



YEAR 10 WORK EXPERIENCE 2018

Dear Parents and Carers,

Year 10 students are being offered the opportunity to participate in Work Experience during the first and second weeks of Term 2, next year. The dates are Monday 30th April to Friday 11th May 2018.

This program is being run at the same time as Year 10 students are on the Northern Trip and therefore if your child is not attending it is **highly recommended** that they secure work experience and it is approved by the school for the duration as listed above. Regular Year 10 classes will not be running and therefore students who do not have approved placements will be recorded as absent.

It is important that students learn how to communicate with and approach employers therefore it is primarily the responsibility of students to seek their work experience placements. Workplace learning helps students to gain increased confidence and maturity as well as greater self-knowledge through experiences in a busy adult work environment. This directly benefits their career education activities and work education programs for which the students may already be doing at school.

Students might like to look at a different employer for each week and attached is a list of alternative options to ease securing a position as often the traditional full time placement is not possible for busy employers. All relevant paperwork to support work experience placements is attached and we suggest students and parents read through it carefully.

If students or parents are having difficulties it is important that assistance is sought through the school, this program is being coordinated by Mrs Shelley Walters, Work Experience Coordinator, who can be contacted on 02 67657888.

Completed paperwork is required by Friday 2nd March 2018 (week 5) and is to be given to Mrs Walters in the Careers and Transition Office in G Block.

Yours sincerely

Karen Nelson
Relieving Deputy Principal
Tamworth High School
5 December 2017



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: _____ 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"> <input type="checkbox"/> I have completed all pre-placement activities. <input type="checkbox"/> I have been issued with a Student Safety & Emergency Contact Card. <input type="checkbox"/> I know who to contact in case of emergency. <input type="checkbox"/> I will inform both the host employer & my teacher as soon as possible if I am unable to attend the workplace. <input type="checkbox"/> I am aware of my rights and responsibilities. <input type="checkbox"/> I am aware of the contents of the Privacy Notice on Page 3. <input type="checkbox"/> I will comply with all reasonable directions of the host employer & their employees. <input type="checkbox"/> I understand that if I feel unsafe during the placement, I have the right to not undertake the task & report the issue, as soon as possible. <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. | <ul style="list-style-type: none"> <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. <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> <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> <input type="checkbox"/> I know I must contact my school if I have any concerns about my placement. <input type="checkbox"/> I understand that there are no negative consequences to me in reporting health & safety issues to my school, the host employer or to my parent(s) /caregiver(s). |
|--|---|

Student signature X

Date _____

Section 2: School details

School _____ Email _____
Address _____ School phone number _____
Front office hours _____

School's nominated contact during normal business hours _____

Contact's position _____ Contact phone/mobile _____

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: _____ 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://bit.ly/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://bit.ly/WorkLearnPolicy>

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: _____	Host business: _____
School: _____	

Please tick if these are available to the student:

Essential:	<input type="checkbox"/> First aid facilities	<input type="checkbox"/> Suitable toilet facilities	<input type="checkbox"/> Drinking water
Other:	<input type="checkbox"/> Lunch room	<input type="checkbox"/> Staff canteen	<input type="checkbox"/> 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://bit.ly/Employers-Additional-Info>

Signature of host employer/workplace supervisor

Date

X

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: _____ 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://bit.ly/WorkLearnPolicy>
☐ 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

X

Advice on Completion of Student Placement Record to meet the Department's standards – Information for host employers

- We ask you to take **particular care** in completing **Section 3** of the [Student Placement Record](#) .
- We ask you to provide **specific, exact information** on the Student Placement Record about
 - the tasks/duties the student will be doing;
 - the risks to a student doing that work (and the likelihood and severity of injury);
 - how you will manage any risks to the student;
 - induction, supervision and use of personal protective equipment (PPE).
- By thinking about these questions carefully and putting the details on the Student Placement Record, you are in effect completing a **written risk assessment** of the tasks you are setting for the student.
- This helps you **meet your responsibilities under Work Health and Safety legislation**.
- Your information alerts the school or EVET provider to exactly what is planned so the school/EVET provider can make a considered decision to approve - or not approve – the planned activities as being **suitable for the student and for the purpose of their workplace learning**. This is part of the **school or EVET provider's duty of care**.
- We understand that sometimes you need to **change the activities** and if these are significant or involve risk to the student, we ask you to tell **the school or EVET provider**.
- If you need more space, please attach extra information to the Student Placement Record.
- A planned program of activities reduces the chances of students being exposed to risks from unplanned activities.
- Specific guidance and advice on how to complete key risk assessment responses on the Student Placement Record follows.

