



# Peakhurst Campus

Cnr Samuel & Rona Streets

Peakhurst NSW 2210

Phone 02 9153 9966

Fax 02 9534 6346

Email: [peakhurst-h.school@det.nsw.edu.au](mailto:peakhurst-h.school@det.nsw.edu.au)

[www.grc.nsw.edu.au/peakhurst](http://www.grc.nsw.edu.au/peakhurst)

Wednesday 5<sup>th</sup> September 2018

Dear Parents

Georges River College Peakhurst Campus is committed to providing our Year 10 students with an opportunity to participate in organised workplace learning (Work Experience) prior to their transition to the Oatley Senior Campus, TAFE or further training/apprenticeships in 2019. Workplace learning programs such as Work Experience assist in achieving curriculum outcomes and enhance the vocational, educational and social development of participating students.

This year, Year 10 students will participate in workplace learning (a Work Experience placement) during Term 4 – Week 7 (Monday 26<sup>th</sup> November 2018 – Friday 30<sup>th</sup> November 2018). As the work experience week is occurring in late November, students now have several months to consider an area of interest, research possible work placement sites, and then approach a potential workplace employer/host to request a work experience placement within the workplace. As the health and safety of students participating in a workplace learning program is paramount, students and parents are requested to read through the attached documents prior to considering a work experience placement.

### 1. Workplace Learning Guide for Parents and Carers

### 2. Additional Information for Parents and Carers

### 3. Prohibited Activities/Activities that Need Special Consideration prior to considering a work placement

Once students/parents have read through the documents above and a potential work placement is considered, students will be required to approach a host employer to request a work experience placement. When approaching a potential host employer, students are requested to provide them with the attached **GRC Peakhurst Campus Workplace Learning Letter of Introduction**.

When a work placement request is accepted, **students/parents will be required to complete Section 1 and 4 of the Student Placement Record (attached)** before providing this document to the host employer. **The host employer is required to complete Section 3.** Students will also be required to provide the host employer with a copy of the **Workplace Learning Guide for Employers (attached)**. After the employer has completed section 3, students are required to return the Student Placement Record to Mr Wilson or the Careers Advisor at GRC Peakhurst Campus to complete section 5 and confirm final approval of the work placement.

Once a work experience placement has been approved by the school, students will receive 2 copies of the completed Student Placement Record. One copy for the student/parent and one copy that must be provided back to the host employer. The original document will be retained at school. Students will also receive a Workplace Learning Safety and Emergency Procedures Student Contact Card which they must carry with them whilst on work experience. Whilst students are on work experience, a member of staff will contact the host employer/supervisor to ensure the work experience placement is running successfully.

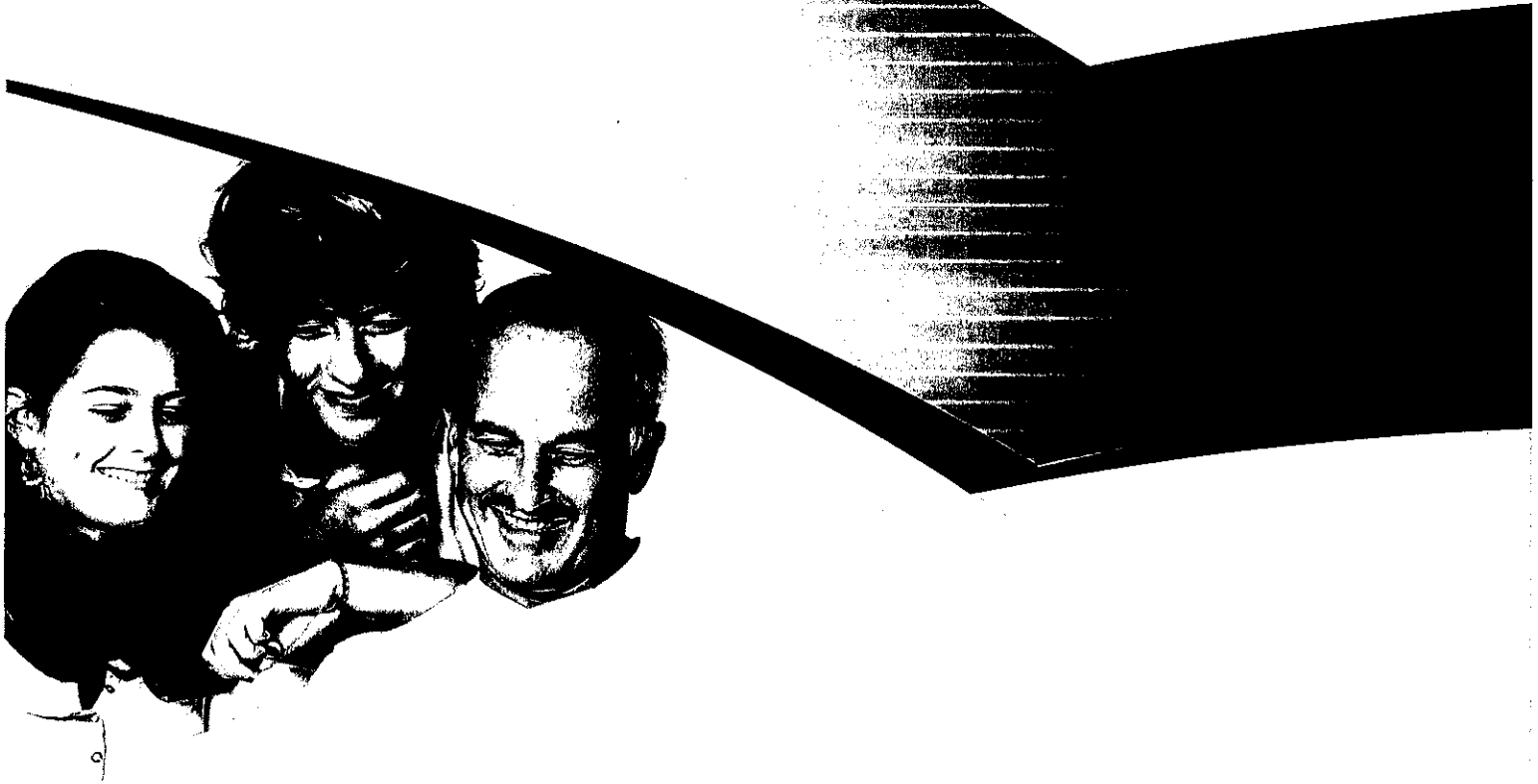
It is anticipated that all Year 10 students will participate in the 'Work Experience Week' in late November. Students are encouraged to commence seeking a work experience placement ASAP to ensure all the necessary paperwork and organization is completed by the deadline – Friday 16<sup>th</sup> November 2018. If you have any questions or queries relating to the Year 10 Work Experience week, please don't hesitate to contact me on 91539966.

Sincerely,

Scott Wilson

Deputy Principal

Georges River College Peakhurst Campus



# THE WORKPLACE LEARNING GUIDE FOR PARENTS AND CAREGIVERS

Your guide to workplace learning programs provided for students from NSW public schools and those undertaking HSC courses with External VET (EVET) providers

2018



## Contents

<b>Section 1</b>	About workplace learning	2
<b>Section 2</b>	How workplace learning works	4
<b>Section 3</b>	How you can best help your child	6

Can you remember your first time in the workplace?

What insights and advice can you give?

How can you support your student to make their workplace learning a valuable experience?



### Free Interpreter Service:

Need support and assistance? Please ring the **Telephone Interpreter Service** on **131 450** and ask them to contact the school or EVET provider.

For information on how to get workplace learning translated into 35 languages, go to: <http://bit.ly/ParentsCarers-Additional-Info>

## 1. About workplace learning

Workplace learning programs form part of the NSW secondary school curriculum. They enable students to spend a planned period of time – usually a week – in a workplace of their choice, enhancing their classroom learning, informing their career choices and building their industry skills. These programs are relevant to all students in NSW public schools.

### How does workplace learning benefit students?

Workplace learning helps students to:

- test their job and career choices
- engage with the wider community
- complete course work in a relevant industry setting
- learn what is required from a worker in the workplace
- build general work skills like good communication, team work and critical thinking
- develop specific industry skills, including vocational education and training (VET) course competencies
- gain confidence, maturity and self-management skills through participation in an adult work environment
- make informed decisions when planning their transition through school and on to further education, training and work
- demonstrate reliability, motivation, work ethic and good personal presentation.

### What kinds of workplace learning programs are there?

NSW secondary schools offer two main types of workplace learning activities - **work experience** and **work placement**. Most students will have the chance to participate in at least one of these programs during their time at high school.

## Work experience

These programs are usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12.

Work experience provides a general introduction to the 'world of work'. Students are able to observe a variety of work, usually in a field of their choice, and undertake supervised tasks appropriate to their skill level.

Work experience builds on a student's career planning and transition activities in school and can assist their course and subject choices in senior high school.

## Work placement

Work placement programs are intended for students enrolled in Higher School Certificate (HSC) industry-recognised courses. These VET courses may be delivered by the school or by an External VET (EVET) provider.

EVET refers to VET courses delivered to school students by a non-NSW public school provider. eg. TAFE and other registered training providers. EVET providers consult with schools to ensure that placements are timely, appropriate and accessible for students' learning needs and wellbeing.

