WORKPLACE LEARNING GUIDE

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The Careers Office
20 February 2007
### Contact Details

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<tr>
<th>STUDENT'S NAME:</th>
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<td>Year:</td>
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<td>PLACEMENT DAYS &amp; DATES:</td>
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<td>Nominated Emergency Contact Person:</td>
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<td>Relationship to student:</td>
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<td>Emergency Contact &amp; After Hours Tel/Mobile:</td>
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<td>Medical condition / medication (if any):</td>
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<td>Medicare Number:</td>
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<td>Student’s Mobile:</td>
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### SCHOOL: ST PAUL’S GRAMMAR SCHOOL

| School Address: | 52 TAYLOR ROAD, CRANEBROOK NSW  |
| POSTAL ADDRESS: LOCKED BAG 16, PENRITH NSW 2751 |
| Tel | Fax | Mbl |
| 02 4777 4888 | 02 4777 4841 | 0403 190 120* |

| School Contact Name: | MR MIKE GEEVES |
| Position/Title: | Careers Advisor & Vocational Education Coordinator |
| E-mail: | michael.geeves@stpauls.nsw.edu.au or info@stpauls.nsw.edu.au |

| School Business Hours: | 8.30am – 4.30pm Monday to Friday |
Guide to Organising Placements

Important Notes:

1. This Workplace Learning Guide refers only to School-managed Work Placements and Work Experience.
2. For Private or Community Registered Training Organisation (P/C RTO) or TAFE managed Work Placements and Work Experience, students must follow the P/C RTO’s or TAFE’s guidelines and use their documentation.
3. Privately-organised and insured Work Experience may be arranged by students and their parents/guardians/carers directly with employers. NOTE: The School has no responsibility for, or in relation to, privately-organised/insured Work Experience.

1. WHAT are the Workplace Learning Programs at St Paul’s?

(a) HSC VOCATIONAL EDUCATION AND TRAINING WORK PLACEMENTS

- HSC VET Curriculum Framework courses – mandated minimum 70 hours over 2 years; usually 35 hours in Year 11 and 35 hours in Year 12.
- HSC VET Board Endorsed Courses may require an industry Work Placement.

NOTE: VET Work Placements are undertaken for enrichment only.

(b) WORK EXPERIENCE (OPTIONAL):

- Block release week (5 days) in specified term and non-term weeks, or as negotiated with the school
- Day release one-day-per-week or one-day-per-fortnight during school term

NOTE: 2nd option is, usually, available only to Year 10 students intending to leave school who are seeking an apprenticeship, traineeship or full-time work.

2. WHO organises School-approved Work Placement or Work Experience?

Students are responsible for:

All arrangements – including

- Contacting employers by phone (see guidelines below)
- Collecting necessary documents from the Careers Advisor
- Sending documents to employers
- Organising and undertaking Occupational Health and Safety (Construction) General Induction Training if placement takes/may take student onto a building construction site

What help does the Careers Advisor & Vocational Education Coordinator provide?

- Necessary documents
- Discussion about options
- Access to Careers Office phone, if needed
- E-mailing documents to employer @ student request – student provides employer e-mail address
All costs – including
- Travel*
- Meals
- Occupational Health and Safety (Construction)
- General Induction Training

*CONCESSION TRAVEL:
Students 16 years or older require a RTA Proof-of-Age Card for train and bus concession travel.

NOTE: No Card, no concession travel

Cards available from the Student Office.

All completion and return of necessary documents before attending placements – to activate School’s insurance cover. The necessary documents are:

1. Student Placement Record 1 (SPR1) – Student Details; Parent/Guardian/Carer Consent & School Approval
2. Student Placement Record 2 (SPR2) – Host Employer Details (Student completes Student Section)

3. WHEN can students do their VET Work Placements or Work Experience?

VET Work Placement:
- Last week of Term 3
- 1st week of December-January school holidays (2 weeks before Christmas)

Work Experience (optional):
- Last week of April school holidays
- 1st week of June-July school holidays
- Last week of Term 4 (last week of school year)
- 1st week of December-January school holidays

NOTE: Year 10 school-leavers may negotiate other dates during the year if attendance may assist their apprenticeship, traineeship or employment plans.

