

# Workplace Learning Procedures

GUIDE FOR WORKPLACEMENT PROVIDERS

To be issued to workplace providers without alteration.

When signing the *Workplace Learning Agreement Form*, work placement providers certify that they have read and understood this document.

Referenced against the *Workplace Learning Procedures (2023)* Published date: January 2023

# WORKPLACE LEARNING

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You might be familiar with the term 'work experience'. Workplace learning is the name for work experience that reflects the more diverse benefits of workplace learning and the environments in which students learn.

Work placement, governed by the *Workplace Learning Procedures (2023)*, is a school assisted learning program for students at a worksite without the direct supervision of a teacher. Students will observe a variety of work as well as undertake supervised work appropriate to their age, maturity, capabilities and skill level.

Workplace learning provides students with valuable opportunities to develop employability skills, knowledge and attitudes in the context of real work environments. Work placement aims to build on their school's work and career education programs as well as other course work and career planning activities that assist students in their transition from school to work and/or further study.

## SOME BENEFITS FOR WORK PLACEMENT PROVIDERS IN ASSISTING WORKPLACE LEARNING

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Work placement providers have the opportunity to:

- be involved in the education, career development and training of young people
- enhance the training and mentoring skills of their own employees as they gain experience as workplace supervisors
- promote goodwill in the community through closer links with schools.
- promote the workplace skills and attitudes required/expected by employers in your industry area.

The school values your contribution to the education of its students and will contact, and where possible, arrange to visit during the placement to support you and the student.

## FOUR WAYS YOUNG PEOPLE MAY BE INVOLVED

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'Workplace learning' is a broad term that covers work placement programs including structured workplace learning and work experience.

### **Structured workplace learning (SWL)**

This is linked to a Vocational Education and Training (VET) program being undertaken by the young person. This program may be provided on the job, by a teacher or trainer in a school, or by another training organisation.

SWL will often require additional assessment to meet VET qualification needs.

### **Work experience**

This involves the young person taking part in a short-term industry placement, which will enhance their experience and understanding of a work environment and may help them choose a career.

### **Virtual work experience**

Involves students undertaking online simulated work tasks, where students engage directly with an employer. Activities that do not directly engage with an employer are not covered by the Workplace Learning Procedures (2023).

### **Work trial leading to apprenticeships and traineeships for school students**

Involves students undertaking placement with an employer who is offering either a school-based or full-time apprenticeship /traineeship. Work trials for the purposes of employment that are not linked to an apprenticeship or traineeship, are not covered by the Workplace Learning Procedures (2023) and cannot be endorsed by the school.

# PREPARATION BEFORE A WORK PLACEMENT

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Before young people start their work placement, the school will make sure the student has completed an appropriate workplace preparation program that covers aspects of the:

- *Work Health and Safety Act 2012 (SA)*
- *Children and Young People (Safety) Act 2017 (SA)*
- *Equal Opportunity Act 1984 (SA)*
- *Child Safety (Prohibited Persons) Act 2016 (SA)*
- *Fair Work Act 2009 (Cth)*

These Acts may be amended from time to time.

## **This preparation will cover:**

- the student's right to undertake their work placement in a child safe environment
- the student's roles, responsibilities and rights related to work health and safety in the workplace
- the insurance arrangements for the work placement
- the procedure to be followed if the student experiences unsafe workplace practices, bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable
- the purpose and goals of the work placement
- the particular requirements when working with children and vulnerable people
- any other specific requirements of the workplace provider eg specific industrial safety matters.

## **Students can only be placed in work placement where:**

- they are adequately supervised by the workplace provider
- they are safe and protected from harm (physical, psychological and emotional)
- the workplace provider holds appropriate public liability insurance.

# YOUR ROLE AS A WORK PLACEMENT PROVIDER

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## **Prior to work placement**

Ensure the *Workplace Learning Agreement Form* is completed by you and returned to the school, assist the school with the *Work Health & Safety Checklist* and contact the school if you have further questions.

## **Once work placement commences**

Work placement providers are asked to advise the school if any of the following occur:

- the student is unwell or injured at work
- the student is absent, late in arriving or seeks early dismissal
- the student displays inappropriate or unsafe behaviour
- there are requests to renegotiate approved work dates and/or times
- industrial action that may impact on the student.