The host employer supervises your child in the workplace, allowing them to practise and enhance the specific industry skills they have learned in their off-the-job course work.

During their work placement, students aim to achieve industry competencies assessed by teachers. Students achieving competency receive an industry-specific VET qualification that is recognised throughout Australia.

Work placement is a **mandatory HSC requirement** for the following Industry Curriculum Framework (ICF) VET courses:

- Automotive
- Business Services
- Construction
- Electrotechnology
- Entertainment Industry
- Financial Services
- Hospitality
- Human Services
- Information and Digital Technology
- Metal and Engineering
- Primary Industries
- Retail Services
- Tourism, Travel and Events

“ Work placement was a totally different environment to school. I got hands-on experience and a better understanding of the industry. It helped me to see where I wanted to go and how to get there. ”



## 2. How workplace learning works

Schools generally arrange their own workplace learning programs.

Where an EVET provider delivers a VET course, they arrange the related placements in consultation with the school. The student's school or the course deliverer will provide parents and caregivers with the relevant information and advice.

### How will students find a placement?

- In the case of work experience, students may need to locate their own placements with support from the school and their parents or caregivers. These placements need to be submitted to their school for approval.
- The school will provide introductory letters and guidelines to the employer.
- Some host employers are very popular and students will need to book their work experience dates well in advance.
- Mandatory HSC VET work placements are provided to the school or EVET provider by Work Placement Service Providers who coordinate these quality placements. Teachers then individually match the students to the placements.

“ I like this approach to learning. You actually get out in the field and practise what you learn. ”

What is the procedure for a placement?

### Before the placement

- Host employers receive workplace learning guidelines and return written details of the placement.
- Parents receive workplace learning information and give their consent by signing and returning the Student Placement Record.
- Parents can contact the school's careers adviser or VET teacher with queries or concerns.
- Discuss with your student and school any adjustment the student may require to be able to participate successfully in workplace learning.
- Placements are arranged and approved for the students based on their course work and/or career planning.
- Potential safety risks and how these will be managed are identified in section 3 of the Student Placement Record.
- Teachers conduct activities to prepare students for the experience.
- Parents or caregivers help the student with their preparations and arrangements.

### During the placement

- Students attend the workplace every day of the program (usually one week).
- Host employers or nominated workplace supervisors supervise the students.
- A teacher will make a supervisory visit or phone call to the employer or supervisor and the student to check on their progress, safety and wellbeing. Students may be assessed by the teacher for industry-based competencies.
- Parents or caregivers provide support and encouragement at home.
- Students will advise their school and host employer if they are ill and unable to attend the placement.
- Incidents and issues are reported to the school and where relevant to the EVET provider.

### After the placement

- Host employers report on the student's performance in the workplace.
- Teachers follow up with the students to ensure maximum benefit and check on any student safety and wellbeing issues.
- Parents and students discuss their experience and possible education and training pathways.



As a parent or caregiver, you **MUST** complete all documentation. This includes providing an emergency contact number (your own or that of a nominated person) on the **Student Placement Record** along with your child's Medicare number or doctor's details.

### When can students undertake workplace learning?

- Students can participate in workplace learning programs from the age of 14.
- Year 9 and 10 workplace learning programs can only operate during term time.
- Students under 15 years cannot work before 7am or after 6pm.
- Workplace learning may be extended into the weekend with special approval from the school.
- In exceptional circumstances, the principal may approve workplace learning for individual Year 11 and 12 students during school holidays. This does not include the December/January school holidays.

### Will your child be paid?

- No. Students are not paid and are classified as 'voluntary workers'.
- Any payment to the student may invalidate the department's insurance and indemnity arrangements.
- The **one** exception is where a student uses their part-time employment as part of their mandatory HSC VET work placement requirement. This arrangement must be negotiated with the employer and approved by the school or EVET provider. The employer's insurance will apply.

### How far will students need to travel?

- Most placements will be within commuting distance of home.
- If a student is considering a placement away from home or an interstate placement, they should discuss this with the school, or the relevant EVET provider before making any arrangements.
- To receive approval for a placement away from home, there must be exceptional educational value.
- Transport, accommodation, and overnight supervision arrangements must be suitable and have written approval from the school principal or relevant EVET provider RTO Manager as well as the parent or caregiver. Additional documentation must be completed.

### What about travel arrangements?

- All travel is at the student's expense.
- Concession fares are available for travel on public trains, buses, ferries and some private buses.
- To be eligible for a concession, older students may need to show their concession card available through the school.
- As a parent or caregiver, you must be satisfied that the travelling arrangements can be safely managed by the student. If you have concerns, you should discuss them directly with the student and with the program organiser.

For timetables and other information relevant to public transport, call the **Transport InfoLine** on **131 500** or check the website **www.131500.com**.

### If the student has a disability or medical condition

You will need to advise the school, or EVET provider where relevant, of any disability, learning and support needs, medical condition, (eg. diagnosed at risk of anaphylaxis) or restriction affecting the student that may affect the safety, wellbeing and supervision of the student in the workplace. This important information should be included or attached to the Student Placement Record. Health Care Plans may need to be made available to host employers. If you are not sure, speak with your general practitioner.

**If a student needs any adjustments in the workplace to accommodate their additional support needs or disability, you must discuss this with the school's Learning and Support Team during the planning process.**

For more information on child protection, emergency procedures, prohibited activities, insurance and other topics related to workplace learning, go to: <http://bit.ly/WorkLearnPolicy>



For **Additional Information for Parents and Caregivers** about workplace learning conditions and provisions go to <http://bit.ly/MoreInfoParents-march16>

## Keeping students safe

Student safety and child protection are the first priority for the NSW Department of Education.

Host employers must notify the school and where relevant the EVET provider immediately of any health and safety incidents, including near misses involving a student while on placement. This will enable the NSW Department of Education to fulfil its Work Health and Safety (WHS) obligations.

All host employers receive *The Workplace Learning Guide for Employers* to help them provide safe and effective learning opportunities for students attending their workplace. Some activities are completely prohibited, such as working at heights or working with asbestos. Others have conditions attached, eg. prior training or in some cases particular vaccinations.

For more information, please go to:  
<http://bit.ly/ProhibitedActivities>

The employer will ensure that all staff are aware of child protection issues and of their special responsibilities when working with school students. Departmental staff will follow clear procedures in response to any reasonable suspicion or allegation of misconduct by employers or their employees against students. Students must report any immediate safety concerns, risks or incidents to their employer. They must also report any safety issues or incidents to their school or EVET provider as soon as practicable, but within 24 hours.

## In emergencies

There are provisions in place to support students in the rare event of an accident or emergency during their time in the workplace.

Students will carry a Student Contact Card listing their Medicare number and nominated contacts both during and outside normal business hours. This lets them know who to contact should they sustain an injury or feel at risk and are unable to raise the matter with their host employer.

**During normal business hours** the nominated contact will be provided by their school or EVET provider.

**Outside normal business hours**, the student must contact you, their parent or caregiver. You are NOT required to investigate or resolve the issue: simply

remove the student from risk of harm and notify the school or EVET provider as soon as possible (eg. the next day). The school or EVET provider will follow up the issue with the workplace and advise you of the outcome.

**If a student has any concerns, they must call the school or EVET provider immediately.**

## Insurance and indemnity

There are insurance arrangements for students injured while participating in approved workplace learning. This also includes students injured while travelling directly to or from their placement.

Parents/caregivers are initially responsible for any expenses incurred by a student as a result of accident or injury, prior to a claim being submitted under these insurance provisions.

**For more information, please go to:**  
<http://bit.ly/MoreInfoParents-march16>

## The Student Placement Record

All contacts, arrangements and approvals relating to a student's placement will be recorded on their Student Placement Record. This enables important information to be shared, signed and approved by all parties.

Please make sure you locate the Student Placement Record in the information package and provide the information as required by the school or EVET provider. Once the form has been completed and signed by all parties, you will receive a copy to keep.

The Student Placement Record lists the student's individual work arrangements (start and finish times, lunch breaks, clothing requirements etc), the tasks they will be undertaking, any vaccination or pre-training they may need, their Medicare number, emergency contacts and any additional adjustments for students with disability and learning and support needs.

## 3. How you can best help your child

The role of parents and caregivers is vital to the success of any workplace learning program. By taking steps to understand what's involved and by providing the necessary support at home, you can help your child get the most out of their placement and make important decisions about their future.

# A checklist for parents and caregivers

## BEFORE the placement

- ✓ Become familiar with workplace learning by reading the information provided and attending information sessions.
- ✓ Encourage your student to discuss with you their developing career interests and work preferences.
- ✓ Suggest your student goes to [www.myfuture.edu.au](http://www.myfuture.edu.au) to find out more about preferred industries and related careers. This website is also useful for you as a parent to visit. You may like to look at the information together.
- ✓ Urge your student to complete the Workplace Learning Research pages in their *Employment Related Skills Logbook Online*.
- ✓ Discuss with your student any adjustments they may require in the workplace to allow them to complete a successful placement.
- ✓ Discuss what they hope to learn from the placement and any questions they might want to ask their host employer.
- ✓ Encourage them to complete all pre-placement activities arranged by their school, or EVET provider.
- ✓ Discuss the safety arrangements for the placement and be aware of any activities that are banned or restricted.
- ✓ Advise the school of any suitable placements you know about or could offer.
- ✓ Inform the school or EVET provider of any disability, learning and support needs or medical history eg. anaphylaxis, that may require adjustments in the workplace.
- ✓ Complete the relevant part of the **Student Placement Record** provided by the school or EVET provider.
- ✓ Complete the accommodation away from home documentation if applicable.

