

Work Placement and Fieldwork Placement Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1.0
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.

Compliance note: This draft separates and updates the Version 3.1 policy framework against the regulatory position reviewed on 15 September 2026. Applicable legislation, regulatory instruments, registration conditions and formally approved College documents take precedence if a conflict is identified. Final operational approval and implementation evidence remain the responsibility of The Bright College.

Policy and procedure

The Bright College will ensure that work placement and fieldwork placement arrangements are safe, documented, supervised, monitored and aligned to the requirements of the relevant training product, assessment conditions, industry expectations and any applicable placement or accreditation requirements.

Work Placement Procedure

- Work placement must only be arranged with host organisations that are suitable for the course, student cohort and assessment requirements.
- A current written agreement or MOU must be in place before students commence placement. The agreement must identify the parties, placement purpose, student hours, supervision arrangements, WHS responsibilities, insurance requirements, privacy/confidentiality expectations and escalation process.
- Students must receive placement orientation before commencement, including expected conduct, attendance, reporting, safety, confidentiality, mandatory reporting where relevant, and how to raise concerns.
- The Bright College must confirm that the student has completed any required pre-placement checks, such as police check, working with children check, immunisation evidence or other host/site requirements, where applicable.
- A qualified trainer/assessor or nominated placement coordinator must monitor student progress, maintain contact with the host supervisor and record placement hours and performance evidence.

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- Assessment evidence collected in the workplace must be valid, sufficient, authentic and current and must be reviewed by the assessor before competency decisions are made.
- Placement issues, incidents, student risk, host feedback and supervisor feedback must be recorded and considered through student support, risk management and continuous improvement processes.
- Where a placement is terminated or becomes unsuitable, The Bright College must support the student and take reasonable steps to arrange an alternative placement where required for course completion.

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