The purpose of this memo is to provide you with the outcomes of your recent feedback on the proposed revised practical placement guidelines, and to advise you that the final guidelines have been completed and are attached.

Outcomes of Consultation

Responses from TAFE institutions and other stakeholders were generally positive. A number of responses highlighted the need to ensure that Training Packages are referenced in the documentation. Stakeholders also requested that the guidelines recognise that Training Packages are not explicit about practical placement or its length.

As a result of the responses received, the Office has made the following changes of substance to the guidelines:

- Included references to Training Packages and Training Package qualifications; and
- Changed the word ‘mandated’ to ‘supported’ in relation to the length of Practical Placement required by a Training Package, regulatory or professional body.

Some changes will also be made to the online material which will support the guidelines, such as expanding the Questions and Answers to include discussion of students under 15 years and quality assurance requirements.

Implementation Date

The attached Practical Placement Guidelines (Attachment A) are effective immediately and will be posted shortly on the OTTE website at http://www.otte.vic.gov.au/abtpub.asp. A range of supporting documentation and Questions and Answers will also be available on the website.

Enquiries on the revised Practical Placement Guidelines may be directed to Lois Stephens, Program Manager on 9637 2689 or at stephens.lois.a@edumail.vic.gov.au

Enquiries about the implementation arrangements may be emailed to Reggie Clark on clark.reggie.r@edumail.vic.gov.au