SECTION 3 of STUDENT PLACEMENT RECORD: SAMPLE EMPLOYER RESPONSES THAT DO NOT / DO MEET THE STANDARDS THE DEPARTMENT REQUIRES

Activities/duties to be undertaken by the student

Standard: Undertaking [activity] and/or **using a** [name of machine, tools] **to** [do what] **under the close supervision of** [level of responsibility].

Employer response 1: *Suitable duties as directed.*

This response would be **unsatisfactory** as the school/EVET provider would not be able to gain a clear indication of what the student will be doing.

Employer response 2: *Using a press to make flanges under the close supervision of production manager or similar experienced supervisor.*

Employer response 3: *Shadow an architect; attend meetings/ site visits; student assignment involving CAD; independent visits to nearby city buildings; use printers.*

Employer response 4: *Aspects of cabinet making using machinery including panel saw, edge bander, nail guns and drills. The student will be supervised by a qualified tradesperson.*

These responses would be **satisfactory**. They each tell the school/EVET provider what the student will primarily be doing and the level of seniority of the supervisor. The school can then consider if this is a suitable activity and whether they need more information before going ahead with the placement.

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

Standard: There needs to be a meaningful response to this question. Note the prompts above to help the host employer.

Employer response 1: *Nil or See pages 8-9 of the Employer's Guide to Workplace Learning*

A **Nil** response would be **unsatisfactory**. Some detail would need to be provided to identify potential risks in the industry setting where the student will complete their work placement. Referring to the *Employer's Guide* is far too general. It does not provide evidence that relevant risks have been identified.

Note that this question does not require you to consider every aspect of your workplace; just the aspects relevant to the student.

Where the activities are usually safe for students such as in office environments, you should still aim to identify at least one thing the student must not do eg *must not operate guillotine without training and supervision; beware of extremely hot water in the kitchen tap*. This is evidence of your conscientious consideration of potential risks to the student.

Employer response 2: *Must not use nail gun or use press without close supervision as they can be dangerous for a new or young worker.*

This response would be **satisfactory** as it identifies the exact risks. It alerts the school/EVET provider that this might not be a suitable activity for some students.

Employer response 3: *Student must not use any tools or machinery that we have not trained the student to use.*

This response would be **satisfactory** as it alerts the school/EVET provider to emphasise this in preparing the student. Depending on the industry and the student, the school/TAFE might need extra information before deciding whether or not to approve the proposed activities or tasks.

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 equipment.

Standard: Precise identification of potential risks to the student in regard to the tasks they will do.

- You are asked to assess the particular risks in the planned activities for a student and the tools of the trade they will be using.
- Consider the examples provided to prompt your responses.
- Use your Safe Operating Procedures and experience of hosting students to identify risks.
- Be exact about risks. This is very important if students are to use tools or machinery.

Employer response 1: *Slips, trips, cuts, burns, manual handling and use of machinery and tools.*

This response would be **unsatisfactory** as these risks are expressed generically. Potential risks need to relate specifically to the tasks the employer plans for the student to do.

The following responses would be satisfactory:

Employer response 2: *Potential for burns in operating the press above level 2. Manual handling of packaged goods over 4 kg and moving wheelie bins.*

Employer response 3: *Touching the foot pedal will automatically engage the machine. This can result in high speed machine operation beyond student control. Student must always be fully alert to this risk.*

Employer response 4: *All equipment in the workshop carries some risks and consequently the student will be supervised at all times. Induction on Day 1 will emphasise workshop safety.*

How will those risks be eliminated or controlled?
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Standard: Precise actions the host employer will take to eliminate or control the identified risks to the student.

Employer response 1: *Instruction in use of equipment and supervision in the workplace.*

This response would be **unsatisfactory** as more detail is required to inform the school / EVET provider of the potential risks involved.

The following response would be satisfactory:

Employer response 2: *Training will include identification of potential risks associated with the operation of all equipment and Safe Operating Procedures (SOP) will be demonstrated to ensure the student is equipped with the knowledge to mitigate risks. For example, in the case of a panel saw the students will be trained to ensure: the environment around the machine is clear from obstruction; that the safety guard is engaged; that use of the on and off switching, especially the emergency shut off switch, is clearly understood.*

While these controls are likely to be covered in detail in the student's Day 1 workplace induction, it is essential that major risks are identified clearly on the Student Placement Record. This ensures that the school/EVET provider and parent/carer are fully informed before agreeing to the proposed placement. In some cases, the school/EVET provider might decide not to proceed with a placement because the risks are inappropriate for the school student.

QUALITY ASSURANCE OF STUDENT PLACEMENT RECORDS

Each semester, a range of completed Student Placement Records for both Work Experience and Work Placement may be examined. The purpose of this standard procedure is to encourage and instil a high level of commitment to conscientious provision of precise information and conscientious consideration of the suitability of placements. This is to ensure, as far as is reasonably practicable, the safe placement of students in high quality host workplaces.

- ***Students are young, voluntary workers who often lack experience in your industry.***

- *Help us all keep students safe by providing exact, commonly understood information from the start.*
- *Add to this with effective training and on-going close supervision and feedback.*
- *Tell the school /EVET provider if you have any concerns or plan to make changes that increase the potential for risk to the student.*
- *Together we balance the employer's risk assessment of the activities for students and responsibilities under the WHS legislation with the duty of care of the school/ EVET provider to students. This includes:*
 - *school/ EVET provider conscientious preparation of students;*
 - *supervisory contact with the student and host employer during the placement; and*
 - *high quality immediate follow up with students.*
- *For high risk industries, students on placement are visited in the host workplace by the teacher on the first or second day wherever possible and this contact is documented. If a visit is not possible, there must be documented details of the teacher's phone discussions with the host employer/supervisor and with the student.*

If you have any queries, please contact the Student Pathways Advisor in the Department's Senior Pathways on telephone 9244 5425.



THE WORKPLACE LEARNING GUIDE FOR EMPLOYERS

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

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“ 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 the concepts of 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
- 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.
- 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.

Post 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 immediately follow up with the students to ensure maximum benefit and check on student safety.

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 or 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 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 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, e.g. 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 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

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



4. Accident and emergency procedures

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 or 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 doesn't 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.

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 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** or for the **VET entertainment industry course** 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 whilst 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.

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 or the relevant 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 **13 21 11** 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



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“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 e.g. 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 how to report work health safety issues and to whom.
- ✓ 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.



Education

Additional information for employers to support their hosting of a student in the workplace

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

What insurance and indemnity arrangements are in place for students in the workplace? (See page 7)

The NSW Department of Education and the TAFE Commission are members of the NSW Treasury Managed Fund, a NSW government self-insurance scheme which provides coverage for their activities including work experience and work placement, in accordance with the following:

Employer indemnity

The NSW Department of Education and TAFE NSW 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 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 institute
- 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 work health and safety legislation
- the injury does not stem from a lack of instruction or supervision by the employer.

Public liability indemnity

The NSW Department of Education and TAFE NSW indemnifies employers participating in approved workplace learning programs for any amount which they may be legally liable to pay for property damage or personal injury to third parties caused by students or teachers in approved workplace learning programs, up to \$20,000,000 provided that:

- any claims made against the employer in respect to property damage or personal injury caused by a student or teacher in an approved workplace learning program is immediately notified to the relevant school or institute
- 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
- personal injury to an employee of the employer is excluded (this should be covered under workers compensation arrangements)
- the damage or injury does not stem from a lack of instruction or supervision by the employer.

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

Damage to employer's property

The NSW Department of Education and TAFE NSW will compensate employers participating in approved workplace learning programs to the full extent of any damage to the employer's property, property of an employee or property in the employer's physical or legal control up to \$200,000 per incident provided that:

- any claim for compensation is immediately notified to the relevant school or institute
- the employer cooperates fully with the department and the department's legal representatives in the investigation of the claim
- the damage does not stem from a lack of supervision or instruction by the employer.

How does the legislation on Work Health and Safety impact on hosting a student in an approved workplace learning program? (See page 8.)

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

Under the Act a 'worker', has obligations to:

- a) take reasonable care for his or her own health and safety, and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Students on workplace learning including work placement or undertaking work experience have these obligations.

Where can I get further information on providing a safe workplace for students on approved workplace learning programs? (See page 8)

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. Further information about how employers and others can keep young people safe at work, go to [In Working Order](#).

To assist employers to provide detailed responses to questions about the **activities/duties** which students will perform, and any machinery that students will use during placement, see [Completion of the Student Placement Record to meet the Department's standards](#). The department's Health and Safety Directorate has stressed the importance of host employers providing comprehensive information about the details of the activities/duties that students will undertake during placement. This includes identifying potential risks and managing those risks. If there is insufficient space to record these details, employers should attach the information.

What activities for students in workplace learning programs are either prohibited or need special consideration given to addressing risks? (See page 9)

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:
 - a) the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
 - b) the equipment is in safe working order, complete with required safety devices or guards
 - c) 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 EVET provider 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 (e.g. a driver's licence), permit or certificate of competence is prohibited unless:
 - a) the student already has the relevant current licence, permit or certificate
 - b) the activity is directly related to the learning outcomes of the placement
 - c) 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.

Special consideration is needed with the following activities that have conditions. (See page 9)

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 in consultation with the school, 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 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 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.

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, in consultation with the school to ensure the activity is appropriate and safe and that the horse is fit for purpose and the age and experience of the rider. Use the [Guide to managing risks when new and inexperienced persons interact with horses](#) including Appendices B and C. See also SafeWork NSW information about [horse-related injuries](#).

