

Policy | Workplace Learning

Rationale

Workplace learning programs are designed to achieve curriculum outcomes and enhance the vocational, educational and social development of students enrolled in regular classes and special classes. Workplace learning programs include, but are not limited to, work experience, work placement for HSC VET courses, career and enterprise education programs, community learning and student mentoring programs conducted by employers in the workplace. This policy also extends to school based apprenticeships and traineeships.

At Monaro High School all senior students have the opportunity to participate in workplace learning outside of their usual timetabled classes. Workplace learning opportunities are linked to each student's Personalised Learning Plan (PLP) which includes their career aspirations. Workplace learning is intended to apply and refine classroom learning in an authentic work environment.

Context

Monaro High School's Workplace Learning Policy operates in conjunction with the NSW Department of Education's 'Workplace learning for Secondary Students in Government Schools' policy which can be found in the Policy Library.

Participation in work experience is optional for senior students, except for mandatory placements incorporated in some VET courses. Monaro High School operates an 'on-demand' work experience model. This model recognises that students develop their vocational interests at varying rates and therefore individual students require a tailored and personalised approach to career planning. This model also maintains flexibility to accommodate employer determined time frames and seasonal factors.

The NSW Department of Education, Monaro High School and any host employer hold a concurrent duty under the Work Health and Safety Act 2011 to ensure, so far as is reasonably practicable, the health and safety of students whilst engaged in a workplace learning program.

The participation of local businesses, larger employers, industry groups, community agencies and Registered Training Organisations (RTO) is an invaluable and essential aspect of the skill and knowledge environment available through workplace learning.

Work experience is an optional activity for any student from Years 10 to 12 who meet the school's criteria. Work Placement is a mandatory requirement for any student studying a Vocational Education and Training Course either at school or externally based (SVET or EVET).

Responsibilities

Duty of care for students rests with the school and extends to workplace learning placements even where there is no direct daily supervision of the student by the school. The following delegated responsibilities are guided by the Department of Education's Workplace Learning Policy.

The Principal

The Principal is responsible for authorising a workplace learning program and may delegate authorisation to nominees listed in this policy. The approval for workplace learning rests with the school Principal and might on occasion over-ride the planning of the student, parent or caregiver.

Careers and Transition Team

The Careers and Transition Team will vary depending on the individual student, their needs and their PLP. The team may consist of any of the following Monaro High School staff:

- The Careers Adviser
- The Transition Adviser
- The Learning Adviser for the year group
- Head Teacher Learning and Support
- Special Education Teachers (including IO/IM/ED/MC teachers)
- Student Learning and Support Officers (SLSO)
- Teachers of VET HSC courses
- The Work Placement Service Provider (WPSP).

School's Contact

The school's nominated contact may be any member of the Careers and Transition Team. They liaise with parents and host employers prior to the placement to ensure the placement is suitable for the student. The nominated contact must ensure that each student is briefed on Workplace Health and Safety rights and responsibilities before attending work experience and inform the host employer of any prohibited activities.

Principal's Nominee

A Principal's nominee must approve any workplace learning. The nominee must take reasonable care to keep all students free from harm whilst undertaking workplace learning. Before approving any placement the nominee must review the risk assessment provided by the host employer and ensure all parts of the Student Placement Record are complete and signed as required. Nominees at Monaro High School are limited to

- The Careers Adviser
- The Transition Adviser
- Head Teacher of Learning and Support
- Head Teacher Technological and Applied Studies
- The Deputy Principal

The Host Employer

The Host Employer is required to familiarise themselves with any prohibited activities. They must complete a risk assessment in the Student Placement Record. At the conclusion of the workplace learning experience the host employer can complete the student assessment form to provide feedback to the student.

The Student

The student is responsible for setting up their work experience placement and making contact with the host employer. However, the student must seek advice and support from a staff member from the Careers and Transition Team before doing this. The student is responsible for getting the Student Placement Record completed by all parties in a timely manner.

Prior to the placement the student must inform their classroom teachers of it and negotiate for any missed work to be caught up. Students must uphold the school's values of Respect, Optimism, Acceptance and Responsibility and represent the school in a positive manner at all times. In addition, students must meet school standards in relation to attendance, school uniform and behaviour prior to

work experience being approved to take place. Conduct or attitudes which do not comply with the school's expectations may result in work experience not gaining approval, withdrawal from work placement once it has commenced and/or possible further consequences upon return to school.

The Parent or Carer

The parent or carer is responsible for supporting their child to manage their workplace learning. The parent/carer must inform the school of any allergies, Health Care Plans or medication required. Parents/carers are responsible for providing the reliable emergency contact for their young person where the student undertakes workplace learning outside normal business hours.

If a student is unable to attend the placement it is the parent's responsibility to inform the school and the employer of the absence. Where possible, this information should be communicated before the day of work placement or if unavoidable, on the morning of this day.

The Work Placement Service Provider

The Work Placement Service Provider (WPSP) is an external facilitator that supports and coordinates work placements for senior students undertaking HSC VET courses. Their activity and responsibilities include selecting suitable host employers, outlining the aims and objectives of the proposed workplace learning program to employers, liaising with schools and school support staff regarding reasonable adjustments for students with disability or learning and support needs and clarifying lines of communication ahead of the placement. The WPSP takes on the same level of responsibilities as the School Principal.

Workplace Learning Location

The location for workplace learning should be arranged with an employer in the local area. If the opportunity or learning outcomes of genuine interest and educational benefit to the student are not available locally, a non-local placement within NSW may be considered by the school. Interstate placements may only be considered after all suitable opportunities in NSW have been evaluated.

In addition to the procedures required for a local placement, arrangements for travel, accommodation and supervision need to be assessed by the school and must comply with the NSW Department of Education's workplace learning procedures and standards.

Associated Documents

The following documents are required for any workplace learning placements. They can all be found on the Workplace Learning Policy - Implementation Details at:

<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>

- Student Placement Record
- Safety and Emergency Procedures Student Contact Card
- Prohibited Activities and Activities that Need Special Consideration
- The Workplace Learning Guide for Parents and Caregivers
- The Workplace Learning Guide for Employers

Other documents referring to Workplace learning, Q-fever, vehicle travel and overnight accommodation may also be required and can be found on this site.