress and safety of students completing a period of WBT Placement.

WBT Host Employer visits will be documented, and reports submitted to the Faculty Manager, and Dean, VET.

WBT Host Employer visits will require a site visit to ensure that the agreed facilities, resources and equipment are available to the students as part of the placement and that the work environment is 'safe'.

Feedback will be regularly collected from students and WBT Host Employers, this feedback will be reviewed and form part of the Stanley College continuous improvement processes.

Where there are concerns about the safety or suitability of the placement, the visiting Trainer can request for the immediately suspension of a placement and then seek to terminate the placement via the Faculty Manager, Dean VET or other member from the Executive Leadership Team.

4.5 **Reporting**

All approved WBT Host Employers will be recorded in the Student Management System, copies of the Host Employer Application Form, signed agreements and Risk Assessment will be saved within the WBT Host Employer profile.

Details of each student's WBT Placement, linked to an Approved WBT Venue will be recorded in the Student Management System.

Details of all approved WBT Host Employers will be made available to students, via the WBT Nomination Form and via the Stanley College website.

5. Roles and Responsibilities

- **Student Placement Officers:** are responsible for the administration of WBT Placements
- **Faculty Managers:** are responsible for determining the suitability of a WBT Host Employer / Venue.
- **Students:** are responsible for adhering to the WBT Agreement and WBT Venue policies and procedures
- **The Compliance Team:** are responsible for monitoring processes.

6. Policy Information

Policy Area	VET
Authorised Officer	Dean VET
Supporting documents, procedures, work guidelines and forms	Worked Based Training Procedure (VET) Host Employer Application Form – Early Childhood Education Host Employer Application Form – Ageing Host Employer Application Form – Disability Host Employer Application Form – Community Services Host Employer Application Form – Nursing Host Employer Application Form – Commercial Cookery Host Employer Application Form – Hospitality (Food and Beverage) Host Employer Risk and Suitability Assessment Form
Audience	Public

7. Compliance Monitoring Summary

Overview	Frequency
Submission of the Annual Host Employer Review Checklist for each Faculty.	Annually, December

8. Link to Standards

8.1 Standards for RTOs 2025

Quality Area	Outcome Standard	Focus Area	Standard	Performance Indicator
Training and Assessment	Quality training and assessment engages VET students and enables them to attain nationally recognised, industry-relevant competencies.	Training	1.1	(e)
Training and Assessment	Quality training and assessment engages VET students and enables them to attain nationally recognised, industry-relevant competencies.	Facilities and Resources	1.8	(a), (b), (c)

8.2 National Code of Practice 2018

Standard (Number)	Standard (Descriptor)	Standards (Individual)
Standard 11	Additional registration requirements	11.1.2, 11.2.2, 11.2.3