4. WHAT do students take with them to their placement?

Students should collect the following documents to take with them to their placement:

WORKPLACE LEARNING DOCUMENT TO TAKE TO PLACEMENT

a. Letter of Introduction and Certificate of Appreciation – to give to the Host Employer.

b. Host Employer copy of the Student Placement Record (SPR1 & SPR2).

c. Employer Report – for the employer to complete at the end of the placement and return to the student for their retention as evidence of their workplace learning. Year 11 & 12 VET students need to show this Report to their VET teacher.

d. Student copy of the Student Placement Record (SPR1 & SPR2).

e. Workplace Learning Journal – to be completed whilst on placement, shown to the HSC VET teacher (by Years 11 & 12 VET students only) & then retained by the student.

f. Emergency Information (included in the Workplace Learning Journal) – outlines the reasons why a student may need to terminate attendance at a placement and what to do if sick or need to absent for some of the placement.

g. Student Evaluation Form (included in the Workplace Learning Journal) – to be completed by the student and returned to the school.

5. WHO is responsible for student Duty-Of-Care during placements?

The School, Host Employers, and Parents/Guardians/Carers share the responsibility for student duty-of-care.

NOTE: See Guide for Employers, Students and Parents/Guardians/Carers below for details.
Guidelines for Contacting Employers by Phone

Follow the procedure below when contacting employers by telephone to arrange Work Experience or a VET Work Placement:

1. Speak politely and clearly (don't mumble into the phone).
2. Ask to speak to the person responsible for school work experience.
3. Introduce yourself as a student at St Paul's Grammar School Penrith seeking work experience or a VET work placement.
4. Upon a positive response, ask for the following information:
   a. Their name and postal address – for mailing (with a cover letter) the necessary documents OR
   b. Their name and e-mail address – for e-mailing the necessary documents OR
   c. Their name and street address – for hand delivering (with a cover letter) the necessary documents.
5. Also, ask them politely to complete and sign the Employer Section of the Student Placement Record 2 and return-mail it to your Careers Advisor as soon as possible.
   NOTE: Before sending the Workplace Learning Guide and the Student Placement Record 2 (SPR2) to the Employer, make sure you have completed the Student Section at the top of the SPR2.
6. Always thank the person for their time regardless of whether they can take you or not.

NOTE: Copies of the necessary documents are available from the Careers Advisor OR from the Workplace Learning sub-folder in the Careers Folder on the <studentpublic> server.

Example of a Cover Letter

Mr (or Ms) Name
The Manager (or Human Resources Officer or Personnel Officer)
New Age Pty Ltd
10 Progress Avenue
FUTUREVILLE NSW 2999

Dear Mr (or Ms) Name

Further to our recent telephone conversation requesting work experience or work placement, please find enclosed a copy of the School's Workplace Learning Guide, which includes a sample of the School's Insurance Certificate of Currency, and a copy of the Student Placement Record 2 – Host Employer Details.

Please return-mail the completed and signed Student Placement Record 2 to the Careers Advisor & Vocational Education Coordinator as soon as possible.

Yours faithfully

(Your signature)

Your printed name
Your postal address
Your telephone number & facsimile number
Your email address
Date
Guide for Employers, Students & Parents/Guardians/Carers

What is Workplace Learning?

Workplace learning is a part of the School curriculum. Participation in workplace learning encourages young people to gain practical experience of workplaces and learn industry and workplace skills as part of their studies. There are two types of workplace learning programs offered at St Paul’s Grammar School (hereafter, the School):

1. Industry work placements. These are mandatory for all HSC Vocational Education and Training (VET) Curriculum Framework (CF) courses – Business Services, Construction, Entertainment, Hospitality, Information Technology, Metal and Engineering, Primary Industries, Retail and Tourism. They may be included or required for other HSC VET courses endorsed by the NSW Board of Studies (BECs). HSC VET CF students usually complete two week-long blocks over two years, each placement usually being with a different employer.

