

# Work Performance Evidence (WPE) Policy

## Definitions

- **RTO:** Registered Training Organisation such as STC.
- **Worksite:** Paid employment where students gain experience and skills as part of their TVET course. Students are employed under contract by the company doing work in their trade area and are covered under the Workers Compensation Scheme of the company.
- **Supervisor:** A licensed individual in the trade at the worksite to oversee and support the student during their work.
- **Exemplar Profiling** – an application designed to allow the supervisor to communicate with the RTO on the student’s competency of tasks on the job. This app is the same one used by domestic apprentice students. See below for **Work Performance Evidence (WPE)** details.

## 1. Purpose

The purpose of this policy is to establish guidelines and procedures for work undertaken by students while undergoing technical vocational education and training (TVET) conducted by Superior Training Centre (STC), a Registered Training Organization (RTO). This policy aims to explain the roles of STC, the students, and the workplace in fulfilling trade training outcomes.

The training in the Electrotechnology Electrician, Air-conditioning and refrigeration, and Engineering Fabrication Trade does not have any mandated hours of work within the training package. STC believes that international students, like apprentices, must work in the trade to become skilled at the trade. STC provides theory classes and simulated work environments to provide practical classes and assessments. All students should also be employed in the trade that they are training and have a licensed supervisor that can oversee their work and to gather **Work Performance Evidence (WPE)** while undertaking TVET.

All enrolling fee-for-service students are counselled prior to enrolment that this is a course that requires work in the trade to become skilled and show that work is done ‘on-the-job’ as well as the STC workshops and classroom.

## 2. Scope

This policy applies to all fee for service students enrolled in courses or programs offered by STC that require showing trade related work as part of their training. It also applies to staff members responsible for evaluating work outcomes.

### **3. Compliance**

STC will comply with all relevant legislation, regulations, and RTO standards pertaining to training, including the National Code of Practice for Providers of Education and Training to Overseas Students. (See Working in Australia below)

### **4. Responsibilities**

#### **4.1. Students:**

- Students must adhere to the policies and procedures outlined by both STC and the employer during their study and work.
- Students are responsible for maintaining appropriate behaviour, dress code (PPE), and professional conduct always during their practical classes and at worksites.
- Students must notify STC of their employer and use the Exemplar Profiling system to register licensed tradespeople as supervisors.
- Students must notify STC immediately of any issues or concerns related to their worksite.

#### **4.2. Supervisors:**

- Supervisors are responsible for monitoring the performance of students using the Exemplar Profiling app during their work and providing instruction and constructive feedback.

#### **4.3. STC Staff:**

- STC staff members are responsible for liaising with supervisors via the profiling app and ensuring that work aligns with course requirements.
- STC staff members must provide ongoing support to students throughout their work and address any issues or concerns that may arise.

### **5. Work Placement Arrangements**

#### **5.1. Selection of Workplace:**

- Students are responsible for identifying and securing their work placement with a suitable employer.
- STC will provide guidance and support to students in identifying potential host organisations and ensuring that the chosen placements meet the requirements set by STC of a licensed tradesperson to supervise the student.

#### **5.2. Duration and Timing:**

- STC will communicate the duration and timing of work allowed for international students well in advance to allow for adequate preparation. International students are allowed up to 48 hours per fortnight and full-time during term or holiday breaks.

#### **5.3. Assessment and Recognition:**

- STC will assess students' performance during their work placement based on Exemplar Profiling.
- Successful completion of the work component contributes to the overall assessment and certification of the course or program.

##### **Work Performance Evidence (WPE)**

- Work performance and exposure is an important and critical component of training is captured using Exemplar Profiling.
- Exemplar Profiling is a third-party evidence gathering tool designed to collect evidence of a candidate's performance and development in the actual workplace.

Profiling evidence provides longitudinal data that highlights both the development and level of consistent performance demonstrated by a candidate in the workplace.

- WPE must be observed in the workplace. It is not intended that the assessor must personally observe the application; this should be done by a licensed workplace supervisor and recorded and verified in the Exemplar Profiling platform provided.
- Exemplar Profiling contains industry and regulator determined advisory targets (formerly benchmarks) which are required to be met to satisfy the requirements of the accredited course. These advisory targets are set around the course duration of at least 105 weeks.
- WPE gathering can only commence from the start date of the employment and the RTO is responsible for enrolling and monitoring candidates using Exemplar Profiling data.

