

Governance Oversight and Monitoring of Work Placement Hours



Purpose

To ensure all work placement hours are:

- Compliant with Training Package requirements
- In accordance with written work placement agreements
- Safely managed in line with Work Health and Safety (WHS) obligations
- Not excessive or exploitative
- Actively monitored through governance oversight mechanisms

This policy aligns with the Standards for RTOs 2025, particularly the Outcomes relating to:

- Training, Assessment and Credentialing
- Learner Support and Wellbeing
- Integrity, Governance and Accountability

Scope

This policy applies to:

- All students undertaking mandatory or structured work placement
- All host employers
- All AABT College staff involved in placement coordination, assessment, and compliance oversight

Policy Statement

The RTO is committed to ensuring that work placement is a learning-focused, supervised and safe training activity, not a source of unpaid or excessive labour. Work placement hours are monitored and governed to:

- Meet but not unnecessarily exceed Training Package requirements
- Protect student welfare and safety
- Maintain ethical, transparent and compliant training delivery

Definitions

- **Minimum Hours** – Hours specified by the Training Package
- **Expected Hours** – Hours documented in the Work Placement Agreement

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- **Excess Hours** – Hours exceeding expected totals
- **Governance Oversight** – Review and monitoring by senior AABT College staff to manage risk

Roles and Responsibilities

AABT College Governance Team

- Approves work placement frameworks and monitoring controls
- Reviews trends, risks and exceptions
- Ensures continuous improvement

Work Placement Coordinator

- Monitors weekly hours and timesheets
- Flags excessive or unsafe patterns
- Liaises with host employers and students

Assessors

- Ensure competency decisions are evidence-based, not hours-based
- Confirm placement activity aligns to assessment requirements

Host Employers

- Comply with agreed hours and WHS expectations
- Provide supervision and accurate timesheet sign-off

Students

- Record hours accurately
- Report fatigue, safety concerns or excessive rostering

Procedures

1. Pre-Placement Controls

- Training Package minimum hours are identified and documented
- Expected hours are specified in:
 - Work Placement Agreement

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- Training and Assessment Plan
- Student and employer receive a placement briefing covering:
 - WHS
 - Maximum shift expectations
 - Rights and escalation processes

2. Monitoring of Placement Hours

- Students complete daily attendance records
- Host supervisors verify and sign timesheets
- Work Placement Coordinator performs weekly reviews:
 - Enters daily attendance in the attendance record excel sheet
 - Daily shift length
 - Cumulative hours
 - Frequency of extended shifts
 - Alignment to learning outcomes

3. Governance Oversight and Escalation

The following triggers require review and escalation:

Trigger	Action
Daily shift > 8 hours	Immediate review
Repeated long shifts	Governance escalation
Total hours approaching expected maximum	Placement review
Hours exceeding expected totals	Senior approval required

4. Management of Excess Hours

- Excess hours are not required once competence is demonstrated
- Additional hours must:

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- Be educationally justified
- Not pose WHS or fatigue risk
- Not substitute for paid employment
- Governance team approval is mandatory for continued placement beyond expected hours

5. WHS and Student Welfare Controls

- Risk assessments conducted for placement settings
- Students informed of their right to refuse unsafe hours
- Employers advised of rest break expectations
- Immediate intervention where fatigue or exploitation risks are identified

6. Complaints and Protection from Victimisation

- Students may raise concerns without academic penalty
- Complaints handled in accordance with AABT College Complaints and Appeals Policy
- Records maintained for audit and compliance review

7. Records Management

The following records are retained:

- Signed Work Placement Agreements
- Attendance and hours registers
- Supervisor confirmations
- Governance review actions

Retention complies with regulatory requirements.

8. Continuous Improvement

- Placement data reviewed annually
- Patterns of excessive hours analysed
- Policy and procedures updated based on risk analysis and audit outcomes