



Workplace Learning Policy

This policy covers:

- Pre-placement Occupational Health and Safety (OHS) requirements for Structured Workplace Learning (SWL).
- Pre-placement Occupational Health and Safety (OHS) requirements for Work Experience.
- Conditions for the completion of safe@work tests.
- Duty of Care for students in Structured Workplace Learning (SWL) and Work Experience.
- Documentation requirements for Structured Workplace Learning (SWL) and Work Experience.
- Conditions for the duration of Structured Workplace Learning (SWL) and Work Experience.
- Conditions for students undertaking School Community Work (SCW) (volunteering placements)

BACKGROUND

The Department of Education and Training (DET) is the governing authority for Workplace Learning for students at a registered secondary school. This policy should be read in conjunction with *Section 5.4 and Section 5.6.1 of the Education and Training Reform Act 2006, Ministerial Orders (55, 382 and 723)* and the DET Workplace Learning manuals.

The Principal has a pivotal role in Workplace Learning. It is the role of Workplace Coordinators to assure the Principal that all relevant guidelines and procedures are being followed.

1. PRE- PLACEMENT OCCUPATIONAL HEALTH AND SAFETY (OHS) REQUIREMENTS FOR STUDENTS PARTICIPATING IN STRUCTURED WORKPLACE LEARNING (SWL).

SWL involves on-the-job training in which students master a designated set of skills and competencies related to a nationally accredited course. At Bendigo Senior Secondary College (BSSC), these are described in a purpose written Addendum, which is prepared by teachers/trainers and supplied to the student and employer.

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

- Undertaking a VCAL program, and/or
- Undertaking a VET program.

Prior to the placement, the conditions for one of the following situations must be met:

1.1 For a VET student placed in their area of study (either VCAL/VCE primary enrolment):

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

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

1.2 For a VCAL student placed out of their VET area of study:

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

- Work Related Skills Unit 1, and
- safe@work General module, and
- safe@work Industry Specific module (specific to the industry of placement).

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Person Responsible: VET & RTO Manager

Endorsed by College Council: Not required

Review: 2 years (and in response to DET updates, as required)

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

1.3 For a VCE student placed out of their VET area of study:

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

- Satisfactory completion of nationally recognised UOC from the VET program currently enrolled in (or individual elements as determined by VCAA where no specific OH&S UOC is contained in the qualification), and
- safe@work industry specific module (ie. specific to the industry of placement).

2. PRE- PLACEMENT OCCUPATIONAL HEALTH AND SAFETY (OHS) REQUIREMENTS FOR STUDENTS PARTICIPATING IN WORK EXPERIENCE.

Work Experience involves short term placement in a work environment to provide insights into the industry and the work place in which the student is located. Students are placed with employers primarily to observe and learn – not to undertake activities that require extensive training or experience.

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

- Undertaking a VCE program, without a VET component.

Prior to the placement, students must complete:

- safe@work General module, and
- safe@work Industry Specific module (specific to the industry of placement).

3. CONDITIONS FOR THE COMPLETION OF safe@work TESTS.

The completion of all safe@work tests must 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 the following weblink or from a BSSC Work Placement Coordinator.

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/pages/welldone.aspx>

4. DUTY OF CARE FOR STUDENTS IN STRUCTURED WORKPLACE LEARNING AND WORK EXPERIENCE.

Duty of Care for students requires Principals, Workplace Learning Coordinators and other relevant staff to take all reasonable steps to reduce risk, through the provision of suitable and safe premises, the provision of adequate supervision, implementation of strategies to prevent bullying and by ensuring that medical assistance is provided to sick or injured students. The duty is non-delegable, meaning that it cannot be assigned to another party.

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

Reasonable measures for the circumstances, including those to address the Child Safe Standards, must be taken to prevent harm. For a detailed risk assessment, this policy should be read in conjunction with the BSSC Child Safety Risk Assessment, which details strategies to identify and reduce or remove risks of child abuse.

The following applies to all BSSC students involved in one or more of the activities described in Sections 1 and 2.

