

Work Based Training Policy

Version Number: 1.0

Person Responsible for Implementation: WBT and Kitchen Coordinator

Effective Date: 20 August 2025

Review Date: 20 August 2026

Relevant Standards:

- National Code 2018: Standard 11
- Outcome Standards for RTOs 2025: 1.1, 1.3, 1.4, 1.8, 2.1, 2.2, 4.1, 4.4
- ESOS Act 2000
- Education and Training Reform Act 2006 (Victoria)

Purpose

This policy outlines the principles and procedures that guide the implementation and monitoring of work-based training (WBT) at PAX Institute of Education.

It ensures WBT is delivered in compliance with the National Code 2018 and the Outcome Standards for RTOs 2025. It aims to promote student safety, equitable access, and quality learning outcomes while minimising risks for students, host employers, and the Institute.

Scope

This policy applies to all students enrolled in nationally recognised training products that include a work-based training requirement. It applies to WBT arranged and supported by PAX Institute, as well as placements sourced by students but approved by the Institute.

Definitions

Work-Based Training (WBT): An assessable component of a qualification conducted in a real workplace outside the RTO's simulated environment, required for the completion of specific units or qualifications.

Host Employer: An organisation that agrees to provide a WBT placement opportunity in line with course and safety requirements.

Work-Based Training Agreement: A formal document signed by PAX, the student, and the host employer outlining roles, responsibilities, hours of placement, and WHS requirements.

Workplace Supervisor: A nominated employee at the host organisation who supervises and supports the student during their WBT.

Policy Statements

PAX Institute of Education recognises that work-based training (WBT) and placement are essential components of specific qualifications, enabling students to apply their knowledge

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	Website: www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
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and skills in real workplace settings. WBT is embedded into certain qualifications, particularly in hospitality, to comply with training package and AQF requirements and provide students with meaningful industry exposure.

Students are required to complete the prescribed WBT hours as a condition of course completion. For example:

- SIT30821 Certificate III in Commercial Cookery – 192 hours
- SIT40521 Certificate IV in Kitchen Management (packaged with Cert III) – 48 hours
- SIT40521 Certificate IV in Kitchen Management – 240 hours
- SIT50422 Diploma of Hospitality Management – 48 hours
- SIT60322 Advanced Diploma of Hospitality Management – 48 hours

ESOS Compliance for International Students

For international students holding a Student Visa (subclass 500), WBT is a required component of the student's study in the courses, without which they cannot be deemed competent in the relevant units. Therefore, WBT is classified as a study or course component and shall not be considered work or be subjected to the number of hours a student visa holder can work based on visa restrictions (48 hours per fortnight when course is in session). WBT hours are integral to meeting course requirements and achieving competency outcomes as mandated by the training package.

Work-based training placements may be paid or unpaid. PAX does not facilitate or guarantee any financial arrangements between students and host employers. Regardless of remuneration, students must complete WBT in accordance with course requirements. Students will not be issued a certificate until all WBT hours are completed and verified.

Students may nominate their own employer, subject to approval through PAX's site screening and compliance assessment. If required, PAX assists students to secure a suitable placement and ensures all required agreements, documents, and WHS standards are in place. PAX ensures that WBT sites provide access to sufficient service periods and industry-standard facilities to allow students to demonstrate all required competencies as outlined in each unit of competency.

To meet course and industry expectations, students must demonstrate competence across various service periods such as breakfast, lunch, dinner, and special functions. These requirements are outlined in the WBT Manual, which is accessible via PAX webpage.

Quality Outcomes Framework

In alignment with the 2025 Outcome Standards' focus on quality outcomes for students and employers, PAX Institute implements measurable quality indicators beyond hour completion. The assigned assessor completes a comprehensive logbook that demonstrates the student attended and demonstrated skills and competency in each required area. This logbook serves as evidence of competency achievement and quality learning outcomes, ensuring students develop industry-relevant skills that meet employer expectations.

PAX Institute provides ongoing support through the WBT and Kitchen Coordinator and the student's trainer/assessor. Trainers visit each student in the workplace based on risk assessment and placement duration to assess progress, complete documentation, and ensure

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the placement remains WHS compliant and fit-for-purpose. Students have access to academic support during WBT through scheduled trainer visits, phone/email consultation, and tutorial sessions arranged by the Academic Team.

Enhanced Monitoring and Intervention Procedures

PAX Institute implements risk-based monitoring frequencies and intervention triggers. Students will be monitored more frequently if for any reason the student is in intervention or is identified as high risk due to previous academic performance, host comments and insights, attendance issues, or compassionate compelling circumstances present.

When students are identified as struggling or at risk of not meeting WBT requirements, PAX Institute will implement various intervention strategies in accordance with the Student Support Policy. These interventions are decided by assessing each individual case and may include additional mentoring, modified placement arrangements, or alternative assessment strategies.