## WHEN a position is confirmed

- ✓ Make workplace learning a priority. This may mean rescheduling other activities.
- ✓ Help prepare your student's clothing (eg. enclosed footwear, business attire) and other requirements for the placement.
- ✓ Help your student to find out more about Work Health and Safety legislation and make sure they know and understand what it means while they are at work.
- ✓ Make sure your student has safe travel arrangements to and from work.

- ✓ Check your student has the information they will need on the first day (starting time, address and contact person) including their completed Student Contact Card.
- ✓ Confirm your student's meal arrangements. They may need to take food with them.
- ✓ Explain to your student that their safety and wellbeing is very important during the placement. If they feel unsafe they should report the issue immediately to their school or EVET provider.

## DURING the placement

- ✓ If your student has a diagnosed medical condition, ensure that they have access to appropriate medication.
- ✓ If your student is at risk of an anaphylactic reaction, they must carry an adrenalin auto-injector eg. EpiPen within easy reach each day.
- ✓ Encourage your student to complete any assignments or journals.
- ✓ Have a conversation about your student's day in the workplace. For example:
  - tell me what you do during the day at work.
  - have you learned anything unexpected and especially interesting?
  - what are the education and training requirements of the job(s)?
  - what are the working conditions like? Is there a union?
  - if there is anything of concern, have you raised it with the employer or the school?
  - do you think this might be the right industry for you?
  - did you receive clear advice about doing the job safely?

## IMMEDIATELY AFTER the placement

- ✓ Encourage your student to discuss their host employer's report with you.
- ✓ Make sure your student records their experience in their *Employment Related Skills Logbook Online*.
- ✓ Review and discuss your student's career and work aspirations and their options for education and training.
- ✓ Encourage your student to value the networks they are making and to maintain a record of workplace contacts for advice, assistance and opportunities in the future.



## Important contacts

Thank you for taking time to read the information in this guide. We hope that you feel confident and well-prepared to support your student as they take up these valuable workplace learning opportunities.

Your first point of contact:



For further assistance, advice and information:



[bit.ly/WorkLearnPolicy](https://bit.ly/WorkLearnPolicy)

See the Parents section for Important Additional Information.



[bit.ly/ParentsandCommunity](https://bit.ly/ParentsandCommunity)

Parents /caregivers and community can play an important role in students' career decision making.



[myfuture.edu.au](https://myfuture.edu.au)

Support and encourage your student in their career making decisions.



[www.pssfw.myskills.gov.au/the-framework](https://www.pssfw.myskills.gov.au/the-framework)

Preparing Secondary Students for Work-a framework for vocational learning and VET delivered to secondary students.



[talkingsafety.com](https://talkingsafety.com)

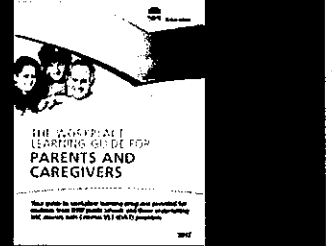
Information, tips and resources to help improve young worker safety and ensure compliance with NSW WHS legislation.

If you have any further queries you can contact the student's school.  
The department's state office can be contacted on telephone (02) 9244 5425.



© State of NSW through the Department of Education 2018.  
This work may be freely reproduced and distributed for personal, educational or government purposes.  
Permission must be received from the Department for all other uses.

Last updated May 2018 ISBN 9780731387571 SCIS 1857927



## Additional information for parents and caregivers supporting their student in workplace learning

Please note: the page reference after each question refers to the page in the above guide.

### Can my student do work experience in another state or territory? (See page 5)

Most placements will be within commuting distance of home. It is rare for an interstate placement to be warranted unless the school is located on or near an interstate border or the industry does not exist in NSW.

If you are considering an interstate placement, you should first contact the school, or where relevant the External Vocational Education and Training (EVET) provider in conjunction with the school. Interstate placements may need additional documentation and/or take longer to plan.

### Are there any prohibited activities for workplace learning? (See page 6)

Yes. Some activities are completely prohibited e.g. working on a roof, while other activities have conditions attached. There are restrictions on the operation of machinery and equipment, the service of alcohol, work on construction sites and adventure or sporting activities in industries such as tourism.

Students are not allowed to undertake activities requiring a licence (e.g. a driver's licence), permit or certificate of competence unless they already hold the relevant licence, certificate or permit. Even then, the activity must relate directly to the learning activities of the placement. Employers must list these activities on the Student Placement Record prior to placement approval.

Please note: students are not expected to drive their own vehicles while undertaking activities on behalf of the host employer. They should not be asked or directed to drive the employer's vehicles or any client's vehicles while they are on a workplace learning experience.

Any driving of vehicles is expected to be rare, and must be detailed on the Student Placement Record prior to placement approval. Students need to be reminded that it is against the law to use a mobile phone whilst driving.

Some higher risk industries will require a student to undertake training prior to their work placement. For example, all students doing workplace learning in the construction industry and for the HSC VET course Entertainment Industry must complete the general construction induction training (GIT) as a prerequisite to placement.

For the full list of prohibited activities, go to [Prohibited Activities and Activities That Need Special Consideration](#).

The school or EVET provider can also advise you if you have any further queries.

### Special consideration is needed with the following activities that have conditions.

#### Placements involving the driving of golf carts, quad bikes, tractors or other farm vehicles.

Placements involving the student operation of golf carts, quad bikes, tractors or other farm vehicles **must be carefully considered**, even where these activities are considered to be essential to achieving the outcomes of the placement.

For these placements to be approved, the vehicle **and the activity** must be adequately risk assessed as being safe for the student. Students must have successfully completed an accredited formal training course or related course competencies or have demonstrated substantial experience in the safe operation of these vehicles. **Students riding quad bikes must be at least 16 years of age** and wear an approved helmet with the strap in place.

Required PPE other than helmets include:

- eye protection eg goggles
- hand protection eg gloves
- long sleeve shirt and full length pants
- sturdy footwear eg boots.

Note: Until an Australian standard is issued, consider the use of helmets that comply with the New Zealand standard NZS 8600:2002.

**The student still needs to be closely supervised. They must not be reckless or careless.**

**Students with little or no experience must not operate these vehicles.** The only exception is where the school or relevant EVET provider is satisfied before the placement is approved that the host employer can satisfactorily manage the activity for the student and has substantial experience in providing the appropriate quality training and on-going close supervision. This is a decision for the school or EVET provider in consultation with the school.

In order to ensure the school or EVET provider is satisfied that the activity is safe, the risk assessment must be documented and sighted by the school principal/EVET provider manager prior to approval.

For information about quad bikes, see:  
<https://www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/quad-bikes>

### Placements involving equine work

No matter how experienced or competent a student may be in riding or working with horses, there are still potentially extreme risks. Extreme caution is needed to avoid injury or disability.

**A risk assessment must be undertaken to ensure the activity is appropriate and safe and that the horse is fit for purpose and the age and experience of the rider.** SafeWork NSW information about [horse-related injuries](#) is available on the WorkCover website.

Approval of the placement rests with the school or EVET provider in consultation with the school.

### Placements requiring prior training (See page 6)

All workplace learning in the **construction industry (and also for the HSC VET subject Entertainment Industry)** requires as a pre-requisite that the student completes Work Health and Safety induction training for construction work and holds the general construction induction

training card (CIC or 'white card'). **The department expects school students to undertake this training in a face to face delivery mode.** This supports duty of care considerations.

### When are vaccinations needed? (See page 6)

Students undertaking courses within the HSC Industry Curriculum Framework, *Human Services*, may be required to undergo screening and vaccination.

Courses in the Human Services framework include:

- Certificate III in Individual Support (Ageing)
- Certificate III in Allied Health Assistance
- Certificate III in Health Services Assistance (Assisting in nursing work in acute care).

The host employer, school or EVET provider will advise the student of any vaccination requirements. These will be recorded on the Student Placement Record.

In addition, there might be times when an early childhood education host employer advises school students planning to undertake work experience that it is desirable for the student to be vaccinated against particular childhood illnesses. The National Health and Medical Research Council (NHMRC) recommends that all educators and other staff are immunised against pertussis; measles-mumps-rubella (MMR); varicella and hepatitis A. Vaccination against influenza is also recommended for staff.

For more information, see Section 4.2 in the Fifth Edition 'Staying Healthy - Preventing infectious diseases in early childhood education and care services' available at:

[http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

### What insurance and indemnity provisions are in place for approved workplace learning programs? (See page 6)

The department has specific insurance and indemnity arrangements for students injured while on approved workplace learning which also includes travelling directly to and from the workplace. **Parents and caregivers need to first finalise any medical accounts and then claim from their Medicare and private health funds** before a request can be made to the department to cover any outstanding 'out of pocket' expenses.

