



Education
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WORKPLACE LEARNING POLICY

INTRODUCTION

Following the introduction of the Child Safe Standards outlined in Ministerial Order 870, the College Workplace Learning Policy has been revised and expanded.

Standard 6 of Ministerial Order 870 requires schools to have in place strategies to ensure child safety in school environments. 'School environment' extends to learning environments where students undertake work experience, structured workplace learning and school based apprenticeships and traineeships with the authorisation of the school governing authority.

This policy is designed to be consistent with the provisions of the following Ministerial Orders and Acts:

- Child Safe 870
- Structured Workplace Learning 55
- Work Experience 382
- *The Education Training and Reform Act 2006*

WORK EXPERIENCE AND STRUCTURED WORKPLACE LEARNING

As defined by the Department of Education and Training, work experience is “part of the schools’ educational program where students experience the world of work, often for the first time. It is the short-term placement of secondary school students with employers, to provide insights into the industry, and the workplace in which they are located. Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.”

Structured Workplace Learning “provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of the VCE or the VCAL, VCE Industry and Enterprise or VCAL units.”

Ministerial Orders 382 & 55 must be complied with and provide an operational framework for the provision of work experience and structured workplace learning. Wellington Secondary College complies with these Orders by:

- Ensuring that prior to the commencement of a work experience or structured workplace learning placement the correct Arrangement Forms are used and are signed by all parties: the employer, student, parent/guardian and the Principal. Employers are provided with a copy of the signed Arrangement Form prior to the student commencing his/her placement, as are the students.

- The Work Experience and Structured Workplace Learning forms require that the employer sign to indicate that they comply with occupational health and safety legislation and standards and will treat the student as if he/she were an employee. Additionally, they sign to indicate that risk assessment and management has been undertaken, including to provide the necessary induction and training and to only assign tasks to the student that are appropriate given their level of competency, maturity and physical capabilities. The employer must also nominate a supervisor who is the student's main contact in the workplace and who is responsible for the direct supervision of the student. Students and their parents/guardians and the employer cannot vary the details on the Work Experience Arrangement Form or Structured Workplace Learning Arrangement Form without consultation with the College. Similarly, an Arrangement cannot be cancelled without consultation.
- Students are not permitted to attend a workplace without having had their Arrangement Form signed by all parties.
- Employers will be mailed a copy of the completed Arrangement Form prior to the commencement of the placement, together with a copy of the 'Work Experience Guidelines for Employers: Ministerial Order 382', or the 'Structured Workplace Learning Guidelines for Employers: Ministerial Order 55', which outline the duty of care of employers and the requirements regarding safety and supervision of students. As a result of the implementation of the Child Safe Standards, employers will also be sent a copy of the fact sheet for employers, which has been developed by the Department of Education and Training (attached to this policy).
- Students working with animals in a placement must also complete the 'Students Working with Animals' form and have it signed by the Director of Student Pathways. The employer will also be sent a copy of this form. Students are also required to read the 'Work Place Hazards in Working with Animals' information sheet and will be provided with a copy of this information.
- No Wellington SC student aged under 15 years of age is permitted to undertake work experience or structured workplace learning. The Ministerial Orders do allow children under 15 to undertake workplace learning provided the employer has a Working with Children Check and a Child Employment Permit. However, at Wellington SC we have determined that younger students may lack the maturity to gain full benefit from the experience and are more vulnerable to harm.
- Students can only enter into work experience arrangements with states with which Victoria has a Reciprocating Arrangement.
- Students cannot exceed the limitations on the number of days of Work Experience permissible per term and per school year outlined in Ministerial Order 382.
- Students will not be permitted to undertake Work Experience or Structured Workplace Learning in any of the restricted industries outlined in the 'Revised Health and Safety Guidelines for Work Experience Students Aged 15 Years and Over' (DEECD January 2011).
- A Work Experience Coordinator (usually the Director of Student Pathways) will be assigned who will be available for students, employers and parent/guardians to contact during the work experience and structured workplace learning placements.
- Wellington SC will undertake to contact the student at least once whilst they are on Work Experience or Structured Workplace Learning via phone, email, text message or workplace visit. The student will have the contact details of the Work Experience Coordinator should he/she need to report any potential risk or an incident in the workplace.
- No student will be permitted to undertake workplace learning where there is any concern that the health, education and moral and material welfare of the student will suffer under the

proposed Arrangement or that the student will be subjected to any form of exploitation, harassment or unlawful discrimination during the course of the proposed arrangement.