Host employers are responsible for providing induction, workplace supervision, and signing relevant assessment and logbook forms.

As required under the Education and Training Reform Act 2006 (VIC), all placements must be supported by a signed Work-Based Training Agreement. This agreement is signed by PAX, the host employer, and the student, and outlines the responsibilities of each party, expected hours, induction arrangements, and assessment expectations. The agreement activates insurance coverage for the student during placement.

All agreements and logs are stored securely on the student file for a minimum of seven years.

Course durations published on CRICOS include the WBT hours, which form part of the full-time delivery schedule.

Procedure

Pre-Placement

- Identify courses and units requiring WBT and the number of placement hours.
- Provide pre-placement training including theory and prerequisite units.
- Source compliant employers or approve student-nominated sites.
- Conduct site visit and workplace assessment by WBT Coordinator:
 - Inspection of site
 - Interviewing the supervisor
 - Establishing all the requirements of the WBT is met including unit of competency specific requirements
- Host employer signs Memorandum of Understanding (MOU). The MoU mandates the Host Employer to provide an induction session to the student prior to any placement hours being completed.
- Student and host employer sign WBT Agreement specifying hours, WHS, and responsibilities.
- Provide workplace orientation and student handbook with logbook.

During Placement

- Host Employer/ supervisor will:
 - Monitor and carefully record student attendance and progress via the Work Placement Log per session/ shift
 - Provide an induction session prior to commencement of placement
 - Provide required support and training to the student to ensure development of knowledge and skills in line with industry standards
 - Conduct workplace assessments as required by the unit or;
 - Participates in assessment of the student along with the PAX WBT coordinator/assessor when and if needed
- WBT Coordinator will
 - Monitor host venue
 - Ensure WHS compliance
 - WBT Coordinator visits site based on risk assessment and placement duration, with minimum visits as follows:
 - Standard placements: At least twice during placement period
 - High-risk students or intervention cases: Weekly or bi-weekly visits as determined by individual assessment
 - Extended placements (>120 hours): Monthly visits minimum
 - Ensure support by host employer
 - Interview of supervisor, staff and student
 - Review student attendance and progress in skills and knowledge development to determine effectiveness of training
 - Complete comprehensive logbook documentation showing student competency demonstration in each required area
 - Attend to any complaints from student or host employer, escalate to management or QA team if needed, and keep appropriate records of complaints and resolutions in relevant registers
 - Implement intervention strategies as required in accordance with Student Support Policy
- Logbooks are signed by employer and student and reviewed by PAX.

Post-Placement

WBT coordinator:

- Confirms completion of required hours.
- Finalises assessment records and enter results in the Learning Management System.
- Collects feedback from students, host employer, supervisor and provides feedback to QA team for any potential continuous improvement opportunity to be identified.

Administration and academic officers will:

- Store signed logs and agreements in student file.
- Include placement evidence as part of assessment records.
- Maintain ESOS compliance records for international students.

Monitoring Mechanism Summary Table

What is Monitored	How	Frequency	Responsible
Completion of WBT hours and competency demonstration	Student logbooks, trainer verification, quality outcomes documentation		WBT Coordinator/ Host supervisor
WHS and supervision quality of host Host compliance and feedback	Site inspections, student feedback, Supervisor interviews, site visits	Every 6 months (more frequent for high-risk)	WBT Coordinator
Signed agreements and ESOS compliance	Admin file checks, student records	Prior to placement	Admin / WBT Coordinator
Placement progress and support	Trainer visits, student feedback forms	Risk-based: Standard – twice through WBT, High-risk – Fortnightly or weekly	Trainer / WBT Coordinator
Assessment integrity and quality outcomes	Observation checklist, assessment records, competency logbooks	Per placement	WBT Coordinator / QA team

Roles and Responsibilities

- **WBT and Kitchen Coordinator:** Signs MoUs, Oversees WBT process, liaises with hosts, monitors site safety and compliance, implements risk-based monitoring and intervention strategies.
- **Trainer/Assessor:** Conducts visits, monitors log, performs assessments, completes competency-focused logbooks demonstrating quality outcomes.
- **Academic/ QA Manager:** Ensures alignment of WBT with TAS and unit outcomes.
- **Academic Officer:** Manages documentation, agreements, and records.
- **Host Employer:** Provides induction, supervision, and feedback.

Relevant Documents and Records

- Training and Assessment Strategy (TAS)
- PAX Work Placement Handbook

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- Work-Based Training Agreement
- Host Employer MOU
- Work Placement Logbook
- WBT Induction Materials
- Incident Report Form
- Continuous Improvement Register
- Complaints and Appeals Register
- PAX feedback forms
- Training policy
- Assessment Policy
- Continuous Improvement Policy
- Complains and Appeals policy