## **Hours of work**

Where possible the work placement should occur during the normal working hours for the industry in which students are placed. If these working hours are unusual when compared with normal school hours, this will need to be negotiated between the work placement provider, the school and the student. Particularly if students are asked to work on weekends or during school holidays because the school still has a duty of care for their safety and wellbeing.

## **Payment**

Workplace Learning has a clearly defined purpose and should not be confused with paid employment. Schools need to be satisfied that its purpose is to support the student to gain skills and work towards their learning goals.

Students should not be undertaking the role of a paid employee, nor should they be exceeding the prescribed maximum number of work placement days.

Employers are not required to pay students any entitlements under the Fair Work Act. However, a host may elect to provide remuneration at their discretion and under no obligation.

### **Travelling**

It is the responsibility of the student to make arrangements for getting to and from the workplace. If travel in a work vehicle is required this should be noted on the *Workplace Learning Agreement Form in 2.4* and parents/carers permission provided.

### **Insurance**

All insurance, legal and industrial arrangements in relation to work placements exist on the understanding that an employment relationship is not established.

### **Working with family**

Direct supervision by family is not recommended.

### **Child safe environments**

All students have the right to feel safe and free from harm at all times during workplace learning. Work placement providers should ensure that all their employees are aware of the special responsibilities associated with working with young people and of the consequences of any abuse. Child protection legislation applies to students undertaking workplace learning programs.

Students must not be treated in a manner that may be psychologically harmful or that would constitute physical assault.

Examples of unacceptable conduct by a workplace provider or their employees include:

- deliberate exposure of students to the discriminatory or sexual behaviour of others
- inappropriate conversations and obscene language
- suggestive remarks and actions, including showing of publications, electronic media or illustrations which are inappropriately suggestive
- jokes and gestures of a discriminatory or sexual nature
- inappropriate personal correspondence with a student
- unwarranted and/or inappropriate touching of a student.

### **Work health and safety**

Students have the right to a safe and healthy workplace. Under the *Work Health & Safety Act 2012 (SA)* work placement providers must make sure the workplace is as safe as possible. This must include:

- an induction to the worksite
- safe work practices and training on the use of machinery and equipment
- providing personal protective equipment.

Also as part of the *Work Health & Safety Act 2012 (SA)*, the student as a worker is responsible for safety too. They must take care of their own and other's safety by following health and safety instructions, using protective equipment as required, reporting workplace hazards and cooperating with the work placement provider on health and safety issues.

### **Accidents/Injury**

If students are hurt at work they are covered by insurance as long as the *Workplace Learning Agreement Form* has been signed by all parties before they start in the workplace and school. Workplace providers are asked to contact the school if an incident occurs. The school contact details are listed on the Workplace Learning Agreement Form.

Students have been advised they must report any accident or injury to their work placement provider/supervisor as soon as possible, even if they think it is minor at the time.

Students may not be covered if the injury or damage was the result of their negligence or failure to follow clear and reasonable instructions.

### **If students feel uncomfortable about the work placement**

Students have been advised to discuss any problems or issues with the workplace supervisor. They will also speak with their nominated supervising teacher about such matters.

### **Remuneration**

Workplace providers are not required to pay students any entitlements under the Fair Work Act. However, a host may elect to provide remuneration at their discretion and under no obligation.

## **EXPECTATIONS OF THE STUDENT**

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To make the time spent on a work site a safe and valuable learning experience, students are required to:

- negotiate their work placement with their school representative
- arrange the completion of the *Workplace Learning Agreement Form* which includes a section for work placement providers and return it promptly to the school
- complete the school's program of workplace preparation and participate in a worksite-specific induction before commencing their placement
- conform to all the workplace rules and instructions from their work placement supervisor
- remember that while on work placement they are representing their school, therefore school policies and codes of conduct apply
- complete activities set by the school before, during and following the placement
- understand that the work placement may involve confidential and sensitive information that must be kept private
- wear appropriate clothing and/ or footwear/protective clothing/uniform as instructed by you
- ask for feedback from you at the end of the placement.

