



PP034 Workshop Booking & Work Placement Policy and Procedure

1. Purpose

- 1.1. This policy provides a structured approach for Trainers/Assessors to notify relevant staff once they have marked specific units (CHCPRT033, CHCPRT034, CHCMHS007 & CHCCCS009), ensuring that students are promptly booked for workshops and receive the necessary preparation for their work placements.

2. Scope

- 2.1. This policy applies to all Trainers/Assessors, Student Administration Officers, and the Victorian Campus Manager involved in the marking of units and the facilitation of workshops and work placements at Austral College.

3. Authority

- 3.1. The Victorian Campus Manager is responsible for effective implementation and management of this Policy. Any complaints or breaches in relation to this Policy and Procedure should be reported to the Victorian Campus Manager by email to: info@australcollege.com.au The Victorian Campus Manager will provide information on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.2. The Victorian Campus Manager is responsible for consistent implementation of this Policy and Procedure and may provide advice on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.3. This Policy and Procedure is issued on the authority of the CEO. The CEO has overall responsibility for the management and review of this Policy and Procedure. Any complaints or breaches in relation to this Policy that involve the Victorian Campus Manager should be reported to the CEO by email to: info@australcollege.com.au

4. Policy Statement

- 4.1. Austral College is committed to ensuring that students receive timely communication regarding their workshop schedules and work placement preparation following the successful completion of specific units (CHCPRT033, CHCPRT034, CHCMHS007 & CHCCCS009). This policy outlines the responsibilities of Trainers/Assessors, the Student Administration Officers, and the Victorian Campus Manager in facilitating this process to enhance student engagement and readiness for work placements.



PP034 Workshop Booking & Work Placement Policy and Procedure

5. Procedures

5.1. Trainer/Assessor Marks Specific Units

5.2. Trainers/Assessors are responsible for reviewing and completing the marking of assigned specific units.

5.3. Once marking is finalised, trainers/assessors must update student records in the Learning Management System (LMS) to reflect the completion of assessments.

5.4. Trainer Sends Notification to Admin

5.5. After marking the specific units, trainers/assessors must notify the Student Administration Officers via email regarding students who are ready for workshop scheduling.

5.6. The notification email must include:

- Student Name
- Student ID
- Completed Units
- Workshop Requirement

5.7. Admin Team Reaches Out to Students

5.8. Upon receiving the trainers/assessors notification, the Student Administration Officers will contact students through email or phone to provide details about available workshop dates and book them into their respective workshops.

5.9. The communication must include:

- Workshop Dates and Times
- Location
- Instructions for confirming attendance

5.10. A confirmation email should be sent to each student once their workshop is booked.

5.11. Trainer/Assessor notifies Victorian Campus Manager

5.12. After notifying the Student Administration Officers and ensuring student bookings, trainers/assessors must send a notification to the Victorian Campus Manager.

5.13. The email should include:

- List of Students who have completed specific units
- Confirmation of their workshop bookings



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5.14. Victorian Campus Manager Sends Work Placement Preparation Email

5.15. Upon receipt of the trainer's notification, the Victorian Campus Manager will utilise the direct links email template to send preparation materials to the students.

5.16. The email must contain:

- Instructions for Work Placement Preparation
- Direct Links to resources and checklists required for the placement
- Additional steps required by students before the placement begins (e.g., completing checks or forms)

5.17. Follow-Up

5.18. The Victorian Campus Manager or Student Administration Officers will follow up with students to confirm receipt of the email and ensure awareness of the next steps in the work placement process.

5.19. Any questions or issues raised by students will be addressed promptly.

5.20. Documenting the Process

5.21. All actions taken, including workshop bookings and the sending of placement preparation emails, must be documented in the student's file within the LMS for tracking and compliance purposes.

6. Compliance

6.1. This policy and procedure will be reviewed annually to ensure its effectiveness and compliance with any regulatory changes. Staff feedback will be solicited to improve the process continuously.

7. Review Date

12 months from the date of this version, or as required.

8. Version History

Version	Date	Action	Prepared by	Approved by
V1.0	24/10/2024	Initial Review	Candice Taylor	Desi Kasimiotis