

*Student
Info*

**A Guide for
Workplace Learning
For Students**

To be issued to students without alteration.

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

Referenced against the *Workplace Learning Guidelines 2015*

November 2015

Workplace Learning

Workplace learning occurs when your school assists you to undertake a learning program at a worksite without the direct supervision of a teacher. You will observe a variety of work as well as undertake supervised work appropriate to your age, maturity, competence and skill level.

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

Workplace learning is a chance for you to learn outside of the classroom. It can help you learn about what employers expect, what responsibilities workers have and can also help you to make decisions about your future career options.

Workplace learning is undertaken as part of the school curriculum and is governed by the *Workplace Learning Guidelines 2015*.

Two Ways You May be Involved

Structured workplace learning (SWL)

This involves an integral link to the Vocational Education and Training (VET) program that you are undertaking. This program may be provided wholly on the job, by a teacher or trainer in a school, or by another training organisation.

Work experience

This involves a short term industry placement, which aims to enhance your experience and understanding of the work environment informing your career development.

What Preparation Must You Complete Before a Work Placement?

Prior to attending work placement, your school will ensure that you undertake an appropriate program of workplace preparation that deals with relevant issues from the:

- *Work Health and Safety Act 2012*
- *Children’s Protection Act 1993*
- *Equal Opportunity Act 1984*

This program will include information about:

- ❖ your right to undertake your work placement in a child safe environment
- ❖ your roles, responsibilities and rights related to work health and safety in the workplace
- ❖ insurance arrangements and implications for this work placement

- ❖ the procedure to be followed if you experience illness, injury, unsafe workplace practices, bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes you feel unsafe or uncomfortable
- ❖ the purpose and goals of the work placement
- ❖ particular requirements when working with children and vulnerable people
- ❖ any other specific requirements of the workplace provider eg. industrial safety issues.

You should only undertake a work placement where:

- ❖ you are adequately supervised by the workplace provider
- ❖ you are safe and protected from harm
- ❖ appropriate insurance is held by both the workplace provider and the school.

What You'll Need To Know Before A Work Placement

Hours of work

Where possible your work placement should occur during the normal working hours for the industry in which you are placed. If these working hours are unusual when compared with your normal school hours you need to discuss this with your teacher. This is particularly so if you are asked to work on weekends or during school holidays because your school still has a duty of care for your safety and wellbeing.

Travelling

It is your responsibility to make arrangements for getting to and from the workplace. If travel in a work vehicle during your work placement is required this will be noted on the *Workplace Learning Agreement Form*.

Pay and insurance

It is important that you are not paid or receive any material or other form of reward in relation to your work placement. All insurance, legal and industrial arrangements for your work placement exist on the understanding that an employment relationship is not established.

Working with family

It is not recommended for you to undertake a work placement with a family member.

Expectations of You

Child safe environments

You have the right to feel safe and free from harm at all times during workplace learning. Your parents/ caregivers as well as workplace providers are provided with a brochure about students undertaking workplace learning. These brochures contain information about work health and safety and child protection matters.

Additionally, you must not be treated in a manner that may be psychologically harmful or that would constitute physical assault. This would include pushing, grabbing or hitting you as well as berating, humiliating or belittling.

Workplace providers are required to ensure all of their staff are aware of the special responsibilities associated with working with school students.

Child protection legislation also applies to you while you are doing workplace learning.

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

You have the right to a safe and healthy workplace. Under the *Work Health & Safety Act 2012* employers must make sure the workplace is as safe as possible. This includes giving you an induction to the worksite, instructing you in the safe use of machinery and equipment, training you as a worker on safe work practices and providing you with personal protective equipment.

As part of the *Work Health & Safety Act 2012* you as a worker are responsible for safety too. You must also take care of your own and other's safety by following health and safety instructions, using protective equipment as required, reporting workplace hazards and cooperating with the Workplace provide on health and safety issues.

Accidents/Injury

You must report any accident or injury to your workplace provider as soon as possible, even if you think it is minor at the time.

You are covered by insurance if you are hurt at work as long as you are doing an approved workplace learning program. That means that your *Workplace Learning Agreement Form* has been signed by all parties before you have started in the workplace.

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

If you feel uncomfortable about the work placement

If you feel able, you should talk about your concern with your supervisor at your workplace. If the problem still continues or you do not feel comfortable talking with your workplace supervisor you should make contact with the teacher or staff member nominated by your school. Their contact details are listed on the *Workplace Learning Agreement Form*.

Expectations of You

The emphasis during work placement is always on trying to provide a safe, interesting and valuable learning experience.

This requires you taking responsibility for a number of arrangements including the following:

- ❖ negotiate your work placement with your teacher
- ❖ arrange the completion of the *Workplace Learning Agreement Form* and promptly return it to the school
- ❖ complete the appropriate program of workplace preparation and participate in a worksite-specific induction before commencing your placement
- ❖ behave as an employee while on placement, conforming to all the workplace rules and instructions from your workplace supervisor, including being punctual and notifying both the workplace and the school of absences
- ❖ remember while on work placement you are representing your school, therefore school policies and codes of conduct apply at all times
- ❖ complete activities set by the school before, during and after the placement
- ❖ understand that the work placement may involve confidential and sensitive information which must be kept private
- ❖ wear the appropriate footwear / protective clothing / uniform as expected by your workplace provider
- ❖ seek feedback from the workplace provider at the end of the placement and thank them for the opportunity.

For further information contact:

