

# STUDENTS IN WORKPLACE SETTINGS POLICY & PROCEDURE

This policy and procedure covers the following categories of activities:

1. Structured Workplace Learning
2. Work Experience
3. Excursion, Simulated Workplace Activity or School Sponsored Volunteer Community Activities
4. Using Work Arrangements for Assessment Purposes and related requirements:
5. Reporting Requirements
6. Record Keeping Requirements

Below are defined the various categories of activity and requirements to be fulfilled prior to students participating in such activities.

## 1. STRUCTURED WORKPLACE LEARNING

This applies to a student who is in a workplace without teacher supervision and who is:

- undertaking a VCAL program, or
- undertaking a VET program.

### REQUIREMENTS

#### 1.1 VCAL/VCE in area of study (VET)

*e.g. VCAL/VCE student studying VET Building & Construction, placed with a Builder*

**1.1.1** Satisfactory completion of nationally recognised Unit of Competency from the VET program currently enrolled in (or individual elements as determined by VCAA where no specific OH&S Unit is contained in the qualification).

#### 1.2 VCAL out of area of study

*e.g. VCAL student studying VET Building & Construction, placed with a Florist*

**1.2.1** Work Related Skills Unit 1, and

**1.2.2** safe@work General module, and

**1.2.3** safe@work Industry Specific module (specific to the industry of placement).

#### 1.3 VCE out of area of study

*e.g. VCE student studying VET Building & Construction, placed with a Florist*

**1.3.1** Satisfactory completion of nationally recognised Unit of Competency from the VET program currently enrolled in (or individual elements as determined by VCAA where no specific OH&S Unit is contained in the qualification), and

**1.3.2** safe@work Industry Specific module (specific to the industry of placement).

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## 2. WORK EXPERIENCE

This applies to a student who is in a workplace without teacher supervision and who is:

- undertaking VCE without a VET component.

### REQUIREMENTS

**2.1** safe@work General module, and

**2.2** safe@work Industry Specific module (specific to the industry of placement).

## 3. EXCURSION, SIMULATED WORKPLACE ACTIVITY OR SCHOOL SPONSORED VOLUNTEER COMMUNITY ACTIVITIES

This applies to a student who is supervised at DE&T stipulated ratios and who is:

- on a school excursion which involves participation in work like activities or activities which involve the likelihood of risk or hazard,
- undertaking a school sponsored volunteer community activity which involves participation in work like activities or activities which involve the likelihood of risk or hazard.

### RATIONALE

Appropriate documented preparation of students is required to allow the College to meet its duty of care, meet community expectations and to ensure safe student learning experiences in all settings.

### REQUIREMENTS

**3.1** VCAL/VCE in area of study (VET)

*e.g. VCAL/VCE student studying VET Building & Construction, undertaking an activity such as building park benches*

**3.1.1** Participation in national recognised Unit of Competence from a VET program that the teacher feels appropriate for level of activity being undertaken. Such learning to be documented in learning and assessment strategy documentation (already completed prior to commencement of course and maintained as part of AQTF compliance).

**3.2** VCAL/VCE out of area of study

*e.g. VCAL/VCE student studying VET Building & Construction, undertaking a personal care activity in an aged care facility*

**3.2.1** Appropriate in-class OH&S preparation of students in terms of ‘big picture’ occupational health and safety (rights and responsibilities, OH&S Act, etc.), as well as awareness of particular hazards that may be encountered in environment of the activity.

**3.2.2** safe@work General module,  
safe@work Industry Specific module (specific to the industry of placement/activity).

**3.3** VCAL/VCE out of area of study

*e.g. VCAL/VCE student undertaking a volunteer activity as part of a VCE subject, a College community volunteer activity or as part of a VCAL course such as tree planting or collection of roadside rubbish*

**3.3.1** safe@work General module,

**3.3.2** safe@work Industry specific module.

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## 4. USING WORK ARRANGEMENTS FOR ASSESSMENT PURPOSES

This provision applies to a student in a workplace / volunteer placement with no College involvement.

### RATIONALE

College staff should not accept illegal forms of employment as evidence to satisfy course requirements i.e. circumstances where appropriate OH& S preparation has not been validated or where employment arrangements are illegal and thus not covered by Work Cover or Public Liability insurance.

### REQUIREMENTS

- 4.1 Work, accepted as evidence for the purpose of assessment, not covered by DE&T Arrangement Forms must be validated by:
  - 4.1.1 Official pay slips/group certificates, or
  - 4.1.2 Letter from employer or charitable organisation stating that a private employment/volunteer arrangement exists(ed) for period \_\_\_\_\_ to \_\_\_\_\_ and that such arrangements comply(ied) with all necessary legislative requirements, including those of WorkCover and the Australian Taxation Office.
- 4.2 Documentation seeking feedback from employers for the purpose of assessment must state clearly that the College is in no way party to the arrangement that exists between employer and student and that the BSSC documentation being used is for the purpose of evidencing of Recognition of Current Competency (RCC). Validation of learning a student has achieved through extra-curricular activities.

## 5. REPORTING

This provision applies to all College students involved in one or more of the activities described in Categories 1, 2 and 3 of this document.

### RATIONALE

Appropriate capturing and reporting of data allows the College to demonstrate that it is meeting its duty of care and provides students with a full record of all work/training experiences completed during their time at the College.

### REQUIREMENTS

- 5.1 In the case of Categories 1 and 2 (above), data will be captured by the Work Placement Coordinator and recorded in the Pathways Database.
- 5.2 In the case of Category 3 (above) the organising staff member must report such activity to the Work Placement Coordinator.
  - 5.2.1 Data to be supplied should include:
    - Type and duration of program,
    - Sponsor/host/community partner name,
    - Names of students involved.

## 6. RECORD KEEPING

This provision applies to all College students involved in one or more of the activities described in Categories 1, 2 and 3 of this document.

### RATIONALE

Appropriate record keeping is required to allow the College to demonstrate that it is meeting its duty of care.

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## REQUIREMENTS

- 6.1** In the case of Categories 1 and 2 (Structured Workplace Learning and Work Experience) records will be maintained by the Work Placement Coordinator on each student's Work Placement file.
- 6.2** Completion of safe@work General module will be recorded on each student's file in CASES21. It is the responsibility of the organising staff member in the case of activity Category 3 to check student files and ensure that the appropriate module/s have been completed prior to completion of the activity.
- 6.3** All safe@work tests are to be undertaken under test conditions. In order to be awarded the certificate students must reach the appropriate standard on the test. Students assessed as Disability & Impairment may complete the alternative assessment to safe@work, which is 'A Job Well Done'. Resources can be sourced at [www.sofweb.vic.edu/au/safe@work](http://www.sofweb.vic.edu/au/safe@work) or available from the Work Placement Coordinator.
- 6.4** In the case of Category 3, it is the responsibility of the organising staff member to maintain a file of all documentation gathered to evidence compliance to this procedure.
- 6.5** Confirmation that all students participating in an arranged activity comply with the OH&S standards contained within this Policy, and that data has been provided to the Work Placement Coordinator, must be indicated on Form A Excursion Approval Form, Section 4 Agreement (Teacher in Charge). The statement to be signed will read, *"Students in Workplace Settings Policy and Procedure has been complied with. My check of College records indicates that all students are appropriately prepared for this activity as detailed under Students in Workplace Settings Policy & procedure."*
- 6.6** All records should be securely stored and be available for audit upon request.