

Industry Placement

DEFINITIONS

Industry placement

Students undertake paid or unpaid employment with the dual aims of consolidating and enhancing their off-the-job learning and gaining experience in a workplace situation. Le Cordon Bleu Australia (LCBA) requires students to complete academic coursework during Industry Placement.

Professional Industry Placement (PIP) team

The PIP team is the LCBA department responsible for the Industry Placement program.

POLICY

1. Students must attend and participate in all compulsory pre-Industry Placement sessions to be eligible to commence Industry Placement.
2. LCBA's PIP team will facilitate suitable employment opportunities for students.
3. Students must meet the requirements of the Industry Placement program in order to successfully complete the following qualifications:
 - Certificate III in Hospitality (Commercial Cookery/ Pâtisserie); and/or
 - Advanced Diploma of Hospitality; and/or
 - Le Cordon Bleu International Diplomas.
4. Student visa holders must ensure they have the necessary approval to work according to the requirements of their visa.

DETAILS AND PROCEDURES

1. **Students must attend and participate in all compulsory pre-Industry Placement sessions to be eligible to commence Industry Placement.**
 - 1.1 Pre-Industry Placement sessions will be scheduled on student timetables.
 - 1.2 Students who do not attend all compulsory pre-Industry Placement sessions may need to source their own placement without the support of the PIP team.
 - 1.3 To be eligible to commence placement, students must be deemed competent in ALL the pre-requisite units. If a student fails to be deemed competent in any of the pre-requisites, they are not able to commence placement. Details of prerequisites will be provided by the PIP team on commencement of the study program.

2. LCBA's PIP team will facilitate suitable employment for students.

- 2.1 LCBA will seek a broad range of employment opportunities for students which will include employer-determined selection criteria.
- 2.2 The PIP team will forward the student's resume to the employer for those students that meet the employer determined selection criteria.
- 2.3 PIP staff may provide information to employers regarding a student's suitability for a position.
- 2.4 Students may be required to attend an employment interview in person or by telephone. The timing of interviews will be at the discretion of the employer.
- 2.5 Employers may request an applicant to undertake an unpaid trial period as part of the selection process to determine students' suitability for the property.
- 2.6 If a student fails to attend a scheduled interview, except in compassionate or compelling circumstances it may result in the student not being considered for that position and the student will be responsible for sourcing their own placement without the support of the PIP team.
- 2.7 PIP staff will notify students of the outcome of their applications for employment as soon as practicable.
- 2.8 Students may choose to source their own employment if they wish. The PIP team must approve all employment sourced by students to ensure that academic standards are maintained. The LCBA Employment Notification form must be completed by students and lodged with the PIP office prior to the commencement of employment.
- 2.9 Students who choose to undertake their Industry Placement outside Australia must inform the PIP office of their intentions prior to commencing employment. In order to ensure that academic standards are maintained, the PIP team will communicate with the employer about the suitability of the establishment and a representative of LCBA or Le Cordon Bleu International (LCBI) may visit the workplace.
- 2.10 The PIP team may withhold assistance in sourcing employment for students who do not meet the conditions outlined in this policy or the guidelines and requirements provided by the PIP team.

3. Students must meet the requirements of the Industry Placement program in order to successfully complete the following qualifications:

- **Certificate III in Hospitality (Commercial Cookery/ Pâtisserie); and/or**
- **Advanced Diploma of Hospitality; and/or**
- **Le Cordon Bleu International Diplomas.**

3.1 Employment positions must be approved by the PIP office.

3.2 Students must complete the LCBA Employment Notification form and lodge it with the PIP office prior to the commencement of employment.

3.3 Students must provide evidence (such as payslips) of completing six months of continuous employment with a minimum of 600 hours while on Industry Placement. All students must meet the attendance requirements outlined under student visa conditions and/ or LCBA's attendance policy which requires students to achieve a minimum of 80% attendance of the scheduled course hours, this includes while on placement. See attendance policy for further information.

3.4 Students must meet all academic requirements during Industry Placement. This includes completing all assessments according to guidelines and within set timeframes do be deemed competent.

3.5 Where a student does not meet the academic requirements of the Industry Placement program, a result of Not Yet Competent will be recorded for the relevant unit/s of competency, and the student may be required to repeat the Industry Placement program. Reenrolment fees will apply. *(See the Fees, Refunds and Conditions Policy.)*

3.6 Students must, at all times, present themselves professionally, behave courteously and conduct themselves in a manner which upholds and enhances LCBA's reputation.

3.7 All reasonable instructions from authorised workplace personnel and all conditions of employment, including hours of attendance and workplace policies and procedures, must be followed by the student during Industry Placement.

3.8 Prior notice of absences from the workplace must be given to employers and the PIP office, except where the absence could not reasonably have been foreseen. Reasons for absences must be supported by documentation, such as a medical certificate, which must be provided to both the employer and the PIP office immediately upon the student's return to work.

3.9 Absences from rostered work hours during Industry Placement will count in the calculations of students' rates of attendance. *(See the Attendance Policy.)*

3.10 Where a student intends to terminate his or her contract with an employer, he or she must meet with a member of the PIP team to ensure that this is the best option for the student. Where the contract is terminated by the student, he or she will be required to find an alternative placement: the details of this must be forwarded to the PIP office for approval within 14 days of the student terminating his or her previous employment.

(See online Industry Placement Policy <http://www.lecordonbleu.com.au/policies>)