If a student sustains a significant injury as a result of participating in an approved workplace learning program, the department ensures the student will not be worse off than someone undertaking paid

employment who sustains the same injury and who is covered by the Workers Compensation Act. For that reason, the department uses the NSW Workers Compensation Act as a benchmark to compensate students for medical treatment and rehabilitation costs. Because students are not being paid, compensation does not include loss of income. Similar to paid employees, students also have a right under common law to seek compensation if it can be established that the injury was caused by the negligence of the host employer, the department or a third party.

**Please note:** These insurance provisions only apply to workplace learning programs approved by the school, or where applicable, approved by the TAFE NSW Institute, or by the private or community registered training organisation for external placements only. **Approval must be recorded on the Student Placement Record prior to student attendance at placement.**

The private or community Registered Training Organisation (an EVET provider) will provide details of insurance arrangements for any student placements within their own organisation. However, the school continues to have a duty of care while the student is participating in a course conducted by an EVET provider that has been contracted to deliver a course for the students. EVET providers liaise regularly with schools when arranging work placements for school students.

**In terms of workplace learning, what does the department regard as normal business hours? (See page 6)**

**Normal business hours** are the hours we generally know as 9 - 5pm. This may vary an hour either side of this time and your school or EVET provider will inform you of the timeframe when staff are contactable for supporting your student in a workplace learning situation.

**Who can be the alternative nominated contact for my student outside normal business hours? (See page 6)**

The contact must be an adult person and cannot be the host employer or any of their employees. This is to ensure the student has a contact who is independent of the host workplace.

**What responsibilities will my student have in the workplace under work health and safety legislation? (See page 7)**

Under the *Work Health and Safety Act 2011 (NSW)* the definition of 'worker' includes 'a student gaining work experience'.

Under the Act students must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, and what they do not do, does not adversely affect the health and safety of others
- comply with reasonable instructions about health and safety given by anyone on behalf of the business
- co-operate with reasonable workplace health and safety policies and procedures that they have been told about.

Penalties are possible for breaching these obligations.

**Where can I get further information about Work Health and Safety legislation for my student? (See page 8)**

'In Working Order' is a tool kit for parents of young workers as well as educators, employers, and supervisors. It will assist in developing young people's understanding of:

- Workplace safety rights and responsibilities
- Recognising, assessing and managing workplace hazards
- Communication and negotiation skills.

In Working Order contains resources and useful links to help young workers develop strategies and skills to prevent injury and promote workplace safety.

**Who can I contact to discuss aspects of my student's workplace learning program? (See page 8)**

1. In the first instance, contact your student's school as they have developed the program of learning for your student.
2. You can also contact the Senior Pathways Adviser responsible for workplace learning at the local office of the department. Contact details can be obtained from your student's school.
3. Senior Pathways in the state office of the NSW Department of Education can be contacted on (02) 9244 5425.

Rosemary Brook  
Leader, Senior Pathways  
Secondary Education  
NSW Department of Education  
May 2017

## SECONDARY EDUCATION - SENIOR PATHWAYS

### ***Prohibited activities and activities that need special consideration***

Young workers can lack the experience, knowledge, confidence and skills to identify and deal with potential hazards. Inexperience and a lack of awareness can increase the likelihood of a young worker being injured. There are some activities that are not suitable for students (young workers) in an approved workplace learning program and there are others where special consideration needs to be given to addressing risks.

#### **Students cannot undertake the following:**

- use of machinery or equipment which *may* be dangerous for new or young workers to operate is prohibited **unless** each of the following occurs:
  - the activity is first risk-assessed as suitable and safe for student operation by the host employer, along with the following:
    1. the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
    2. the equipment is in safe working order, complete with required safety devices or guards
    3. a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
- the service of alcohol where the student is under 18 is prohibited; if the student is over 18 years, the activity must be essential to the placement and have been agreed to by the school or TAFE NSW Institute and the student must have completed the Responsible Service of Alcohol (RSA) Training Course
- any work of a sexual or explicit nature is prohibited
- travel by helicopter is prohibited
- air travel on charter flights and aircraft other than those providing a regular public transport service (ie on a regular route with paying passengers) is prohibited
- travel outside the 12 nautical mile limit at sea is prohibited
- scuba and deep-sea diving are prohibited
- the following 'high risk construction work' as defined in the *NSW WHS Regulation 2011* Chapter 6 is prohibited: construction work in tunnels, confined spaces or involving the use of explosives or work in and around pressurised gas distribution mains or piping and energised electrical installations or services; near traffic or mobile plant, or demolition work other than simple stripping of walls etc.
- any excavation work at a depth greater than one metre or near utilities is prohibited
- any excavation work at a depth under one metre without direct supervision by a competent person, is prohibited
- work on permanent or temporary structures used to enable construction work in marine environments is prohibited

- working on a roof or in a roof cavity is prohibited
- working where asbestos is present is prohibited
- any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity are prohibited
- attendance at a site while chimney stacks or buildings are being demolished is prohibited
- scheduled work as set out in Chapter 4 of the *NSW WHS Regulation 2011* is prohibited, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification
- any activity requiring a licence (eg. a driver's licence), permit or certificate of competence is prohibited unless:
  - the student already has the relevant current licence, permit or certificate
  - the activity is directly related to the learning outcomes of the placement
  - the activity is included in the Student Placement Record prior to approval.
- driving any old or unregistered vehicles commonly known as 'bush bashers' is prohibited.

***Placements involving the driving of golf carts, quad bikes, tractors or similar farm vehicles.***

Placements involving the student operation of golf carts, quad bikes, tractors or other farm vehicles **must be carefully considered**, even where these activities are considered to be essential to achieving the outcomes of the placement.

For these placements to be approved, the vehicle must be adequately risk assessed as being safe for a student to operate. Students must have successfully completed an accredited formal training course or related course competencies or have demonstrated substantial experience in the safe operation of these vehicles. Students riding quad bikes must be at least 16 years of age and wear an approved helmet with the strap in place. Required PPE other than helmets include:

- eye protection e.g. goggles
- hand protection e.g. gloves
- long sleeve shirt and full length pants
- sturdy footwear e.g. boots.

**The student still needs to be closely supervised.**

Students with **little or no experience must not operate these vehicles. The only exception is where** the school or relevant TAFE is satisfied before the placement is approved that the host employer can satisfactorily manage the activity for the student and has substantial experience in providing the appropriate quality training and on-going close supervision.

In order to ensure the school or TAFE is satisfied that the activity is safe; the risk assessment by the host employer must be documented and sighted by the school principal/TAFE Institute manager or nominee prior to approval.

### ***Placements in meat processing plants***

Placements in **meat processing plants** are subject to **mandatory requirements**. The Australian Meat Industry Council can be contacted on telephone (02) 9086 2200 for the information package to support school student workplace learning in meat processing plants or refer to <https://www.det.nsw.edu.au/vetinschools/worklearn/meat.html>

### ***Placements involving equine work***

No matter how experienced or competent a student may be in riding or working with horses, there are still potentially extreme risks. Extreme caution is needed to avoid injury or disability. See [Guide to managing risks when new and inexperienced persons interact with horses](#)

### ***Placements in the construction and entertainment industry***

All workplace learning in the construction and entertainment industries require as a pre-requisite that the student completes Work Health and Safety induction training for construction work and holds the construction induction training card (CIC or 'white card'). Where a student has independently undertaken induction training for construction online through a registered training organisation in another state or territory, they must complete additional safety training arranged by the school to ensure they are fully prepared for their workplace learning in construction and entertainment.

Workplace supervisors must make students aware of the risks associated with handling and operating all tools and equipment the student is to use and how to manage those risks.

While some tools and equipment common in industry are not permitted for use by students in a school setting, the construction teacher will indicate the appropriate tools and equipment that the individual student could use on work placement. Further advice is available from the student's school or TAFE NSW Institute and in some cases from the Work Placement Service Provider.

There should always be close supervision of a young worker when there is a risk of a fall. For example; where a student is on an elevated level, near an opening or in the vicinity of an edge. Minimising the risk of a fall may include physical restraints or barriers.

### ***Can students drive vehicles during the placement?***

No. Students are not expected to drive their own vehicles whilst undertaking activities on behalf of the host employer. They are also not expected to drive the employer's vehicles nor the client's vehicles whilst on placement. Any driving of vehicles is expected to be rare, and must be detailed on the Student Placement Record prior to placement approval. Students need to be reminded that it is against the law to use a mobile phone whilst driving.

### ***Who can I contact for more advice?***

If you are concerned about safety risks for an activity proposed for a placement, please contact the Workplace Learning Adviser in Senior Pathways on (02) 9244 5425 for further advice.



# Student Placement Record

Original to be held by the school  
 Copy 1: for the host employer

Copy 2 for the parent or caregiver  
 Copy 3 for the student

Student's name: \_\_\_\_\_

School: Georges River College Peakhurst Campus Host business: \_\_\_\_\_

*Tick more than one if applicable*

- HSC VET work placement       Work experience       Other       Accommodation away from home

## Section 1: Student placement summary

Start date \_\_\_\_\_ Finish date \_\_\_\_\_ Total number of days \_\_\_\_\_ Related course/activity \_\_\_\_\_

Starting time \_\_\_\_\_ Finishing time \_\_\_\_\_ Lunch break \_\_\_\_\_ Student's total hours \_\_\_\_\_

*Tick where relevant*       Block       One day per week       Split shifts eg Hospitality

Shift details (times/location) \_\_\_\_\_

Host employer on-site address \_\_\_\_\_ Contact person \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Student details

Year (eg 10,11) \_\_\_\_\_ Date of birth \_\_\_\_\_

Student's mobile no. \_\_\_\_\_ Medicare no. \_\_\_\_\_

**Details below (or attached) of any adjustment, medication or medical condition (eg severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability, learning and support need or factors the school or employer should know:**

..

