

Department of **Education**
Learners first, connected and inspired



Workplace Learning

Policy



Workplace Learning Policy

1. Scope (audience and applicability)

This policy applies to principals of schools providing workplace learning programs, nominated workplace learning coordinators, students and parents and employers and workplace supervisors.

The Workplace Learning procedures include:

- Mandatory Workplace Learning Risk Assessment Checklist for Coordinators and any subsequent Risk Management Plan required to be completed prior to the placement occurring.
- Mandatory Work placement Agreement Form for each placement prior to commencement.
- Supporting documentation and advice for schools and employers.

The procedures **do not** include:

- Requirements for Vocational Education and Training (VET) placements.
- Paid work situations (including Australian School-based Apprenticeships).
- Industry Open Days and Industry Excursions.

2. Purpose

The purpose is to ensure that Workplace Learning Coordinators and Principals have a clear understanding of the Workplace Learning Procedures and mandatory requirements for placing students on a work placement.

3. Definitions

Parent:

Includes guardian/s or other person/s having the care and control of a child.

Workplace Learning

A student/s who observes and/or participates in workplace functions and activities in a workplace environment under the direct supervision of the nominated workplace responsible officer and without the direct supervision of an employee of the Department of Education (DoE).

Workplace Learning Coordinator

A role carried out by any employee of DoE who is nominated by the Principal to coordinate workplace learning for students. This role exists regardless of whether an external agency provides a workplace learning program service for the school or not.

Workplace Learning Risk Assessment Checklist for Coordinators

This is a mandatory requirement for each placement and allows the school to assess the level of risk and to determine if a more detailed Risk Management Plan needs to be developed.

Workplace Supervisor

An adult employee of a host workplace, acting in a designated supervisory capacity for the student(s) in workplace learning at that site.

4. Policy Statement

DoE provides workplace learning programs to assist students in the transition from school to work or further study. Work experience traditionally consists of a placement in a workplace where the student shadows or observes work activity.

5. Requirements

The requirements for this policy are set out in the accompanying Workplace Learning Procedures document.

6. Risk Management

The approach to managing the risks impacting on achievement of this Workplace Learning Policy are reliant on the strong governance and coordination model. The Principal is responsible for ensuring all staff with responsibility for placing students in the workplace are aware of and compliant with the requirements laid out in the Workplace Learning Procedures.

7. Associated Documents and Materials

Mandatory Documents for each Work Placement:

- Workplace Learning Risk Assessment Checklist for Coordinators
- Sample Risk Management Plan
- Workplace Agreement Form

Sample Documents:

Sample letters, forms and workbooks provided by schools to support Workplace Learning Coordinators are located on the DoE intranet:

Authorised by:	Paul Murphy
Position of authorising person:	Acting Deputy Secretary
Date authorised:	22/12/2014
Developed by:	Stuart Harvey
Date of last review:	18/11/2014
Date for next review:	30/10/2015
This document replaces:	Workplace Learning Guidelines
