

# Vocational Placements & the Fair Work Act

**Readygrad programs are designed to enhance the employability skills of graduates at the beginning of their careers.**

Driven by our purpose of revolutionising graduate employability, we take great care in placing our students into Work Integrated Learning placements which support their career goals and training needs.

The Professional Internship Program is a structured program focusing on providing employment readiness skills. It contains a Nationally recognised Unit of Competency BSBOPS201 – Work effectively in business environments, delivered by Readygrad Pty Ltd (RTO 45724). Students will obtain a Statement of Attainment for BSBOPS201 – Work effectively in business environments issued by Readygrad once all training and assessment has been competently achieved.

The program is in alignment with the Fair Work Ombudsman guidelines on Vocational Placements. In accordance with the Fair Work Ombudsman definition, our programs are designed to provide students with the opportunity to apply theory and skills learnt through study to a professional workplace.

Under the Fair Work Act, a person undertaking a vocational placement is exempt from the classification of employee and the operation of the Fair Work Act generally. In broad terms, this means that they have no entitlement to minimum wage or leave, or any of the other entitlements available to employees under that Act.

Vocational placements are a formal work experience arrangement that are part of an education or training course. Under this arrangement, students can gain the important skills to transition successfully from study to work, whilst providing industry and business the opportunity to enrich student learning and increase the number of work-ready graduates.

Readygrad forms close relationships with host companies and students to ensure the focus is on providing a learning environment for the student and no employment relationship exists between the host company and student though the following measures;

- Site visits are conducted with all host companies to assess the organisation and their motivations, and evaluate whether the environment is suitable for a vocational placement prior to commencement.
- Every placement has a formalised Training Agreement signed by all parties which outlines the host company obligation to provide training, supervision and work experience relevant to the student's area of study.
- Formal student assessments throughout the placement period.
- To ensure that undertaking of activities is incidental to the learning experience, and not primarily for the operational benefit of the host company, we place students with limited industry experience into placements which are closely aligned to their area of study so that the main benefit is to the student and the focus is on learning and skills development.
- A dedicated Placement Consultant is available for support and guidance throughout the process.
- Mid-point and exit review and evaluation check points occur;
  - To ensure that the Learning Objectives of the placement are being met.
  - To reflect on the placement outcomes for the student and as part of our ongoing evaluation of host companies and continuous improvement.
- Placements are strictly limited to 12 weeks to ensure that the Learning Objectives remain the focus of the Work Integrated Learning experience.

Readygrad changes lives in many ways every day by helping people transition successfully from study to work through Work Integrated Learning programs. We do not condone unpaid work which falls outside the above framework and Fair Work guidelines.

For more information on Vocational Placements visit [www.fairwork.gov.au](http://www.fairwork.gov.au)