*Please tick where applicable:*

I am at risk of an anaphylactic reaction and will carry an adrenaline auto-injector, eg EpiPen and relevant ASCIA Action Plan.       Yes       No

The host employer requires evidence of vaccination compliance.       Yes       No

The placement includes out of normal business hours, eg 6-9pm       Yes       No

If yes, name of student's emergency contact out of normal business hours \_\_\_\_\_

Parent/caregiver/other \_\_\_\_\_ Home phone \_\_\_\_\_

Mobile \_\_\_\_\_ Work phone (if relevant) \_\_\_\_\_

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I have completed all pre-placement activities.</li> <li><input type="checkbox"/> I have been issued with a <b>Student Safety &amp; Emergency Contact Card</b>.</li> <li><input type="checkbox"/> I know who to contact in case of emergency.</li> <li><input type="checkbox"/> I will inform both the host employer &amp; my teacher as soon as possible if I am unable to attend the workplace.</li> <li><input type="checkbox"/> I am aware of my rights and responsibilities.</li> <li><input type="checkbox"/> I am aware of the contents of the Privacy Notice on Page 3.</li> <li><input type="checkbox"/> I will comply with all reasonable directions of the host employer &amp; their employees.</li> <li><input type="checkbox"/> I understand that if I feel unsafe during the placement, I have the right to not undertake the task &amp; report the issue, as soon as possible.</li> <li><input type="checkbox"/> If I have access during the placement to business or personal information which is private or confidential, I will not pass on that information to any person outside the host employer's workplace.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> I will not use any mobile device to record conversations, video, or take photos without the permission from the host employer or supervisor.</li> <li><input type="checkbox"/> I will inform my supervisor immediately of any injury or accident that involves me. I will inform the school within 24 hours. <i>(Revised)</i></li> <li><input type="checkbox"/> I understand and will follow the safety requirements for the host workplace and will not undertake unauthorized works or activities that may jeopardise the safety of myself or others. <i>(Revised)</i></li> <li><input type="checkbox"/> I know I must contact my school if I have any concerns about my placement.</li> <li><input type="checkbox"/> I understand that there are no negative consequences to me in reporting health &amp; safety issues to my school, the host employer or to my parent(s) /caregiver(s).</li> </ul> |
|--|---|

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Section 2: School details

School Georges River College Peakhurst Campus Email peakhurst-h.school@det.nsw.edu.au

Address Rona Street Peakhurst School phone number 91539966

Front office hours 8.00am - 3.15pm

School's nominated contact during normal business hours Mrs Arfanis / Mr Wilson

Contact's position Careers Advisor / Deputy Principal Contact phone/mobile 91539966

The school undertakes to ensure that:

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- the employer is provided with a copy of *The Workplace Learning Guide for Employers*
- the student's parents or caregivers are provided with a copy of *The Workplace Learning Guide for Parents and Caregivers*
- If the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed & attached
- the travel form is completed, where relevant
- any adjustments required by the student have been discussed with the student, their parent/caregiver and the employer. *(New)*



Student's name: \_\_\_\_\_

School: Georges River College Peakhurst Campus

Host business: \_\_\_\_\_

**Section 3: Host employer details (This first section may be completed by the student)**

Name of organisation or trading name \_\_\_\_\_

Address \_\_\_\_\_ Contact person \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Website \_\_\_\_\_ Fax \_\_\_\_\_

Location of placement (if different from above address) \_\_\_\_\_

**Request is for:**     HSC VET work placement or     Work experience or     Other \_\_\_\_\_

**Dear Host Employer:**  
Please complete all the following responses to give the school important information about the proposed placement. If more space is needed please attach the information. This will assist the school to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

**Overview**

Type of industry \_\_\_\_\_ Main activity \_\_\_\_\_

Approx. no. of years in current operation \_\_\_\_\_ Approx. no. of employees at proposed worksite \_\_\_\_\_

Government enterprise     Private enterprise     Self-employed     Other

Tick only if you have hosted school students for work experience or work placement in the last 12 months.

**Supervision and student hours**

Name of the experienced employee who will provide on-going supervision. **The supervisor would not be a trainee or an apprentice.**

Supervisor's name \_\_\_\_\_ Position \_\_\_\_\_ Phone number \_\_\_\_\_

Student's start time \_\_\_\_\_ Finishing time \_\_\_\_\_ Lunch break \_\_\_\_\_ Total hours \_\_\_\_\_

**Tick where relevant:**     Block     One day per week     Split shifts

Shift details and location \_\_\_\_\_

**Please note: there are a number of hazardous activities which are prohibited for students undertaking placements. These are listed at:**

Prohibited activities and activities that need special consideration Or see website: <http://vetnsw.me/prohibitedactivities>

**Description of the proposed placement – in detail**

See Completion of the Student Placement Record to meet the Department's standards or see website: <http://vetnsw.me/wpldocs>

**Activities/duties to be undertaken by student**

**Any activities or tasks the student is not to undertake eg no-go areas, machinery or equipment that is too dangerous for new or young workers to operate. Please be specific.**

**Indicate any risks to the student in the planned activities eg manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles. Please be specific.**

**How will those risks be eliminated or controlled? Please be specific. Eg WHS Induction on Day 1**

**Special conditions eg clothing, footwear, equipment, pre-training, vaccinations, transport, multiple sites, routine car travel or individual student needs.**

Student's name: \_\_\_\_\_

School: Georges River College Peakhurst Campus

Host business: \_\_\_\_\_

Please tick if these are available to the student:

- Essential:  First aid facilities  Suitable toilet facilities  Drinking water  
Other:  Lunch room  Staff canteen  Lockers

Please tick this box if you wish the student's school to contact you prior to the placement eg to provide you with information about the student such as their experience, skill level, any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

### Section 3: Host employer details (continued)

Host employer/workplace supervisor to complete the following declaration:

- I have read *The Workplace Learning Guide for Employers* and am aware of the host employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)* and *Completion of the Student Placement Record to meet the department's standards*.
- I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of a medical event i.e. where the student will keep their medication, eg an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the Department of Education to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement.
- I will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection on page 9 in *The Workplace Learning Guide for Employers*. I understand students must report incidents to their school.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities. (New)

Additional Information for Employers is available at: <http://vetnsw.me/employersadditionalinfo>

Signature of host employer/workplace supervisor

Date

Print name

Position

#### Privacy notice - for all parties

The information provided by students, parents/caregivers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the student's school.

Student's name: \_\_\_\_\_

School: Georges River College Peakhurst Campus

Host business: \_\_\_\_\_

**Section 4: Parent/caregiver permission (Must be completed for students aged under 18 years)**

Name \_\_\_\_\_ Relation to student \_\_\_\_\_  
Address \_\_\_\_\_ Mobile \_\_\_\_\_ Work phone \_\_\_\_\_  
(optional) \_\_\_\_\_ Home phone \_\_\_\_\_ Medicare no. \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_ Contact phone number after normal business hours \_\_\_\_\_  
Email \_\_\_\_\_

- I have read *The Workplace Learning Guide for Parents and Caregivers* and understand my role and responsibilities.
- I have read the *Additional Information for Parents and Caregivers* including the insurance and indemnity arrangements as outlined on Page 2. More information is available at: <http://vetnsw.me/wpldocs>
- I will immediately notify the school if I have any concerns and the school will follow up and action.
- I am aware of the contents of the Privacy Notice on Page 3.

Tick if the placement includes out of normal business hours eg 6-9pm

If ticked, please respond to either 1 or 2 below:

1. Years 11-12: where relevant:  I agree to make myself available as a contact for the student after normal business hours in the event of an emergency OR

I nominate \_\_\_\_\_ on telephone \_\_\_\_\_ to be the willing and reliable contact out of normal business hours.

Their relationship to my child is \_\_\_\_\_ and they have accepted these responsibilities.

2. Years 9-10: contact arrangements must be negotiated with the Principal by the parent/caregiver and student. The arrangements are: \_\_\_\_\_

The workplace requires evidence of vaccination compliance.  No  Yes (Please ring the school for more information)

Tick if the student has the following medication, medical condition (eg severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability or learning and support need that may affect their safety during the placement. \_\_\_\_\_ or  N/A

If so what support or adjustment do you think the student will need to make their placement successful? \_\_\_\_\_

*If more space is needed, please attach the information*

I understand that if the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the student for the placement.

The student has a current ASCIA Action Plan or individual health care plan.  Yes  No

I consent to a copy being provided by the school to host employer eg health care plan cover sheet  Yes  No

Tick if the placement choice includes overnight accommodation away from home.

I understand this will need special approval and additional documentation.

I consent to the student in Year \_\_\_\_\_ undertaking the placement outlined on this Student Placement Record.