4.1. Student Preparation

- A BSSC Workplace Coordinator will conduct an interview with each student who is to undertake workplace learning to ensure that students,
 - Are suitably matched to industry areas and opportunities with employers, while ensuring that the employers are involved in the process.
 - Have undertaken the pre-requisite OH&S requirements.
 - Are 'work-ready'¹,
 - Have all required DET paperwork completed,
 - Are supplied with the required emergency contact details, and
 - Have been issued with an Extended Absence Form (for placements happening within the school term).
1. Where 'work-ready' is described (by DET) as having the capability to undertake the work placement as specified in the arrangement and to do so without exposing others in the workplace to risk. On-the-job, the student will be expected to show initiative and enthusiasm, be willing to learn, be polite and courteous, be willing to ask for clarifications, wear appropriate clothing, be punctual and be regular in attendance and communicate effectively with people in the workplace and the Workplace Coordinators. A students' work-readiness will be confirmed by the BSSC Workplace Coordinators, through the sign off process with the Principal, and include liaison with teachers, Learning & Engagement Coordinators and MIPS staff as appropriate. In the event of a student being deemed not work-ready, BSSC Workplacement Coordinators will have shared conversation with teachers, Learning & Engagement Coordinators and MIPS staff, as appropriate. Suitable support will be provided to the student to develop the skills needed to undertake a suitable work placement.

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4.2. Employer Contact

- Prior to the commencement of the placement, a BSSC Workplace Coordinator will liaise with the employer, to explain procedures and processes. Employers will be provided with an information pack which includes the DET Child Safe Standards and Workplace Learning Fact Sheet, which are available from,

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/default.aspx>

and the BSSC Childsafe Environment Policy statement, which is available from,

<http://www.bssc.edu.au/wp-content/uploads/2017/01/BSSC-Statement-of-Commitment-to-Child-Safety.pdf>

- The student will be required to participate in the completion of the BSSC Workplacement Arrangement Form (refer also to Section 4).
- BSSC Workplace Coordinators will be the main point of contact between the student, employer and the school.

4.3. Teacher/Workplace Coordinator Information

- BSSC Workplace Coordinators ensure that personnel, teaching staff and curriculum personnel are up-to-date with the Duty of Care requirements of workplace learning.
- BSSC VET and VCAL teachers are to liaise with the BSSC Workplace Coordinators for the formation of SWL Addendums.
- Formal assessment of the student in the workplace is undertaken, where appropriate, by the teacher/trainer. The BSSC Workplace Coordinators must be notified by the teacher/trainer if this is to take place. They will ensure that the workplace supervisor is made aware of the assessment procedures and the timing for this.
- When organising workplace learning for students with disabilities and additional needs, the BSSC Workplace Coordinators should receive information to enable them to know exactly what the student can and cannot do. This information will be communicated to the employer.
- In the event of a workplace complaint, or issue arising, teachers must liaise with the BSSC Workplace Coordinators, with referral to BSSC Learning & Engagement Coordinators as appropriate.

4.4. Monitoring Contacts

- BSSC is required to contact students during their time in the workplace and on the first day, to confirm attendance in the workplace. Contact may be made by a BSSC Workplace Coordinator, the student's VCAL or VET teacher/trainer or the Principal's delegate.
- The purpose of the monitoring process is to ensure students are not experiencing difficulties while in the workplace. Therefore, the monitoring contact should be conducted during the time of the placement. Arising issues must be communicated directly to the BSSC Workplace Coordinators.
- As part of the required monitoring process, a contact visit report must be completed and returned to the BSSC Workplace Coordinators at the completion of the visit. Any arising issues will be followed up by the BSSC Workplace Coordinators.
- Students seeking workplace learning during the vacation periods must schedule these to align with the availability of the BSSC Workplace Coordinators, who will conduct the workplace monitoring contact.
- If the workplace learning is required to be scheduled during weekends (eg. for hospitality, or sports coaching), students will be supplied with contact details for an available monitoring contact. This will require that the scheduling of the placement aligns to the availability of the subject teacher, or a BSSC Workplace Coordinator.

4.5. De-briefing Session

- At the conclusion of a work placement, students must attend a debriefing session with a BSSC Workplace Coordinator and/or their VCAL/VET classroom teacher. Any arising issues will be followed up by the BSSC Workplace Coordinators.
- Feedback from the employer's report will be shared with the student.

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4.6. WorkSafe Arrangements

- All students involved in registered workplace learning are covered under the DET Work Safe Insurance Policy.
- BSSC Workplace Coordinators must be contacted immediately should a student be injured during a work placement. They will respond with the completion of the relevant Worksafe Workers Injury Claim Form, with assistance from the student, parent/guardian and the employer.
- Original forms together with Certificates of Capacity, medical accounts and a copy of the BSSC Workplacement Arrangement Form will be sent to CGU Insurance within the required 10 days by the BSSC Workplace Coordinators.
- Injury incidents are recorded on Edu Safe by the BSSC HR Coordinator.

5. DOCUMENTATION REQUIREMENTS FOR STRUCTURED WORKPLACE LEARNING AND WORK EXPERIENCE.

The following applies to all BSSC students involved in one or more of the activities described in Sections 1 and 2.

Appropriate capturing and reporting of data allows the college to demonstrate that it is meeting its Duty of Care requirements, retaining compliance for sufficiency of information and able to provide students with a full record of all work place experiences completed during their time at the college.

