



West Australian Institute of Further Studies

Information applicable to work placements which form part of a qualification at WAIFS:

1. Is every WAIFS student guaranteed a work placement?

All students should have access to a work placement for their course (if it requires one). However, WAIFS may not approve all students to attend a work placement. Students should note: ***If student does not maintain 80% cumulative attendance in classroom-based lessons at WAIFS, WAIFS will not allow a student to commence a work placement.*** Students must understand and appreciate that work placements take place in real businesses. The businesses which offer work placements do so as they are invested in ensuring the next generation of workers are able to fulfil the requirements of the role their training is aligned to to the standards required by industry.

Businesses do not have to offer a work placement. It is a benefit and not a right.

WAIFS considers it reasonable that if a student does not attend at least 80% of their scheduled classroom lessons, they are not likely to meet generally accepted minimum standards in a work setting. Poor/unreliable performance by a WAIFS' student would have a negative effect both on the reputation of WAIFS and the availability of work placement for students who follow such a student in WAIFS' course. More broadly, it may reduce the availability of work placements for all students at all providers.

2. What is WAIFS' definition of "generally accepted minimum standards in a workplace setting are"?

The standards are what we consider common sense in any workplace setting. Remember you represent yourself, WAIFS and all students who come after you wanting a work placement.

- Attending your work placement on the dates and times you are expected to be there
- Arriving so you are ready to start your work placement at the stated start time i.e. if your work placement hours are from 9.00a.m. to 5.00pm, you do not turn up at 9.00a.m. expecting to have a cup of tea and a chat. You start your work placement at 9.00a.m.
- Ensuring you give advance notice of any unexpected absence e.g. illness. This does not mean predicting when you will be ill! It means letting the work placement AND your WAIFS' trainer know you are not well before you are expected to be at your work placement (wherever possible)
- Not asking to arrive late or leave early unless it is an emergency. This includes (but is not limited to) not leaving early for a social reason (I want to go out this evening/I am going to a party) because you are tired/ think it is too far to travel.
- Looking professional and presentable at all times – Wearing a clean (washed and ironed) work placement uniform at all times. Ensuring your hair is brushed, your face washed and teeth brushed, deodorant if you need it – all of the hygiene and presentation basics everyone expects.
- Looking keen to learn all you can about the real-world application of your studies. Someone is making their own job more difficult taking time to train you!

So during work placement hours do not:

- take phone calls on your mobile
- text on your mobile
- surf the internet on your mobile/the work placement internet
- Use any form of social media (Facebook, Weibo, Instagram, Snapchat etc. etc.)

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You can use any and all of the above when you are on a legitimate break from your training but you may miss out on making friends with your work colleagues

- Speak in English only at all times. Work placement is a great place to improve your English. It is also about learning the language of the work environment and about being inclusive. Do not exclude work colleagues by speaking a language they do not understand with a co-worker who may speak the same language as you.
- Be courteous at all times
- Be reliable and punctual.
- Understand that someone with experience is giving their time at work willingly to support and train you in the work place environment. They do not have to do this. Appreciate it.
- Accept that you will be the most junior person in the work place. Your work placement will almost definitely start with you doing all of the basics. You may have done them before somewhere else. That is not relevant. In your work placement you need to be trained and assessed by WAIFS (with the assistance of the work placement and supervisor) in all aspects of the course requirement. Being realistic, the work placement also needs to be confident in you being able to do the basics before you can do anything else.
- Be someone the work placement can rely on and you never know your work placement may open the door to future employment – *it has happened for many WAIFS' students many times before.*

3. Location of Work Placement

A work placement can be anywhere in the Metropolitan Perth Area. Metropolitan Perth is taken to be all postcodes **EXCEPT** for the following: 6041 to 6044, 6083 to 6084, 6121 to 6126, 6200 to 6799.

4. Days and hours of Work Placement

Work placements can occur on any days of the week, Monday to Sunday. They can also be at any time of the 24 hour day. Many industries in which work placements are obtained operate on a 24 hour per day, 7 days a week basis e.g aged care homes. There are even dental practices in Perth which operate all day every day. WAIFS is grateful for businesses which support vocational learning by taking students and providing real-world experience as part of their course. This is vocational learning at its best “where study meets the workplace”.

5. Student consent to Location and hours

By enrolling in a course which contains a work placement at WAIFS, students are confirming that they accept and agree to attend a work placement in Metropolitan Perth on the hours and days required by the work placement provider. WAIFS will use its best endeavours to find a work placement near to you and which suits your timetable. However, this cannot be guaranteed. At busy periods and on other occasions, it may not be possible for WAIFS' staff to contact multiple centres in multiple locations for a student and students accept enrolment knowing that they may need to travel within Metropolitan Perth and that this may be at unsociable hours. Students should always be aware of their own safety and should consider the most appropriate manner to travel to and from work placement in these circumstances. This can include travelling by car and students may need to budget to purchase, maintain and run a vehicle in Perth.

6. Do I have to wear a WAIFS uniform? What if I already work there?

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Yes you do. Even if you already have a job there and get paid to work there. When you are on a work placement, you are covered by WAIFS’ insurance for students on work placement in industry. You need to be clearly seen as a work placement student in the work environment at these times.

7. A friend did the course before – can I use their uniform and not pay for a new one?

No, unfortunately not. WAIFS requires that you have the highest standards of dress at your work placement. This standard needs to be maintained throughout your work placement. This is best obtained through the provision of a new uniform at the beginning of your work placement.