Signature of parent/caregiver \_\_\_\_\_

Date \_\_\_\_\_

Where relevant: Years 11-12: signature/date of adult approved by the parent to be the after normal business hours contact.

**Section 5: School approval of the placement**

- The student has been prepared for the workplace by the school to optimise the student's safety and achievement during their placement.
  - The placement is supported according to the department's *Workplace Learning Policy and Associated Documents and Forms*.
  - The school will report incidents affecting the safety of students, including near misses, while undertaking workplace learning in accordance with the department's Incident Reporting Policy and Procedures. In accordance with the policy, incidents must be reported as soon as possible but within 24 hours.
  - The student has been issued with a personal Student Safety and Emergency Contact Card and trained how to use it.
  - If medical information, support or adjustments are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or caregiver has provided an adrenaline auto-injector to the student for the placement.
  - The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer and has discussed it with them.  
Tick:  N/A  Yes  No
  - Where the placement mandates a general construction induction training card/white card, it has been sighted.
  - Where the placement involves accommodation away from home, relevant documentation is completed and attached.
  - Where the employer has been asked to be contacted, the employer has/has not been contacted by phone/visit. See check box page 3.
  - Arrangements are in place for a teacher to conduct a supervisory visit or phone call to the employer and student to check on their program and safety. (New)
- I am satisfied that all the above have been completed and that all parts of this Student Placement Record are complete and signed as required and that the placement is suitable for this student.

Signature of Principal/Nominee \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Nominee position in school \_\_\_\_\_

Terry Vallis

Principal



# Peakhurst Campus

Cnr Samuel & Rona Streets

Peakhurst NSW 2210

Phone 02 9153 9966

Fax 02 9534 6346

Email: [peakhurst-h.school@det.nsw.edu.au](mailto:peakhurst-h.school@det.nsw.edu.au)

[www.grc.nsw.edu.au/peakhurst](http://www.grc.nsw.edu.au/peakhurst)

## Workplace Learning Letter of Introduction to Host Employers - 2018

To Whom it May Concern:

In 2018, Year 10 students at Georges River College Peakhurst Campus will be participating in a Workplace Learning Program (Work Experience) between Monday 26<sup>th</sup> November and Friday 30<sup>th</sup> November. Workplace learning programs such as Work Experience assist in achieving curriculum outcomes and enhance the vocational, educational and social development of participating students.

Students have been instructed to carefully consider possible workplace learning opportunities and then approach potential host employers to request a work placement. If you are willing to assist this student by providing them with work placement (work experience) for the dates outlined above, Georges River College Peakhurst Campus greatly appreciates your support.

To ensure the work placement adheres to the necessary NSW Department of Education workplace learning and occupation health and safety procedures, the student seeking placement should have provided you with:

1. The 2018 Workplace Learning Guide for Employers – please read carefully
2. The Student Placement Record

Please complete **Section 3** of the Student Placement Record and return it to the student. The student will then return this document to Georges River College Peakhurst Campus for final approval. You will be provided with a copy of this document when the student commences their work placement (work experience).

If you have any questions or queries related to a student work placement, please don't hesitate to contact me on 91539966.

Regards,

Scott Wilson

Deputy Principal

Georges River College Peakhurst Campus



# THE WORKPLACE LEARNING GUIDE FOR **EMPLOYERS**

Your guide to hosting students undertaking workplace learning programs from NSW public schools and External VET (EVET) providers

2018



## Contents

<b>Section 1</b>	About workplace learning	2
<b>Section 2</b>	How workplace learning works	4
<b>Section 3</b>	Legal requirements and documentation	6
<b>Section 4</b>	Accidents and emergencies	8
<b>Section 5</b>	A safe workplace for students	8
<b>Section 6</b>	A checklist for employers	10
<b>Section 7</b>	Important contacts	12

“ Work experience acts as a vital link between young people and the world of business, so it is my firm belief that employers should play their part to ensure young people’s first experience of work is both challenging and rewarding. ”

## 1. About workplace learning

This guide introduces you and your staff to student workplace learning. It explains the workplace learning programs available in NSW public schools, the support available to employers, and your roles and responsibilities when hosting students in your workplace. It also includes a summary checklist for employers to help guide you through the workplace learning process.

### What is workplace learning?

Workplace learning programs form part of the NSW secondary school curriculum. They enable students to spend a planned period of time – usually a week - in the workplace, gaining practical experience, informing their career choices and building their employability skills.

Workplace learning is available to students aged 14 and over. Students are generally placed in an industry of their choice, reflecting the type of work they plan to do after completing their studies. For some students workplace learning is their very first experience of the workplace while others have done many hours of paid work in their part-time jobs.

### What kinds of workplace learning programs are there?

NSW secondary schools offer a variety of workplace learning activities. The two common types of workplace learning are **work experience** and **mandatory work placement** for students studying Higher School Certificate (HSC) vocational education and training (VET) courses. Most students have the chance to participate in at least one of these programs during their time at high school.

## Work experience

These programs are usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12.

Work experience provides a general introduction to the 'world of work'.

Young people are able to:

- observe a variety of work being done
- undertake supervised work appropriate to their skill level and learn the importance of working safely
- ask questions about the workplace
- identify skills or adjustments they may need to participate in workplace tasks
- gain important employability skills
- learn how enterprises work and how to be enterprising
- complete course assignments relevant to the industry or workplace
- find out about careers and training and employment opportunities
- fine-tune their career aspirations and career and transition planning.

## HSC VET work placement

Work placement programs are intended for students enrolled in Higher School Certificate (HSC) industry-recognised courses. These VET courses may be delivered by the school or by an External VET (EVET) provider.

### External VET (EVET) provider

EVET refers to VET courses delivered to school students by a non-NSW public school provider eg. TAFE and other registered training organisations.

EVET providers consult with schools to ensure that placements are timely, appropriate and accessible for students' learning needs and wellbeing.

Work placement ensures that these students spend a period of time as voluntary workers in a relevant workplace. Employers supervise the students as they practise and extend the specific industry skills they have learned in their course work.

During their work placement, students work towards gaining specific industry competencies. They are assessed by teachers. Students achieving competency receive an industry-specific VET qualification that is recognised throughout Australia.



Work placement is a **mandatory HSC requirement** for the following Industry Curriculum Framework (ICF) VET courses:

- Automotive
- Business Services
- Construction
- Electrotechnology
- Entertainment Industry
- Financial Services
- Hospitality
- Human Services
- Information and Digital Technology
- Metal and Engineering
- Primary Industries
- Retail Services
- Tourism, Travel and Events

## How long will the student spend in your workplace?

This varies. Students usually spend a week with an employer but shorter or longer placements are possible. Some students come to a workplace for half or one day per week for an extended period of time. HSC ICF VET students are generally required to complete two weeks of work placement over two years, each week with a different employer.

“ Through workplace learning we get to see what young people are learning in their courses and the talent that is out there. It's good for our industry. ”



## The benefits for employers

Hosting students allows you to:

- participate in the education, career development and vocational training of young people in your community
- talk to students about your industry, its career paths and future directions
- promote the attitudes and skills you want in your workforce
- identify young people with potential for your industry
- strengthen your links with the community and raise your business profile
- increase the supervisory, training and mentoring skills of your staff
- give students knowledge of the value of work and raise the quality of those coming into your industry.

As you will see in this guide, there is plenty of support and resources available to host employers. If you have any queries or concerns, the school, EVET provider or Work Placement Service Provider is only a phone call away.

## 2. How workplace learning works

### Who organises the programs and work placements?

Schools generally arrange their own workplace learning programs. Where an EVET provider delivers an HSC ICF VET course, they arrange the related work placements in consultation with the school.

Schools may approach employers to host students in their workplace.

In the case of work experience, students may make their own approach to an employer for a workplace position and then submit the position to their school for approval. For HSC ICF VET work

placements, the approach may come from a Work Placement Service Provider. They are funded to negotiate and coordinate these mandatory placements. See box below.

### When can workplace learning occur?

Workplace learning is usually scheduled on weekdays during school terms. This can be varied for individual students in Years 11 and 12 with the approval of their school or EVET provider. For example, a student may wish to extend their skills by undertaking a placement during the school holidays. This does not include the December/January holidays.

Restrictions apply to younger students in work experience programs. Students in Years 9 and 10 cannot undertake workplace learning during school holidays. Students under 15 years cannot work before 7am or after 6pm.

### Work Placement Service Providers

These local organisations coordinate HSC ICF VET work placements, liaising between schools or EVET providers and employers.

You will find they have considerable expertise and resources to help you provide quality work placements for HSC ICF VET students.

They will be able to assist you to complete the necessary documents and other essential information needed to support a safe placement.

Go to  
<http://workplacement.nsw.edu.au/wpssp.php>



## What is the procedure for a placement?

### Prior to the placement

- Host employers receive workplace learning guidelines with essential information about completing documents to meet the department's standards.
- Placement details are negotiated with employers and submitted to the school for approval.
- Reasonable adjustments are identified to support students with disability and additional learning and support needs.
- Arrangements are confirmed to support student safety.
- Students are matched to a position based on their course work and/or career planning. Their parents or caregivers sign off on the arrangements.
- Teachers conduct work ready activities to prepare students for the experience.
- Schools encourage students to contact the host employer prior to placement.

