

*Workplace
Provider
Info*

A Guide for
Workplace Learning
For Workplace Providers

To be issued to workplace providers without alteration.

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

Referenced against the *Workplace Learning Guidelines 2015*
November 2015

Workplace Learning

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

Work placement, governed by the *Workplace Learning Guidelines 2015*, 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, competence and skill level.

Workplace learning provides students with valuable opportunities to develop vocational 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 Workplace Providers In Assisting Workplace Learning

Workplace providers have the opportunity:

- ❖ to be involved in the education and training of young people
- ❖ to enhance the professional development of their own employees as they gain experience as workplace supervisors
- ❖ to promote goodwill in the community through closer links with schools.

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.

Two Ways Young People May be Involved

'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 wholly on the job, by a teacher or trainer in a school, or by another training organisation.

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.

Preparation Before A Work Placement

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

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

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 issues.

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 Workplace Provider

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.

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. This is particularly so 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.

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 as part of the work placement this should be noted on the *Workplace Learning Agreement Form*.

Pay and insurance

Students engaged in work placements must not be paid or receive a material or any other reward. 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

Work placement with family is not recommended.

Your Role as a Workplace Provider

Child safe environments

All students have the right to feel safe and free from harm at all times during workplace learning.

Workplace 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. This would include pushing, grabbing, pulling or hitting a student as well as berating, humiliating or belittling the student.

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.

Your Role as a Workplace Provider

Work health and safety

Students 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 an induction to the worksite, safe use of machinery and equipment, training students as workers on safe work practices and providing personal protective equipment.

Also as part of the *Work Health & Safety Act 2012*, 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 workplace provider on health and safety issues.

Accidents/Injury

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

If students are hurt at work they are covered by insurance as long as they are doing an approved workplace learning program. This means that the *Workplace Learning Agreement Form* has been signed by all parties before they start in the workplace.

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.

Expectations for the Student

To make the time spent on a work site a safe and valuable learning experience, a number of arrangements need to be made. Students are required to:

- ❖ negotiate their work placement with their teacher
 - ❖ arrange the completion of the prescribed *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 workplace supervisor
 - ❖ remember that while on work placement they are representing their school, therefore school policies and codes of conduct apply at all times
- ❖ 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 expected by you as the workplace provider
 - ❖ ask for feedback from you at the end of the placement.

For further information contact:

