

ACADEMIC POLICY - WORKPLACE TRAINING

1. Policy Statement	SAE Institute Pty Ltd trading as SAE will endeavour to provide students with the opportunity to integrate their education with workplace training.
2. Purpose	The purpose of this policy is to define the requirements associated with offering workplace training to SAE degree students.
3. Scope	This policy applies in the context of SAE Institute Pty Ltd operations in Australia only and is applicable to students enrolled with, or intending to enrol with SAE.
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures; <ul style="list-style-type: none"> • Student Orientation Procedure
5. Associated Documents	This policy should be read in conjunction with the following documentation: <ul style="list-style-type: none"> • Work Placement Overview – Students • Work Placement Overview – Employers • Work Placement Agreement
6. Policy	<p>6.1 Student Selection</p> <p>The student is selected for a work placement based on a review process that requires the student to first submit a letter or email requesting consideration. This letter must specify their field of study and specific specialisation and an explanation of why they should be considered for a placement.</p> <p>A panel made up of the Campus Academic Coordinator and at least one academic from the student's discipline of study will then review for each student</p> <ul style="list-style-type: none"> • past academic performance; • level of professionalism and commitment as demonstrated throughout their degree studies; • attitude and behaviour as demonstrated throughout their degree studies; • their submitted letter. <p>If the panel deems all of the above to be satisfactory, the student will then be placed with an appropriate employer.</p> <p>In the case where a student brings a potential work placement to SAE, it will be added to the pool of work placement options and assessed as stated above. However, it will be SAE who makes the decision about whether it is an acceptable location and to make the appropriate selection of a student.</p> <p>Consideration will be made for those students who need additional English language support. This will examine whether the potential workplace has sufficient expertise to provide the support needed. No student will be placed if SAE, the employer and the student are not all comfortable with the available support.</p> <p>6.2 Workplace Visits</p> <p>The relevant Senior Lecturer or nominated senior academic will visit the intern onsite during the trimester to ensure that the student is receiving appropriate mentoring and suitable work. During this visit, the nominated academic will talk privately with the intern employer to discuss how the student is performing and any areas where they could need further guidance.</p> <p>In addition to this, and if required, on notice of any issues by either the student or the employer, or at the discretion of the course coordinator or Campus Academic Coordinator, the Campus Academic Coordinator, relevant Senior Lecturer or a nominated senior academic will revisit the workplace to reassess the appropriateness of the placement.</p>

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7. Records

7th September 2012 policy implemented
(Approved by Prof. Z. Klich, Chair, Academic Board)
Policy to be reviewed: 7th September 2014

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