### During the placement

- Students attend the workplace every day of the program. The school and where relevant the EVET provider is to be contacted if the student is absent.
- Host employers or nominated workplace supervisors supervise the students in the workplace, providing tasks that are agreed and appropriate and at times, challenging for the student.
- The employer and workplace supervisor takes action to provide a safe working environment, in accordance with the requirements of the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation.
- Teachers will make a supervisory visit or phone call to the employer and the student to check on their progress, safety and welfare. In high risk placements teachers may make more frequent contact.
- Where relevant, students are assessed for industry-based competencies.
- Host employers must report any incidents including near misses involving the student immediately to the school or EVET provider.

### After the placement

- Students record their experiences and review their career preferences and training pathways.
- Host employers report on the student's performance in the workplace.
- Teachers follow up with the students to ensure maximum benefit and check on any student safety and wellbeing issues.

## Duty of care

The school and where relevant the EVET provider have a duty of care to students. This includes deciding if placements are suitable, preparing students for workplace learning, monitoring the student's progress and welfare during the placement and following up with them immediately afterwards.

It is the responsibility of the host employer to provide a safe workplace environment and appropriate supervision for the student. Host employers must immediately report Health & Safety issues or concerns to the school or where relevant to the EVET provider.

Parents and caregivers are required to be or to nominate an alternative emergency contact for any emergencies that occur outside normal business hours. See Section 4 of this guide.

### Providing a richer, deeper, quality experience - employers share their tips for success.

- Engage the student straight away as the first hour can set the tone for the week.
- Talk to the student so that they understand their safety rights and responsibilities.
- Talk with the student about their current school work so you can set workplace tasks at the right skill level for them.
- Consider hosting students in pairs to give them buddy support to solve problems and get the work done.
- Busy students tend to be happier and learn more.
- Have a reserve list of jobs for them to do.
- Debrief with the student at the end of each day and plan tomorrow's work.

“ The placement was an opportunity for me to pass on my knowledge & skills. It was a good experience both ways.

Workplace supervisor, Tamworth



All relevant safety, health and welfare legislation that protects employees also protects students and support staff engaged in workplace learning programs.

## Working together:

### the workplace learning partnership

Workplace learning programs are a partnership between educators, employers, students and their parents or caregivers. We seek the input and approval of all parties in the arrangement of placements, with every party agreeing to certain roles and responsibilities.

Central to this process is the **Student Placement Record**, a form that records contact details, arrangements and approvals relating to the student's placement. Once everyone has completed their section of the form, copies are held by the school, host employer, student and the parent or caregiver, as well as the EVET provider if applicable.

The Student Placement Record also records information regarding any disability, learning and support needs, medical condition, allergy or restriction that may affect the safety and supervision of the student in the workplace. It will indicate if employers need to make adjustments to accommodate a student's additional support needs or disability.

## 3. Legal requirements and documentation

### Are the students paid?

No. Students on placement are classified as 'voluntary workers' and host employers are not required to make any payment to them under the Federal or State award covering their industry the NSW Annual Holidays Act or the Workers Compensation Act. Any payment to the student may invalidate the department's insurance and indemnity arrangements.

The one exception is where the student uses their part-time employment as part of their mandatory HSC ICF VET work placement requirement. In this case, the student is not a voluntary worker and the insurance arrangements of the employer apply to the student. This arrangement must be negotiated with the employer and approved by the school or EVET provider.

### Do I have to complete any documents?

Yes. The host employer completes their section of the Student Placement Record.

You will be asked to record your workplace details. This includes the student's working hours, arrangements for their supervision, the activities they will undertake during their placement, any pre-training required and the measures you are taking to enable them to do the work safely.

To assist you to complete the Student Placement record, please refer to *Completion of the Student Placement Record to meet the Department's standards* available at:

<http://bit.ly/CompleteSPR>



A full copy of the Student Placement Record with all sections approved will be provided to you before the placement starts.

**Once all parties have provided and approved the information on the Student Placement Record, the department's insurance and indemnity arrangements for you and the student are in place.**

“ It's our role to inspire young people to pursue jobs in this industry. I always try to showcase an exciting range of work and aim to provide a balance between structure and flexibility.” ”

Host employer, Wollongong



Please note that these insurance provisions **only** apply to workplace learning positions that have been **approved** by the school or relevant EVET provider. Approval is recorded on the **Student Placement Record**.

### Are there any other conditions?

- Employers and their staff must respect the rights of students to a safe and healthy host workplace, free from harassment, discrimination and any conduct that is unacceptable in terms of child protection. See *Child protection – your responsibilities* on page 9.
- No student can be asked or directed to carry out any task that is not safe. See Prohibited Activities on page 9.
- Host employers are expected to consult and cooperate with the student's school or EVET provider under the Work Health and Safety Act 2011 (NSW).
- Host employers must notify the school and where relevant the EVET provider immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the NSW Department of Education to fulfil its WHS obligations and support a safe placement.
- Host employers must advise the school or EVET provider immediately if they need to change sites, redirect students to another location, or find asbestos on the site.

### What about insurance?

Insurance and indemnity requirements are arranged by the NSW Department of Education and by TAFE NSW with the NSW Treasury Managed Fund Scheme. Specific cover relevant to workplace learning is provided for the Department of Education under the terms and conditions of the Miscellaneous Insurance Policy (policy no. MF100003) and for TAFE NSW (policy no. MF100007). These arrangements are conditional on the completion and approval of the Student Placement Record.

The NSW Department of Education indemnifies employers participating in approved workplace learning programs for any amount which they may be legally liable to pay for injury to students or teachers arising out of an approved workplace learning program, up to \$20,000,000 and for damage to property belonging to or in the care, custody or control of the host employer, up to \$200,000 provided that:

- any claim made against the employer in respect of a student or teacher participating in an approved workplace learning program is immediately notified to the relevant school or EVET provider

- the department has full conduct and control of the claim against the employer as is normal practice for the party providing the indemnity
- the employer cooperates fully with the department and the department's legal representatives in the conduct of the claim
- the employer has complied with their obligations under relevant legislation, including work health and safety legislation.

For details, go to *Additional Information for Host Employers* available at: <http://bit.ly/Employers-Additional-Info>



These insurance and indemnity provisions also apply to approved interstate placements, eg. in Victoria; to teachers undertaking industry placements as part of their VET teacher training program and to teachers supervising students participating in workplace learning programs.

### Will my business need to change its insurance arrangements?

No, as long as you follow the requirements in this guide, you will not need to change your insurance or SafeWork NSW arrangements when taking on a student for workplace learning. You are expected to have current public liability coverage as is standard business practice. If you are an EVET provider, arranging workplace learning activities for students within your own organisation, your company's own insurance and indemnity arrangements will apply.

### What is the claims process?

All claims for injury, loss of property or damage to property should be referred to the school or where relevant to TAFE NSW in the first instance. Depending on the nature of the claim, the school may then forward the claim to the EDConnect Insurance, Risk and Claims Management team, NSW Department of Education, Locked Bag 5068, Parramatta, NSW 2124, telephone 1300 32 32 32. [EDConnect.InsuranceClaims@det.nsw.edu.au](mailto:EDConnect.InsuranceClaims@det.nsw.edu.au) For TAFE NSW students under taking work placement all claims for injury, loss of property or damage to property are to be directed to their local TAFE campus.

Further details about workplace learning programs can be found at <http://bit.ly/WorkLearnPolicy>



## 4. Accidents and emergencies

### If a student is sick or injured:

- Seek medical help immediately, using the student's Medicare number as provided on the Student Placement Record or on the Student Contact Card. As students are not employees, **you must not treat this as a workers compensation claim.**
- Contact emergency services for Ambulance or other emergency services immediately where required.



If a student is at risk of anaphylaxis, they must carry an adrenaline auto-injector eg. EpiPen and current ASCIA action plan. Adrenaline auto injectors are easy to administer and are a life saving device for those suffering an anaphylactic reaction. Anaphylaxis is a life threatening condition and always requires an emergency response. If the student shows any of the following signs, contact emergency services and take action in accordance with the ASCIA action plan to administer the adrenaline auto-injector. (Instructions on how to administer should also be on the auto-injector.)

### Signs of anaphylaxis

Any one of the following are signs of anaphylaxis:

- difficult/noisy breathing
  - swelling of tongue
  - swelling/tightness in throat
  - difficulty talking and/or hoarse voice
  - wheezing or persistent cough
  - persistent dizziness or collapse
  - pale and floppy (young children).
- During normal business hours, contact the school and where relevant the EVET provider, and the parents or caregivers.
  - Outside normal business hours, contact the student's parents or caregiver or their nominated emergency contact.
  - Note that students should carry their personal Student Contact Card with details of their teacher/parent/caregiver contact numbers and their Medicare number.

- If the student does not have a Medicare number, ask if they wish to contact their general practitioner (GP). Contact details should be provided on your copy of the Student Placement Record.
- Medical invoices are to be made out to the student and are payable by the parent/caregiver.
- Ask the doctor attending for a medical certificate.
- Contact the school immediately to advise of the situation. Where relevant, also contact the EVET provider. As soon as possible, complete a written report of the accident and forward it to the school, or where relevant, to the EVET provider along with the school.
- The report must include a full statement from the student, the supervisor and relevant witnesses.