2. Work experience approved by the School for a block week; or for one-day-per-week or fortnight for students exploring future traineeship, apprenticeship or employment options. The School may also approve other forms of work experience, for example, a block week.

What are the main benefits of Workplace Learning?

FOR STUDENTS:
* Observe a variety of work being done.
* Undertake supervised work appropriate to their skill level.
* Ask questions about the workplace.
* Gain skills related to being at work.
* Gain first hand knowledge of a particular occupation.
* Gain or further develop specific industry skills.
* Learn how enterprises work and how to be enterprising.
* Find out about training and employment opportunities.
* Fine-tune their career planning and career aspirations.

FOR EMPLOYERS:
* Participate in the education and vocational training of young people.
* Encourage interest in their industry.
* Input into developing a skilled workforce with the attitudes they want, especially in their industry.
* Identify young people with potential.
* Raises the profile of their enterprise and develops more links for them with the local community.
* Provides staff with good opportunities to increase their supervisory skills. For example, by developing and delivering the company’s/organisation’s induction for students and acting as a coach or mentor for students while they are on placement.
Legal Requirements

ARE STUDENTS PAID?
- No. Students are voluntary workers and should not be paid. Any payment to the student may invalidate the School's insurance and indemnity arrangements.

The only exception is where a student uses their current employment to fulfil a mandatory HSC VET work placement requirement. This arrangement must be negotiated with the employer and approved by the School and where relevant by the Private or Community Registered Training Organisation (P/C RTO). In this case the student is not a voluntary worker and the employer's insurance arrangements apply to the student.

What about insurance and indemnity?
The School carries Australia-wide 24-hr 7-days-a-week insurance cover with AON Insurance Services for students attending workplace learning (see Sample below).

Employers are expected to have current public liability coverage as a standard business practice.

The School indemnifies employers participating in approved workplace learning programs for any amount which they may be legally liable to pay for:
- injury to students arising out of an approved workplace learning program, up to the limit of the School's current ‘Student Work Experience Student Personal Accident’ insurance cover; and
- property damage or personal injury to third parties caused by students or school staff in approved workplace learning programs, up to the limit of the School’s current “Student Work Experience Public Liability’ insurance cover of $100,000,000.00 provided that:
  - any claim or claims made against an employer in respect of a student participating in, or in respect to property or personal injury to third parties caused by a student or teacher in, an approved workplace learning program is immediately notified to the School.
  - The School has full conduct and control of the claim against the employer as is normal practice for the party providing the indemnity.
  - The employer cooperates fully with the School and the School's legal representative/s in the conduct of the claim.
  - In the case of student injury, the employer has complied with occupational health and safety legislation.
  - Personal injury to an employee of the employer is excluded (this should be covered under worker’s compensation arrangements).
  - The injury to the student, or the damage or injury to third parties, does not stem from a lack of instruction or supervision by the employer.

NOTE: Employers will need to contact the School about any compensation claim for damage to their property, the property of an employee or property in the employer’s physical or legal control. The School will consider favourably, and within the limits of its insurance coverage, such claims provided that:
- Any claim for compensation is immediately notified to the School.
- The employer cooperates fully with the School and the School’s legal representative/s in the investigation of the claim.
- The damage does not stem from a lack of instruction or supervision by the employer.

NOTE: These insurance and indemnity provisions do not apply where:
- Workplace experiences are arranged privately between students, or parents/guardians or carers and employers, and without gaining the final signed approval of the School, or where relevant the P/C RTO.
- P/C RTOs delivering training to students arrange workplace learning activities for students within their organisation, for example, an aviation company providing placements in their hangar. The insurance and indemnity arrangements of the P/C RTO apply to student placements within their own organisation.
- P/C RTOs delivering training at their training site to St Paul’s Grammar School students arrange workplace learning activities for
students under their own authority and auspices as part of the delivery of the training. The insurance and indemnity arrangements of the P/C RTO apply to student placements organised directly by the P/C RTO.

