



Clinical Placement Policy

1. Purpose

This policy outlines the framework for the implementation and management of clinical/practical placements at ALACC. It ensures that students enrolled in nationally recognised qualifications or VET-accredited courses gain practical workplace experience and develop the skills required for competent performance in health and community care settings.

2. Scope

This policy applies to all ALACC students undertaking mandatory practical placements. It includes guidance on:

- Practical placement arrangements
- Pre-requisites
- Agreements
- Insurance
- Attendance
- Training, skills, and assessment
- Special needs
- Code of conduct
- Complaints and appeals

VET Student Loan (VSL) students should also refer to the VSL-specific placement policy.

3. Policy Statement & Procedures

3.1 Aims of Practical Placement

- Provide hands-on experience in health, aged care, or community services settings
- Enable application of theoretical knowledge in a real-world environment
- Foster the development of industry-specific skills and work ethic
- Evaluate student competency and workplace performance



3.2 Placement Arrangements

- A Practical Placement Agreement, as required under the Education and Training Reform Act 2006, must be signed by the student, ALACC, and the placement provider before the placement commences.
- Placement providers are selected collaboratively by the Course Coordinator, Clinical Placement Coordinator, and CEO. Selection is based on course requirements, workplace suitability, and safety standards.
- A site inspection or a documented review will confirm the provider's capability and compliance.
- Students may request their own placement providers, subject to approval.
- Multiple placement providers require separate agreements.
- Any changes to arrangements must be approved in writing by the Director of Studies.
- Interstate placements are permitted, subject to local legislation and provider suitability.

3.3 Approved Placement Providers

Providers must:

- Support achievement of course outcomes
- Offer a safe and inclusive work environment
- Be accredited where applicable
- Sign a Memorandum of Understanding (optional, non-binding)

3.4 Placement Pre-requisites

Students must meet the following before commencing placement:

- Current Australian National Police Check
- Valid Working with Children Check (where applicable)
- Manual Handling and First Aid certification
- Anaphylaxis and Asthma Management training (where required)
- Up-to-date immunisation record
- Satisfactory course attendance and fee payment
- Completed Student Placement Form

3.5 Placement Agreements

- A formal agreement outlines placement duration, location, and responsibilities



- Signed copies must be retained by ALACC and the placement provider
- Agreement may be amended or cancelled in writing by either party

3.6 Insurance

- ALACC provides student placement insurance via Allianz (effective only with a signed agreement)
- Exclusions: travel to/from the workplace and any voluntary service post-placement
- Students must follow safety procedures and incident reporting requirements
- Accidents must be reported using the appropriate claim forms and submitted through ALACC

3.7 Attendance

- Full attendance is required
- Students must notify ALACC and the provider if absent
- Failure to attend may result in Not Yet Competent (NYC) outcome

3.8 Training and Skills

- Students receive placement handbooks outlining required competencies and tasks
- Trainers and assessors assist students and liaise with providers to ensure smooth placement experiences
- Workplace supervisors provide mentoring and feedback
- Safe work practices and equal opportunity principles must be upheld

3.9 Assessment

- Placement contributes to overall competency in the course
- Assessment methods include on-site visits, supervisor feedback, and post-placement assessments
- Assessors are responsible for collecting evidence and making competency decisions

3.10 Special Needs and Support

- ALACC supports learners with language, literacy, disability, or other learning needs
- Reasonable adjustments are made in collaboration with the placement provider
- Consent is obtained before disclosing any student information to third parties
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3.11 Competency Definition



Competency includes:

- Performing tasks to the required technical standard
- Managing tasks and priorities
- Responding effectively to unexpected issues
- Applying knowledge in varied contexts

3.12 Code of Conduct

Students must:

- Maintain professionalism and accountability
- Work under supervision
- Adhere to host organisation policies
- Wear the approved ALACC uniform
- Attend on time and notify of any absences
- Accept that placements may be terminated due to:
 - Unsatisfactory performance
 - Non-attendance
 - Inappropriate conduct

3.13 Complaints and Appeals

- Students and providers may raise issues with the Course Manager or Placement Coordinator
- Issues are escalated to the Director of Studies as needed
- Complaints are handled per ALACC's Complaints and Appeals Policy
- Dispute resolution procedures are included in placement agreements

4. Related Legislation and Guidelines

- Education and Training Reform Act 2006



- National Immunisation Program (NIP)
- National Health and Medical Research Council (NHMRC) Guidelines
- Australian Immunisation Handbook (9th Edition)

5. Related Documents

- Immunisation Policy
- Student Handbook
- Practical Placement Agreement Form
- Student Placement Handbook
- Complaints and Appeals Policy

6. Record Keeping

- Student immunisation records
- Signed placement agreements
- Assessment evidence and placement reports

7. Non-Compliance

Any breach of this policy will be investigated by the CEO or Director of Studies. Unresolved breaches may result in disciplinary action or cancellation of placement.

8. Glossary

- **Practical Placement:** Structured, supervised learning in a real workplace
- **Competency:** Ability to consistently perform tasks to a required standard
- **Direct Supervision:** Close oversight until the student demonstrates competence

9. Document Control



Policy:	Clinical Placement Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	The revised Clinical Placement Policy has been restructured for clarity and alignment with the 2025 ASQA Standards, ensuring a stronger focus on compliance, learner support, workplace safety, and assessment integrity. Key updates include clearer definitions of responsibilities, formalisation of placement agreements and insurance coverage, streamlined prerequisites, and the inclusion of inclusive practices for students with special needs.