Placements in the construction industry (See page 9)

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'). 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 activities arranged by the school to ensure they are fully prepared for their workplace learning in construction. This supports the school's duty of care to the student.

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 EVET provider 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.

'Work of a minor nature'

The work health and safety legislation distinguishes between 'construction work' and 'work of a minor nature'. Construction work is 'any work carried out with the construction, alteration, conversion, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure'. However, the *Work Health and Safety*

Regulation 2011 says that construction work does not include 'testing, maintenance and repair work of a minor nature carried out in connection with a structure'.

'Work of a minor nature' can be performed safely with little pre-start preparation of the work area. It is small scale, often short in duration, generally unscheduled, and involves minimal control measures.

Although work of a minor nature is not classified as construction work, it must be carried out in full compliance with all applicable provisions of the work health and safety legislation.

Can students drive vehicles during the placement? (See page 9)

No. Students are not expected to drive their own vehicles whilst 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.

Who can I contact to discuss aspects of hosting a student in workplace learning? (See page 12)

For HSC VET placements, contact your Work Placement Service Provider in the first instance as they have the expertise and resources to support you in this work. For contact details go to www.workplacement.nsw.edu.au

For work experience students, contact the school's careers adviser. This contact information should have been provided to you at the time of the workplace learning arrangement being made.

If you want further confirmation or clarification of matters relating to hosting a student in your workplace, contact Senior Pathways in the state office of the NSW Department of Education on (02) 9244 5425.

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

Saturday, 1 July 2017

Reference: TMF 065 - 1718

Department of Education

CERTIFICATE OF CURRENCY – NSW TREASURY MANAGED FUND

The NSW Self Insurance Corporation was established by the NSW Self Insurance Corporation Act 2004. The main function of icare is the administration of the Treasury Managed Fund (TMF), which provides cover for all asset and liability exposures (other than compulsory third party insurance) faced by general government sector budget dependent agencies and participating non budget dependent public sector agencies.

This certificate of currency confirms that from 1/07/2017 to 30/06/2018 Department of Education is a member of the TMF which provides broad protection for all assets and liability exposures in accordance with the TMF Statement of Cover Department of Education, their employees and volunteers, are fully covered for their legal liability to any third party arising out of their operations, worldwide.

Cover includes, but is not limited to:

1. Legal liability inclusive of:
 - a. Public Liability for an amount of \$100 million
 - b. Professional Indemnity for an amount of \$100 million
 - c. Directors & Officers for an amount of \$100 million, and
 - d. Product Liability for an amount of \$100 million.Identifier No: MF100001
Inception Date: 1/07/1989
2. Comprehensive Motor Vehicle coverage in respect of vehicles owned or leased by Department of Education
Identifier No: MF100660
Inception Date: 1/07/1989
3. Property coverage (including plate glass) on a full replacement (new for old) basis, including consequential loss, worldwide, for loss and/or damage to all real and personal property either owned by, or the responsibility of Department of Education
Identifier No: MF100661
Inception Date: 1/07/1989

4. Personal Accident coverage for Voluntary Workers whilst actively engaged in voluntary work for Department of Education. Cover is also provided for Department of Education students while engaged in approved educational work experience programmes. Coverage is provided in accordance with and equivalent to the benefits payable under the NSW Workers Compensation Legislation, as amended.

Identifier No: MF100003

Inception Date: 1/07/1989

NOTE: GIO hereby agrees that should such coverage be cancelled or withdrawn for any reason, 30 days notice will be provided.

Yours faithfully,



Client Services Manager

NSW TREASURY MANAGED FUND

Phone No: (02) 8121 3683

Email: frank.farhart@suncorp.com.au



Student: _____

WORK EXPERIENCE – ATTENDANCE SHEET

Students are to initial each day that they attend their work experience placement and employers to initial for verification.

Date	Student's Initial	Employer's Initial

Please return at the end of the work experience placement with the evaluation form.





Employer Report on Work Experience

To be completed by employers on completion of a work experience placement.

Student's Name: _____

Work Experience Position: _____

Name of Organisation: _____

Date Started: ____ / ____ / ____ Date Finished: ____ / ____ / ____

	Excellent	Good	Average	Poor
Suitability of student's dress for the job				
Punctuality, including work breaks				
Conduct and general behaviour				
Courtesy to staff and clients				
Interest shown in the job				
Cooperation and willingness to follow instructions				
Ability to comprehend instructions				
Acceptance of criticism				
Willingness to seek additional work				
Standard of work				
Initiative				
Ability to work unsupervised				
Persistence, concentration and ability to work for extended periods				
Reaction to demanding tasks				
Ability to mix with staff and clients				
Reliability/dependability				

General Comments:

Signed: _____

Date: ____ / ____ / ____

Name: _____

