

OFF SITE/PRACTICAL AND WORK BASED PLACEMENTS

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 6
Title:	Off site/practical and work based placements	Date Approved:	01 May 2003
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1. PURPOSE

The practical and vocational nature of Taratahi's programmes recognises that workplace components are an essential and integral part of the curriculum and therefore appropriate policies must be in place to ensure the health and safety of students..

This Policy aims to establish effective guidelines for work based placements.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

Work based training is deemed to mean all training that occurs in a work based environment but is not on Taratahi Campus or Farms and is not under the day to day supervision of a Taratahi tutor or contracted staff member. It does not include extramural courses.

4. RESPONSIBILITIES

The Course Coordinator is responsible for all matters relating to work based placements

5. THE PROCEDURE

5.1. Documentation between all three parties relating to the responsibilities and expectations are to be outlined and circulated

5.2. Programme/Course documents must make specific reference to the capabilities of the student and the learning experiences that students are expected to undertake off-site, or, in a work-based context e.g., farm work experience and forestry work.

5.3. There is no expectation for payment for work carried out by the student during work experience.

5.4. All off-site, practical, work-based learning experiences for students are based on a formal agreement between the parties accepting responsibility for this aspect of the programme/course.

5.5. Work Based Trainers

- Have a legal duty to warn students of 'out of the ordinary' significant work place hazards
- Must make students aware of known hazards that exist on their property or under their control

- Must inform student of emergency procedures for poisoning, equipment, accidents, and acts of God such as earthquakes, floods, tsunami etc.
- Must isolate, minimize or eliminate all known hazards.
- Must supply appropriate safety equipment where appropriate.
- Are encouraged to support the student in maintaining best practice safety procedures.
- Where authorised to do so, shall assess the student against Taratahi assessment criteria.
- Are asked to report on each student they have had, providing suggestions which could enhance the work experience scheme

5.6. The Relevant Course Coordinator (or Delegate)

- Selects and monitors all work based placements
- Will ensure all parties uphold this policy
- Is responsible for ensuring work based trainers are aware of the capability/level/standard of the student.
- Is responsible for ensuring work based trainers are aware of the safety issues related to having work experience students working on their farm.
- Oversees any assessments undertaken as part of the work based placement.
- Is responsible for coordinating travel to and from work based trainers property.
- Will ensure a written agreement is in place for the work-based placement.
- Sees that the student is guided through their Work Experience Project prior to commencing work experience.

5.7. Taratahi Student

- Is responsible for asking about potential hazards while on work-based placement.
- Must ask about and conform to any emergency procedures relating to work based placement property.
- Must inform work-based trainer if they believe they are not capable of performing specific tasks.
- Must not use any machinery or complete a task that is unsafe.
- Must follow out the instructions of the work based trainer unless it is unsafe to do so.

5.8. The Course coordinator is responsible for resolving issues or grievances that could arise as a consequence of student placements

5.9. The Course coordinator (or delegate) coordinates the evaluation process.

- Work-based trainers are required to complete relevant evaluation forms.
- Students are required to complete an evaluation form regarding the Work Experience component of the course