

Work Placement Cancellation Policy - CHC33021

Domestic Students Only

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	All applicable domestic and international students
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Work Health and Safety Act 2020 (WA).
- Work Health and Safety (General) Regulations 2022 (WA) (current consolidation from 1 July 2026).
- Working with Children (Screening) Act 2004 (WA) (current consolidation from 25 August 2026), where child-related work applies.

Policy and procedure

The purpose of this policy is to ensure that students honour their confirmed work placement commitments and to protect The Bright College's professional relationships with host organisations. Work placement providers reserve positions specifically for our students, and last-minute cancellations may negatively affect the College's reputation and future placement opportunities.

2. Scope

This policy applies to all students enrolled in CHC33021 Certificate III in Individual Support (Ageing and Disability) who undertake mandatory work placement arranged by The Bright College.

3. Policy

Once a work placement has been confirmed by The Bright College and accepted by the student, the student is expected to attend and complete the placement as scheduled.

Students must not cancel, postpone or change their placement without first obtaining approval from the Work Placement Coordinator.

4. Student Responsibilities

Students are required to:

- Accept only one confirmed work placement at a time.
- Attend placement on the agreed commencement date and throughout the placement period.
- Notify the Work Placement Coordinator immediately if any exceptional circumstances arise that may affect their ability to attend placement.
- Maintain professional communication with both the College and the host organisation.

5. Cancellation of Placement

If a student wishes to cancel a confirmed work placement arranged by The Bright College, they must notify the Work Placement Coordinator as soon as possible.

Where possible, sufficient notice should be provided to enable the College to allocate the placement to another student.

Students must not independently withdraw from a placement after it has been confirmed without first discussing the matter with the College.

6. Cancellation Fee

A Work Placement Cancellation Fee of \$250 will apply where:

- A student cancels a confirmed placement arranged by The Bright College after the placement has been booked with the host organisation.
- A student withdraws from a confirmed placement without reasonable notice.
- A student chooses to undertake another placement, including a self-sourced placement, after accepting a placement organised by The Bright College.
- A student's actions result in the College being unable to fill the reserved placement position.

The cancellation fee is intended to encourage students to honour their placement commitments and to minimise the impact of late cancellations on host organisations and other students.

7. Exceptional Circumstances

The College may, at its sole discretion, waive the cancellation fee where a student provides satisfactory evidence of exceptional circumstances, including but not limited to:

- Serious illness or hospitalisation.
- Medical emergency supported by appropriate documentation.
- Family emergency or compassionate grounds.
- Other exceptional circumstances considered reasonable by the Academic Manager.

Each request will be assessed individually and supporting evidence may be required.

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8. Impact of Late Cancellations

Late cancellations may:

- Damage The Bright College's professional relationships with host organisations.
- Reduce future placement opportunities for other students.
- Prevent another student from accessing the placement opportunity.
- Cause inconvenience and unnecessary administrative work for the host organisation and the College.

Students are therefore expected to act professionally and responsibly at all times.

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