5.1. Workplace Learning Registration

- Students seeking work placement through BSSC must register with the BSSC Workplace Coordinators, who will commence collecting the necessary information using the Pathways Database.

5.2. BSSC Workplacement Arrangement Form

- The Principal must sign consent for workplace learning arrangements. In the Principal's absence, an acting Principal authority can sign approval. Designated Principal Class members endorsed by BSSC College Council are named in Appendix 1.
- All sections of the BSSC Workplacement Arrangement Form must be completed before a workplacement commences. One copy must be forwarded to the employer, the student and the parent/guardian (if the student is under 18 years of age). This will be managed by the BSSC Workplace Coordinators.
- The original copy of the BSSC Workplacement Arrangement Form must be retained by the BSSC Workplace Coordinators, in a purpose bound register. Any variations to this form must be signed by all of the persons named above.
- BSSC Workplacement Arrangement Forms must be retained by the school for at least five years, as there is no statutory limit on the length of delay in submitting claims for workplace compensation.
- Sufficient information must be filed with the BSSC Workplacement Arrangement Form, to allow further elaboration if a case is challenged at a later date.
- Copies of all medical certificates related to a workers compensation claim must be retained at the school.

5.3 Approval of Absences.

- Notification is posted onto Compass by the BSSC Workplace Coordinators when workplacements are fully arranged, using the General Career category template.
- Students undertaking workplace learning during the term are issued with an Extended Absence Form and advised to take this to their Advisor, as per instructions on the form.
- Placement details are emailed to the BSSC Attendance Officer, for entry of the absence into Compass. This information includes notification and date of issue of the Extended Absence Form.

5.4 Students Exiting the College.

- A copy of the completed BSSC: School Exit Form is to be given to the BSSC Workplacement Coordinators, to enable any existing workplace learning arrangements to be cleared.

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5.5 Audit Requirements.

- Accompanying the Pathways Database information will be a hard copy file for each individual student. The collective filing system will stand as the BSSC purpose bound register. These will be kept at the college for at least five years.
- All records will be securely stored and will be made available upon request for audit purposes.

6. CONDITIONS FOR THE DURATION OF STRUCTURED WORKPLACE LEARNING AND WORK EXPERIENCE.

The following applies to all BSSC students involved in one or more of the activities described in Sections 1 and 2.

- A student must not be employed under work placement arrangements for more than 40 days during the school year, not more than 10 days during any one school term.
- The period of any one workplace arrangement cannot exceed a total of 10 days.
- The full period of the workplace arrangement must occur within the school year.
- A workplace arrangement may be varied or amended, through consultation with a BSSC Workplace Coordinator and with written permission by the Principal. Any extension must be directly related to the students VET/VCAL program.
- In the event of a cancellation by an employer or student, a BSSC Workplace Coordinator will ensure that the Principal, student/employer and parent/guardian (required if the student is under 18 years of age, and as a courtesy if the student is over 18 years of age) is notified. The BSSC Workplace Coordinator will notify the student's teachers and Learning & Engagement Coordinator as appropriate.

7. CONDITIONS FOR STUDENTS UNDERTAKING SCHOOL COMMUNITY WORK (VOLUNTEERING PLACEMENTS).

School community work involves students voluntarily engaging in community based activities without remuneration or reward for their participation. School community work is not Work Experience or Structured Workplace Learning.

School community work is organised by the school to support student learning and career development, while directly benefiting the community. Such activities must be organised by the school and approved by the Principal, as being specifically school community work. Any school community work undertaken by volunteer student workers should be linked to, but not a requirement of, their school curriculum.

7.1 BSSC Procedure for School Community Work (SCW).

- Teachers at BSSC organising SCW must be familiar with all requirements and complete all required documentation, including the DET Childsafe Standards information for Workplace Learning (available from the website link below) and the information in the BSSC Child Safety Risk Assessment.

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/default.aspx>

- All required forms are available on Sharepoint, [Forms-Student Volunteering](#). These include the:
 - *Victorian Government School Arrangement Form for School Community Work,*
 - *Risk Assessment Form for School Community Work*
 - *Confidential Medical Information Form for School Community Work,*
 - *Timetable of School Community Work, and*
 - *Statutory Declaration for Transport of Volunteer Student Worker During School Community Work (if needed).*
- The organising teacher must obtain written approval of a parent/guardian for the SCW that their child will be undertaking. Required signatures are included in the above forms. This ensures that parents/guardians have details of the nature of the activity and the host organisation's arrangements for supervision. Host organisation signatures are also required.
- A copy of the full set of finalised documentation will then be lodged with the BSSC Workplace Coordinators, who will check sufficient details have been provided. The DET checklist for SCW will be used. Incomplete paperwork will be returned to the organising teacher, for further detailing.

