Dear Supervisor,

You have been nominated as a practical placement supervisor for the purpose of confirming workplace performance and skills for our student/s at your organisation.

We would like to support your involvement in this process and have developed this information 'Fact Sheet' to provide information about your role as a workplace supervisor.

You have been selected as a workplace supervisor because you are in a supervisory role and/or have skills above or at the same level that students must achieve at the completion of their qualification.

The role of a workplace supervisor is to participate in the assessment process by providing feedback and confirmation on the students ongoing performance and project work in the workplace.

Each student will be given a Practical Placement Workbook that contains all of the tasks they are required to perform in a workplace setting and describes the level of performance required to achieve a competent outcome.

The insert qualification code and title here is delivered through a blended model including:

- Class-based delivery sessions
- Workplace training, practice, and support
- Project based and written assessments
- Workplace assessments

An Australian Institute of Vocational Development trainer and assessor will be visiting the student in the workplace up to insert number of visits here during the course to provide a range of support and assessment visits.

For all other support needs, you can contact our Practical Placement Coordinator, Stefanie Di Sante on:

Mobile Phone No:	0412 238 160
Work Phone No:	(03) 9311 2800
Email Address:	studentplacement@aivd.com.au

Workplace Assessor

All students are assigned an Australian Institute of Vocational Development trainer and assessor who will visit your student in the workplace a number of times throughout the course to provide support and assessment onsite.

What is competency?

Being competent means that the student can perform skills and apply knowledge consistently over a period to the level expected by the workplace. The student must demonstrate both the knowledge and practical skills required of the qualification they are undertaking. Being competent means demonstrating these skills consistently and not only when they are being assessed. Australian Institute of Vocational Development's assessor will determine if the student can do the following:

- Manage tasks along with all other demands of the job
- Manage tasks when and if things go wrong
- Handle changing conditions during the day
- Transfer the skills they have learnt to new situations (E.g., new environments, processes, situation, etc.)

You should speak to the trainer and assessor of your student if you have any questions about workplace competency.

Responsibilities of the Student

It is the student's responsibility to ensure they are ready for the visits made to them by Australian Institute of Vocational Development's Trainer/Assessor as they progress through the course. This means they need to have completed relevant tasks, have collected the required documents, and had the relevant conversations with you prior to a workplace visit. The student is also responsible for:

- Keeping their Daily Activity Training Log (found in the Practical Placement Workbook) up to date.
- Notifying the workplace when an Australian Institute of Vocational Development trainer/assessor is scheduled for a visit.
- Keeping in contact with Australian Institute of Vocational Development and notifying us if any details change.
- Abiding by the Student Code of Conduct and other Australian Institute of Vocational Development policies.

Your Responsibilities as a Practical Placement Supervisor

Your role is to oversee the student during their placement by:

- Providing students with roster and tasks relevant to the skill requirements.
- Provide instruction and demonstration of tasks showing students how to perform their role to the expected standard in the workplace.
- Supervising them directly whilst they undertake tasks providing opportunity to practice over time.
- Guide and coach students undertaking tasks providing feedback, encouragement, and support;
- Communicate with Australian Institute of Vocational Development regularly.
- Participate in debriefing sessions evaluating the program.
- Communicate with staff, clients and other stakeholders on student, tasks, and progress.
- Completes all necessary documentation accurately.

Do I personally have to fill out ALL those reports?

NO. Although we require all forms filled out, it is OK to share the load! Different staff can fill out different reports providing they are all acceptable to both the trainer and employer and the Supervisor/SME form is completed. It must be noted that the person completing the form must have directly observed the student firsthand.

If you leave the organisation or change positions

If, throughout the training program, you leave the organisation or change positions so you are no longer able to act as the Practical Placement Supervisor, alternative arrangements will need to be made so the student continues to have this support in the workplace. Prior to moving on, please ensure you contact Australian Institute of Vocational Development to make arrangements for handing these responsibilities on to a new person in the workplace.

We look forward to a valuable relationship with you, your employees, other staff and your organisation for the coming months. Should you have any queries about any of the information provided, please call our office or contact the relevant trainer/assessor.

What type of forms do I need to complete and when do they need to be filled out?

1. The **A-762.1 Practical Placement Induction Checklist** should be completed prior to the placement or on the first day by the supervisor and signed by the student.

2. The **Daily Activity Training Log** (found in the Practical Placement Workbook) **-** must be signed by the supervisor at the end of each shift.

3. The **Third-Party Reports** must be completed any time after the first few weeks, when you have observed the student performing the tasks consistently. You do not need to complete all reports on the same day.

Sometimes students need extra practice in certain areas and further time to consolidate their learning and practice. Where this is the case, **PLEASE**:

- **Praise** the positive elements
- **Encourage** the student to identify gaps in their learning and demonstration
- **Be constructive** in your comments

Any questions with regards to the student and/or the program we encourage you to speak directly to the Australian Institute of Vocational Development.

Thank you again for your support in this program.