## 5. A safe workplace for students

The safety and wellbeing of students during a placement is our number one priority. Employers need to satisfy the school and EVET provider that they can provide a safe and healthy host workplace for students, compliant with the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation.

### You will be asked to provide the following information on the Student Placement Record:

- your supervision arrangements for the student
- areas of possible risk in the student's workplace tasks and your strategies to eliminate or minimise the risk in detail
- any special clothing required by the student eg. enclosed footwear
- confirmation of your awareness of your child protection responsibilities when working with school students
- commitment to reporting any health and safety incidents or near misses involving students to the school or EVET provider
- any steps you will take or adjustments you will make to support students with disability or other additional needs as described on their Student Placement Record
- any vaccination compliance, or any pre-training or induction required by the student to undertake certain tasks.



Host employers are encouraged to provide a copy of this page to all staff supervising students.

## Which activities are prohibited for workplace learning students?

The list of prohibited activities and the pre-requisite training requirements for some placements can be found at:

<http://bit.ly/ProhibitedActivities>

Activities such as working on a roof, in a roof cavity or where asbestos is present are prohibited. Other activities have conditions attached, for example, restrictions on the operation of machinery and equipment, the service of alcohol, and work on adventure or sporting activities in industries like tourism.

Students undertaking a placement in the construction industry must complete the general construction induction training (GIT) as a prerequisite to placement. This also applies to work experience.

Students are not expected to drive their own vehicles while undertaking activities on behalf of the host employer. They should not be asked or directed to drive the employer's vehicles or any client vehicles while they are on a workplace learning experience.

The school, EVET provider or a Work Placement Service Provider can advise you if you have any further queries.

## Child protection - your responsibilities

Working with children and young people is very rewarding. However, to ensure the safety and welfare of young people in your workplace, you and your staff must comply with a few simple rules.

It is your responsibility as the employer to ensure that your staff know how to conduct themselves appropriately with children and young people. They must avoid any conduct that could make a young person feel threatened or coerced or belittled. This could include initiation activities or horseplay involving the student; physical or verbal abuse such as swearing at students; physical assault; inappropriate conversations, remarks or jokes of a sexual nature; the showing of sexually suggestive publications, electronic media or illustrations and any unwarranted and/or inappropriate touching or personal communication with students regarding their sexual feelings. This includes texting or using social media.

As an employer, you will be asked to indicate on the Student Placement Record that, to your knowledge, there is nothing in the background of any staff member or person in close contact with the student that would make them unsuitable for working with children.

Host employers must report any allegations against an employee in the area of child protection to the principal of the school and where relevant to the EVET provider RTO manager. Child protection legislation requires that allegations about employee conduct be reported to the NSW Ombudsman. Allegations involving suspected abuse, harm or risk of significant harm to the student must also be reported to the Family and Community Services Child Protection Helpline 132 111 and, in some cases, to the NSW Police.

For more information on working with children, contact the NSW Office of the Children's Guardian on **(02) 9286 7219** or email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)



A “Working with Children Check” is not required by people under the age of 18 or employers not normally engaged in child-related activities.

## 6. A checklist for employers

### BEFORE - planning and preparing for workplace learning

- **Decide when it is convenient for you to host students for work experience or HSC VET work placement.**
- **Decide the duration of the placements and how/when students should apply.**
- **Appoint an experienced staff member to coordinate your workplace learning programs for students.**
- **Consult with staff to draw up a list of activities that can be achieved and safely managed by students.**

#### These activities should:

- offer insight into the industry and workplace.
- be varied, safe, interesting and sometimes challenging.
- not contravene the prohibited activities indicated on page 9 of this guide and at: <http://bit.ly/ProhibitedActivities>
- include tasks and skills appropriate to the student's coursework requirements (eg. VET course competencies).
- provide time for some career conversations.

#### Appoint supervisory staff for each student:

- Supervisor.
- Assistant Supervisor (if applicable).
- Other employees able to help.

Supervisory staff should be capable and trustworthy with good communication and delegation skills. They should be briefed for the task and given sufficient time to instruct and monitor the student and provide feedback. We also advise you appoint a separate workplace advisor or mentor to provide the students with general support and advice.



We ask the students for feedback on how we went, so we can make the next placement even better.”

Host employer, Sydney



#### Prepare your staff by ensuring they:

- understand the purpose of the workplace learning activity.
- are aware of the responsibilities of working with young people, including child protection responsibilities (see page 9).
- do not use the students in place of regular paid employees.
- receive a timetable of proposed student activities and arrangements for their supervision and induction.
- understand special needs including how to respond to medical conditions eg. anaphylaxis.
- are aware of their obligations under the Disability Discrimination ACT 1992 (DDA).
- comply with agreed arrangements.

Complete the employer section of the Student Placement Record (see Sections 2,3 and 5 of this guide) and return it to the relevant school, or EVET provider.

### An employer's coaching tips

**Tell** ... them about it

**Show** ... them how it's done

**Watch** ... them do it

**Praise** ... what they do well

**Correct** ... any shortcomings

**Repeat** ... for practice

## DURING - providing a quality workplace learning experience

Ensure that the student completes a first day induction and orientation tour.

The student's induction should include:

- ✓ a welcome and introduction to supervisors and co-workers.
- ✓ a brief overview of your business, products, purpose and values.
- ✓ an outline of the planned activities and supervision arrangements.
- ✓ a safety induction – including risks, safety procedures and how to report work health and safety issues.
- ✓ clear expectations of behaviour, attitude and dress.
- ✓ clarification of working hours, breaks and other workplace routines.
- ✓ a tour of facilities including the student's work area/ desk, toilets, change rooms, exits, food outlets etc.
- ✓ consideration of any student health matters.
- ✓ an explanation that the student has the right to cease work if they believe it is unsafe.
- ✓ first aid and evacuation plans and other emergency drills.
- ✓ a brief outline of policies on bullying, harassment and discrimination.
- ✓ procedures for lateness or absence.
- ✓ codes and passwords (doors, photocopier, computer access etc.).
- ✓ contacts at school or EVET provider in case of an emergency.
- ✓ rules regarding security, privacy, confidentiality and the use of computers, the internet, mobile phones, cameras etc.

Students should be given the opportunity to ask questions about the workplace and to be told who they can go to for advice or help.

Students are expected to comply with the employer's workplace safety requirements and procedures. They are not to act in any way that could jeopardise the safety of themselves or others.

Ensure that the student is sufficiently challenged and supervised in the workplace.

Supervisory staff will need to ensure that the student:

- ✓ undertakes varied activities appropriate to their skill level and workplace learning requirements.
- ✓ is not put at risk by undertaking a task away from the view of others or with just one employee or client - unless this is unavoidable.
- ✓ is not assigned any prohibited or restricted activities as indicated in Section 5 of this guide and at: <http://bit.ly/ProhibitedActivities>
- ✓ only undertakes a task requiring a licence, permit or certificate of competence if they hold the relevant qualification and the activity has been recorded on the placement record.
- ✓ receives full instruction on how to complete activities including the risks, the purpose of safety equipment such as personal protection equipment (PPE), and how to use it appropriately.
- ✓ is provided with all necessary safety equipment required to complete a task.
- ✓ is given appropriate feedback and encouragement.
- ✓ has sufficient time to complete diaries, work placement journals or research projects provided by their school or EVET provider.

## AFTER - providing feedback on the student's time in the workplace

Before the placement ends, please:


- ✓ complete the student report or evaluation form supplied by the school or EVET provider.
- ✓ ensure that any property or identification cards on loan have been returned.
- ✓ take time to provide the student with helpful feedback and encouragement.

## Important contacts

Thank you for taking time to read the information in this guide. We hope that you feel confident and well-prepared to support a student as they take up these valuable workplace learning opportunities. If you have any queries, please contact one of the following:

- The Work Placement Service Provider for HSC ICF VET work placements.
- The VET Coordinator, careers adviser, or the contact for the EVET provider at the student's school.
- The EVET provider RTO manager.
- The Senior Pathways Adviser at the local office of the NSW Department of Education.
- The department's state office telephone (02) 9244 5425.

Your first point of contact:



For further assistance, advice and information:



**bit.ly/WorkLearnPolicy**  
See the Employers section for Additional Information.



**talkingsafety.org**  
Information, tips and resources to help improve young worker safety and ensure compliance with NSW WHS legislation.



**go2workplacement.com**  
Go2workplacement assists students enrolled in HSC VET ICF courses to get the most out of their work placement.



**bit.ly/SydneyAccess**  
Employers may choose to participate in the Sydney Access Program which offers high quality placements for students enrolled in school or EVET provider-delivered HSC Industry Curriculum Framework courses.



**www.workinspiration.com.au/employer-toolkit**  
Work Inspiration provides an easy framework for making work experience meaningful, relevant and inspiring.



**bit.ly/importance-collaboration**  
What is the Importance of Collaboration? A fact sheet on supporting employer involvement with schools.



© State of NSW through the Department of Education 2018.  
This work may be freely reproduced and distributed for personal, educational or government purposes.  
Permission must be received from the Department for all other uses.

Last updated May 2018 ISBN 9780731387564 SCIS 1857921