8. Can I ask the work placement for a job and/or sponsorship to stay in Australia?

Absolutely not! This would not look good to the employer. If your work placement goes well you may be offered a part time job at the end of it. This is not a right no matter how much you may want or need it.

The higher the standard of your performance, the more likely you are to be considered for a role at the end of your placement or in the future. If you ask/pester a staff member for this you generally reduce your chances of future employment.

This may be seen as rude/pushy and could affect the completion of your work placement if the work placement decides they do not like your attitude.

Never, ever ask for visa sponsorship of any kind. This would not be taken well by a work placement and is not why you are in their organisation. WAIFS cannot and does not get involved in visa matters.

If a work placement is ended by an organisation for either of the reasons above, WAIFS will not support a subsequent work placement for the student.

9. Can I arrange a work placement myself?

Generally, WAIFS prefers to arrange your work placement on your behalf. This is because:

- a) WAIFS’ employees who arrange work placements are fully aware of all of the requirements WAIFS has for a work placement. You will not know about all of these. For example. Work, health and safety and insurance requirements.
- b) WAIFS has built relationships with work placement providers over a number of years. WAIFS endeavours to match the student and the work placement, wherever possible, not just in terms of location and hours but also in terms of work-place culture.

10. What if I already work in the industry and my employer is willing to take me on work placement/What if I have approached an employer and they have said they will take me on work placement?

WAIFS never says never! In these circumstances, WAIFS is generally willing to work with you to arrange a placement for you. WAIFS still needs to contact the potential work placement and make sure that it is an appropriate work placement that can offer you the range of experience you will need for your course, in an appropriate, safe environment and where adequate supervisions is in place for your work-based training.

11. What happens if I refuse to/do not attend a work placement?

If you refuse to attend a work placement and the work placement is in Metropolitan Perth, WAIFS does not have to provide a second/subsequent work placement. On some occasions, WAIFS may choose to do so. However, students should note that:

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- (a) If a work placement is arranged (by WAIFS and/or a student);
- (b) The student is informed by WAIFS – verbally, in writing or by email – that the work placement is confirmed and provides the name and dates of the work placement to the student;
- (c) The student does not inform WAIFS that they are unable to/refuse attend the arranged work placement less than 48 hours before the work placement commences, and/or
- (d) The work placement informs WAIFS that the student has not attended their arranged work placement on the date and time it was due to commence (confirmation of this does not have to be on the actual day), and/or
- (e) The student informs WAIFS on their day work placement is scheduled to commence/or the student informs their WAIFS’ trainer after the date the work placement was scheduled to commence

The only method of communication for a student to WAIFS in circumstances (c) and (e) above is email. The student must email their own course trainer directly in circumstances (c) and (e) above. No other form of communication is acceptable or will be accepted by WAIFS as formal notification.

WAIFS will not arrange a subsequent work placement for the student unless the student can provide compelling and compassionate circumstances which meant that the student was both unable to attend the work placement and unable to notify their trainer at WAIFS before the work placement commenced. It is expected that circumstances like this will be very rare indeed. As the requirement for notification is an email there will only be extremely limited circumstances where compelling and compassionate circumstances will be accepted. These will be assessed on a case by case basis. For guidance, this may include the student be suddenly hospitalised for an illness.

However if you are posting to social media and or making phone calls from hospital over the period, compassionate and compelling circumstances would not be accepted. Compassionate or compelling circumstances will also not be accepted by WAIFS if you attend your paid work over the period in question.

You confirm by signing your enrolment with WAIFS that if a compassionate or compelling reason for your non-attendance is stated by you to WAIFS in relation to any of (c) to (e), you will give permission to a WAIFS’ admin staff member to contact and be provided with information relevant to your stated reason for your absence, including any relevant medical information and any attendance at paid employment over the period.

12. What happens if my work placement tells me to leave/tells WAIFS they do not want me back?

Do I get another work placement?

WAIFS will be in contact with the work placement to find out what has happened from their point of view. WAIFS will also be in contact with you for the same reason. WAIFS will try and work with both parties to resolve any differences and obtain the positive outcome of resumption of work placement wherever possible.

However, where the work placement refuses to continue the work placement, WAIFS will then have to make a decision on whether to offer a subsequent work placement to a student. This may include meetings with both parties (together or individually) and a review of any appropriate documentation. WAIFS will then make a decision and inform you of it.

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If the decision is that you can attend an alternative work placement, WAIFS will work with you to arrange this. WAIFS cannot guarantee a second work placement can be found and course refunds will not be given to a student for this reason where a student is deemed by WAIFS to be at fault for the failure of the first work placement. *WAIFS will inform you of this if it is deemed to be the case.* If a work placement is deemed to be at fault for the failure of the first work placement, WAIFS will commit to working with you to find a subsequent work placement. If a subsequent work placement cannot be found (based on WAIFS standard criteria) then a refund of any fees paid for weeks not yet studied will be paid by WAIFS less a \$230 administration fee. There may be conditions placed on a subsequent work placement dependent on the reason for the cancellation of the first work placement. You will be expected to sign and agree to these before WAIFS agrees to arrange any subsequent work placement.

13. Will I be released by WAIFS to study somewhere else if I do not successfully complete a work placement?

Not necessarily. It will depend on the reason for the non-completion and whether you have done everything you reasonably could do to complete your course. You should refer to WAIFS' "Transfer between registered Providers' Policy" for more guidance.

14. What if I disagree with any decisions made?

You can access WAIFS' complaints and appeal policy. WAIFS will maintain your enrolment throughout the period of any appeal wherever possible.

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