- Students can only undertake workplace learning when the College is satisfied that the student has the capacity to undertake workplace learning without exposing themselves or others in the workplace to any unreasonable level of risk.
- The working hours of students undertaking Work Experience must not extend beyond the number of hours in a day which are normal working hours for a standard shift without overtime, for the industry in which the employer is engaged or fall between the hours of 11.00 pm and 6.00 am, or, beyond a time which is ten hours before the start time of a placement day or a school day which the student is expected to attend.
- The Director of Student Pathways will ensure that all students undertaking Work Experience or Structured Workplace Learning undertake and satisfactorily complete an OHS program prior to commencing the placement; and, with respect to a student with a disability or impairment, that where required, appropriate modifications to the delivery of an OHS Program will be made to ensure that the OHS Program meets the needs of the relevant Student. All Wellington SC students are required to complete the Safe@Work General Module test and an Industry Specific Module test prior to commencing Work Experience or Structured Workplace Learning. Year 10 students all undertake OHS/Safe@Work Training as part of their Health & P.E. classes.
- As part of this training students are empowered to speak up if ever they feel unsafe in the workplace during a Work Experience or Structured Workplace Learning placement.
- Students undertaking Structured Workplace Learning must be doing so as part of a VET Program within an accredited course of study and the student must have undertaken OHS training relevant to the workplace where the student will be engaged.
- Any Work Experience taken by an international student enrolled at Wellington SC will comply with the requirements of the student's visa.
- Work Experience will only be permitted to occur at times in the school year or over school holidays where the Director of Student Pathways is satisfied that the timing will not have a negative impact on the student's educational program at school and where there is a designated member of staff available to be contacted. Students are not permitted to undertake Work Experience or Structured Workplace Learning over the December/January school holidays, as per the relevant legislation.
- Students and their parent/guardians are responsible for travel to and from workplace learning.

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SBATs)

An SBAT is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week. The training plan arranged by the apprentice/trainee, their employer and the registered training organisation (RTO) and a representative of the student's school. At Wellington SC, this will be the Director of Student Pathways.

At Wellington SC we comply with the requirements of an SBAT by ensuring that:

- All training plans are only endorsed by the Director of Student Pathways where he/she is satisfied that: the student is enrolled in a senior secondary program (VCE or VCAL), that the student's study, training and work commitments form an integral part of the student's overall educational program and are consistent with the career aspirations outlined in the student's

career action plan, that the SBAT will not be detrimental to the student's overall education and the student is undertaking genuine paid employment under a Training Contract.

- Wellington SC informs the employer and RTO of any student issues that need to be addressed to minimise health and safety risk while attending employment or training.
- The Training Plan is entered onto VASS so that the student receives credit towards his/her VCE or VCAL.
- Employers must ensure that paid work is carried out under an appropriate industrial agreement that endorses part-time apprenticeships or traineeships and the student's work is supervised by a person with the skills and qualifications that enable the student to attain the skills outlined in the Training Plan.
- As in any employment situation, the employer must provide a safe working environment free from bullying, harassment and discrimination. However, Wellington SC will take measures to protect the student from harm and address issues as they arise. For example Wellington SC the Director of Student Pathways may seek information from an external agency such as VRQA and/or ASQA or Work Safe Victoria. The school might also refer the student to agencies such as the Fair Work Commission or the Victorian Equal Opportunity and Human Rights Commission for issues related to workplace rights, discrimination or sexual harassment.
- The RTO ensures that all trainers providing training services to the SBAT have undertaken a Working with Children Check, as required by the *Working with Children Act 2005*

This policy will be endorsed by College Council on an annual basis.

Adapted to meet Child Safe Standards – November 2016

This policy was last updated in March 2018 and is to be reviewed annually.