



Clinical Placement Policy

1. Purpose

To provide a structured framework for practical placements ensuring students gain real-world skills.

2. Scope

Applies to all students undertaking mandatory placements.

3. Policy Statement & Procedures

3.1 Placement Objectives

- Apply theoretical knowledge
- Develop workplace skills
- Demonstrate competency

3.2 Placement Arrangements

- Agreements must be signed before placement
- Providers must meet safety and compliance standards

3.3 Placement pre-requisites

Students must have:

- Police check
- Working with Children Check (if applicable)
- Required certifications
- Immunizations
- Satisfactory attendance

3.4 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

3.5 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

3.6 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

3.7 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

3.8 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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3.9 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



3.10 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

3.11 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 2026
Version:	2026.1
Next review:	April 2027
Summary of changes:	This policy has been revised to improve clarity, remove references to government-funded programs and VET Student Loans, and ensure alignment with current regulatory standards.