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- The BSSC Workplace Coordinators will arrange to have the paperwork approved and signed by the principal, then notify the organising teacher when this has been done.
- The organising teacher must ensure that a copy of the completed *Victorian Government School Arrangement Form for School Community Work*, signed by all parties, is provided to the parent/guardian and host organisation.
- BSSC Workplacement Coordinators will archive the original SCW paperwork for the minimum seven years required by DET. A photocopy of the full set of documentation will be returned to the organising teacher.

7.2 Duty of Care.

Reasonable steps must be taken to protect students from reasonably foreseeable injury. This duty can extend beyond the school grounds and include school approved activities such as SCW. Completion of the required forms will address acknowledgement by the organising teacher of:

7.1.1 Host Organisation Suitability.

The school must satisfy itself that the host organisation will provide a safe and suitable workplace for its students.

7.1.2 Assessment of the Host Organisations Induction and Supervision Arrangements.

The school must satisfy itself that a suitable induction will be provided to students and that they will be suitably supervised, by adequately qualified staff. Organising teachers must ensure that any person working with students while at work will hold a valid Working with Children Check. Copies of this must be provided to the school prior to the placement.

7.1.3 Appropriateness of Tasks and Settings.

The school must ensure that the SCW tasks and settings are appropriate and in accordance to the students age, competency, physical and emotional development and maturity.

7.1.4 Students Understanding of OH&S Requirements and Emergency Management.

Prior to commencing the SCW, the volunteering student should successfully complete an OH&S program recommended by DET. These include:

- safe@work modules.
- Relevant OH&S modules provided in the VET courses students are undertaking that are relevant to their placements,
- VCAL Work Related Skills Unit 1,
- The Workplace Learning Toolbox.

Students must also be provided with appropriate information in relation to the issues of workplace discrimination, bullying and harassment.

7.1.5 Hours of Operation and Duration.

SCW should take place within the school term dates. It should also take place during school hours. There are exceptions, which are described in the *DET Guidance for Students Undertaking School Community Work* (available on Sharepoint); approval must be sought by the students' parent/guardian and the principal. The duration of SCW should not impact upon the students' school work, or their health, safety and welfare.

7.1.6 Travel Arrangements.

It is not recommended that students undertake travel between work locations during SCW. If this is to occur, parents/guardians must be informed and give consent, using the supplied Statutory Declaration Travel form.

7.1.7 Medical Information

Prior to the SCW taking place, the parent/guardian must provide details of any medical condition that may affect their child and medication or treatment that may be relevant. The *Confidential Medical Information Form for School Community Work* form must be accessible by the school in the event of an emergency and should be passed onto the host organisation, with the consent of the parent/guardian.

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7.3 Injury and Complaints

- The *Victorian Government School Arrangement Form for School Community Work* form outlines the undertakings of each party to ensure safe systems of work.
- DET Public Liability Insurance and WorkSafe Policy extends to school activities that take place off school premises, provided they are organised by the school. In the event of injury during SCW, the organising teacher will be notified as the main school contact. The BSSC HR Coordinator should then be informed, to process the necessary details and forms.
- In the event a complaint or issue arising from student involvement in SCW, the organising teacher will be notified as the main school contact and be expected to manage the situation. This may require termination of the SCW. BSSC Learning & Engagement Coordinators should be notified as appropriate.

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Appendix 1



To: College Council Members - Bendigo Senior Secondary College

From: Jennifer Moloney – VET & RTO Manager

Date: 14/11/16 (date of preparation)

Re: Endorsement of Delegation of Authority for Workplace Learning consent.

The Department of Education and Training (DET) has completed a review of Workplace Learning, with amendments to several Ministerial Orders, to strengthen Health and Safety Guidelines, Child Safe Standards and the duration of workplace arrangements.

It remains the role of the Principal to sign consent for Workplace Learning arrangements. The consent provides acceptance that the Workplace Learning arrangements described in the DET Arrangement Forms have been established in accordance with the provisions of the Education and Training Reform Act 2006 and encompassing of:

- Child Safe Standards
- School Governing Authority (Ministerial Order 382 and Ministerial Order 55)
- Accredited Course of Study (Ministerial Order 55 and Ministerial Order 723)
- VET Programs (Ministerial Order 55)

In response to the advice from the Workplace Learning Review, endorsement is sought for Delegation of Authorisation to allow the following members of the Assistant Principal classification to sign work placement paperwork in the Principal's absence.

Jennifer Moloney

Linda Lyons

Mark Lau

Meredith Fetting