



INDUSTRY WORKPLACEMENT TRAVEL POLICY

PURPOSE

This policy applies to International Students who have a Australian Visa & Domestic student who may undertake work placement as independent semesters.

Industry Workplace training and assessment is a requirement of the qualification, this is undertaken through practical work experience in industry either with your current employer pending suitability been met for assessment conditions or through an assigned voluntary vocational placement by an approved industry partner.

Industry work placement occurs during the following stages of the enrollment into a full qualification:

Commercial Cookery:

Certificate III: Stage 4 , Stage 5

Certificate IV : Stage 7

Asian Cookery:

Certificate III: Stage 4 , Stage 5

Certificate IV : Stage 7

Patisserie:

Certificate III: Stage 4

Patisserie/ Diploma Pathway: Stage 5

Certificate IV: Stage 7

Hospitality (HRM):

Certificate III: Stage 3

During the allocated stages of Industry Work Placement students can seek work across Australia. We do encourage students to stay within the Sydney metropolitan area.

A compulsory visit is required for all student who undertake Industry Work Placement. The student log book will reflect this vis in the Trainer Declaration at the back of the log book. Where a student has positioned outside of the Sydney metro area, the student will be required to pay for this visit.

At Evolution we utilise technology to limit the required amount of Face to Face visits required for your work placement. Technology such as Skype, Facetime, Video content. This does not allow for the student to cancel scheduled further visits.



POLICY

INDUSTRY WORK PLACEMENT

All students of Evolution are clear of their responsibility to pay for trainer travel costs throughout the duration of their Industry Work Placement. Should a student decide to take a position/ Job outside of the Sydney metropolitan area and the location is inaccessible to public transportation which result in a need for motor vehicle for transport the following charges will need to be payed by the student. Note you will be invoiced post the trainer and assessor visit and this amount is not refundable. Should you not be on the employer site on the day of the visit and you not given EHI or you trainer and Assessor notification of your absence you will still be invoiced for the visit.

We have defined the suburban boundaries as circular suburb inclusive of these regions: (With the exception of Sydney international & Domestic airport stations) This means you will need to remain within these suburbs to avoid additional payable fees for Trainer and assessor travel.

- **Coast line from Manly to Maroubra**
- **Pennant hills**
- **Blacktown**
- **Riverstone**
- **St-Marys**
- **Penrith**
- **Campbelltown**
- **Revesby**
- **Miranda**

This is the current pricing model in place for visits on the outer reaching suburbs of Sydney are listed below. **The costs are quoted depending on location:**

Sydney Airport Locations: \$35.70 per visit

Palm Beach/ Whale Beach \$50 per visit

Wollongong \$ 50 per visit

Blue mountains – (Up to Lithgow & Katoomba) \$50

Southern Highlands & Canberra \$ 150 per visit

Central Coast & Newcastle \$100 per visit



Interstate or longer distances – will be quoted at market cost.

This will include:

- Meals/ expenses allowance,
- Airport parking,
- Flights,
- Hire car (If required) or Taxi
- Accommodation,
- Travel insurance.

We advise you before accepting position in regional areas to come and have consultation with the head of operations, to look at associated travel costs. This will ensure you understand if the position is going to provide you with the value required.

Case Study Scenario

Student working at Aires Rock Resort during Peak season:

- Return flights \$1841
- Accommodation \$520
- Airport Parking \$120
- Meal/ Expenses allowance \$200
- Transfers (Taxi) \$30
- Travel insurance \$40

Total Cost \$2751.00



Procedure

Where possible student should self-identify to Evolutions Head of Operations that they are seeking to work outside of designated Sydney regions.

If they do not they will be identified by Industry mentors when they have submitted their workplace suitability application form.

Process:

Driving range visitation:

1. Student will be contacted and advise of the travel cost associated with the planned number of visits. No visits are to be booked or undertaken until payment is made to Evolution.
2. Evolution mentor is to email the student the travel cost email and copy finance department into communication
3. Evolution Finance will raise an invoice to student
4. Student is to arrange payment with evolution finance department
5. Once finance department has confirmed payment receipt. They are to send remittance to the student and CC: Head of operations and Industry mentor.
6. Industry mentor is then to co ordinate booking with the student. This payment is nonrefundable or transferable.

Travel – Long Distances

1. Student will be contacted and agreed future dates of travel.
2. Industry mentor is to obtain quote for flights, accommodation, hire car, Student is to be emailed the travel quotation. No Bookings will be made until payment is made to Evolution. **Please Note: Prices are subject to change should quoted prices change at point of booking the student will be responsible to additional charges associated.**
3. Evolution mentor is to email the student the travel quote cost email and copy finance department into communication
4. Evolution Finance will raise an invoice to student
5. Student is to arrange payment with evolution finance department
6. Once finance department has confirmed payment receipt. They are to send remittance to the student and CC: Head of operations and Industry mentor.
7. Industry mentor is then to coordinate booking with the student. This payment is nonrefundable or transferable.