#### **Interpretation of Exemplar Profiling Evidence**

- Exemplar Profiling evidence is primarily aligned to the unit Performance Evidence and Elements in the workplace necessarily requires the application of underpinning knowledge, and the fact that a qualified supervisor has confirmed the candidate's performance against actual workplace expectations means that it can also be used to reasonably infer a candidate's performance against the performance criteria.
- The evidence gathered by the Exemplar Profiling tool is directly aligned to planning, carrying out and completing tasks in an actual workplace, and unlike other tools, highlights the candidate's competency development over time. The following indicators are embedded within the tool, and should be evaluated taking the following key indicators into consideration:  
Autonomy (supervision and support)  
Participation (plan, carry out and complete)  
Technical ability and experience (range of activities)
- Exemplar Profiling contains industry and regulator determined advisory targets which are required to be met to satisfy the requirements of the accredited course.
- RTOs are responsible for ensuring sufficient workplace exposure and performance has been met, in accordance with the course requirements, before issuing the course statement of attainment or related Certificate III qualification.

#### **How to Use Exemplar Profiling**

- **Step 1** The gap training RTO registers the student through their Exemplar Profiling account or the student can contact Exemplar Profiling directly via phone: 02 6100 214, email: [info@exemplarsystems.com.au](mailto:info@exemplarsystems.com.au) or chat accessed via: <https://profiling.exemplarsystems.com.au/auth/login> to register (once they have an employer).
- **Step 2** Candidates complete weekly records through logging into the website or Exemplar Profiling App and enters their weekly record of work, also known as the weekly card.
- **Step 3** An employer/supervisor verifies the work by using their 'login' to validate a summary of the candidate's weekly card.
- **Step 4** Data is analysed by the Exemplar Profiling system program against predetermined industry and regulator advisory targets

- **Step 5** Graphic/anomaly reports are generated by the program and placed on the website for the employer, candidate and RTO to view.
- **Step 6** The RTO reviews work hours and confirms employment of the student

## **6. Health and Safety**

- Companies are responsible for conducting risk assessments and implementing appropriate safety measures to mitigate potential hazards on worksites.
- STC Staff are responsible for conducting risk assessments and implementing appropriate safety measures to mitigate potential hazards in the workshop and classrooms.
- Students must also apply work health and safety training on their worksite, STC workshop, and classrooms and report or mitigate potential hazards.

## **7. Complaints and Grievances**

- Students who encounter any issues or have grievances related to their employer should contact STC and Fair Work.

## **8. Review and Evaluation**

- This policy will be reviewed annually by STC to ensure its effectiveness and compliance with relevant regulations.
- Feedback from students, companies, and staff members will be considered during the review process to identify areas for improvement.

## **9. Communication**

- This policy will be made available to all stakeholders, including students, staff members, through STC's website, student handbook, and other relevant communication channels.

## **10. Approval and Implementation**

- This policy has been approved by STC's management and will be implemented with immediate effect.
- All staff members and stakeholders are expected to familiarise themselves with this policy and adhere to its guidelines and procedures.

**11. Contact Information** For inquiries or further information regarding this policy, please contact Superior Training Centre (STC)

This policy is subject to change at the discretion of STC to ensure compliance with legislative and regulatory requirements and to improve the quality of delivery for students.

## **12. Working in Australia**

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the same entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

The minimum wages and conditions to which an employee is entitled are set out in awards (also known as modern awards). Awards apply to employees depending on the industry they

work in or the job that they do. Awards don't apply when a business has an enterprise agreement or other registered agreement that covers the employee's working conditions. For more information on awards and agreements, visit the Fair Work Ombudsman website.

Australian laws also protect you from being discriminated against at work, for example because of your race, when you are applying for a job, about to begin a job, or any time during your employment. For more information about discrimination at work, visit the Fair Work Ombudsman and Australian Human Rights Commission websites.

The Fair Work Ombudsman (FWO) helps employers and employees to understand their rights and responsibilities at work. The FWO can also investigate suspected breaches of workplace laws. To find out what you should be paid and learn more about your minimum workplace entitlements you can visit the [Fair Work Ombudsman website](#). You can also call 13 13 94 from 8am to 5.30pm Monday to Friday inside Australia (except public holidays).

Getting help to resolve a workplace issue will not automatically affect your student visa. You are limited to 48 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on the Department of Home Affairs website.