What happens if a student is injured?
- Seek medical help immediately.
- During business hours, contact the School, or where relevant the P/C RTO, and the parents/guardians/carers depending on the seriousness of the injury.
- After normal business hours, contact the student’s parents/guardians/carers or the person nominated by them as their emergency contact.
- Ask the doctor attending for a medical certificate.
- Use the student’s Medicare number; do not treat as a workers compensation claim.
- For students ineligible for a Medicare number, please ask if they wish to contact their general practitioner (GP). Contact via emergency contact details on the Student Placement Record.
- Complete a written report of the accident and forward it to the School, or where relevant the P/C RTO. The report must include a full statement from the student, the supervisor and relevant witnesses.

NOTE: All claims for injury, loss of property or damage to property should be referred to the School, or where relevant, the P/C RTO.

IS THERE PAPERWORK? WHO HAS TO SIGN IT?
- Yes. Students, parents/guardians/carers, and the School must sign the Student Placement Record 1 (SPR1).
- Employers must sign the Student Placement Record 2 (SPR2 – student completes the Student Section).

NOTE: No signed SPR, no School insurance cover and employer indemnity.

ARE THERE ANY SPECIAL INDUSTRIAL CONDITIONS?
- Yes. Students must be 14 years or over; but under 15s restricted to 7am – 6pm
- No child to work on dangerous machines.
- Students not to replace regular (full-time, part-time, casual) employees.

NOTE: Students, and school staff, engaged in workplace learning are covered by all relevant safety, health and welfare legislation that protects employees.

How does an employer ensure their workplace is safe for students?
It is important that employers and their staff supervising students are aware of and are prepared to do the following while hosting students:
- Provide a safe and positive environment compliant with the NSW Occupational Health and Safety Act 2000 and Anti-Discrimination and Equal Employment and Opportunity legislation. For more information contact WorkCover on 02 4321 5000 or www.workcover.nsw.gov.au and the Office of Industrial Relations on 131 628.
- Provide activities and skill development tasks appropriate to the student’s skill level under supervision of a capable and trustworthy employee briefed for the task.
- Ensure that special needs students, particularly those with a disability, are appropriately supported in the workplace. Some adjustments may be needed to accommodate their special needs. This should be done in consultation with School, and where relevant P/C RTO, personnel and parents/guardians/carers.
- Identify areas of risk and implement strategies to eliminate or minimise risk associated with
activities undertaken by the student. These are to be identified on the Student Placement Record.

- Provide appropriate information, instruction, training and on-going supervision to ensure the student’s safety during the placement.
- Provide a workplace induction including relevant safety matters to orientate students at the beginning of the placement. See under Employer responsibilities relating to workplace learning for advice on inducting students.
- Provide personal protective equipment (PPE) where required and training in its correct use.

### Occupational Health and Safety issues / risk management procedures

Employers are expected to manage OHS in their workplace, and to conduct a general induction for students on the first day of a placement, in compliance with the following procedures (by answering the following questions in the affirmative etc, which is assumed):

#### POLICIES:
- Do you have copies of your current OHS policy, procedures and workers’ compensation insurance?
- Do you have OHS policies and procedures, including OHS consultative statements, incident report forms and emergency and first aid procedures relevant to the nature of your operations, and how are they implemented?
- Do you copies of bullying and harassment policies?

#### ROLES AND RESPONSIBILITIES:
- Do you have an understanding of all the relevant OHS Acts, regulations and codes of practice, including regulations and guidance material relating to hazards and other identified risks present in your workplace?
- Are you aware of the responsibilities of both the School and the employer to ensure a healthy and safe workplace for the student and fellow workers?

#### RECORDS:
- How will dangerous occurrences or incidents be recorded?
- Have the records of any previous student placements been maintained, including details of induction, training, incidents and injuries?

#### TRAINING:
Have you developed an induction program specifically for workplace students and does it include the use of appropriate personal protective equipment and hazard and other risk identification?

#### SPECIFIC ACTIVITIES:
- Are there hazard and other risk identification, risk assessment and control procedures in place?
- Is there a legible, easy to understand emergency evacuation plan displayed in the workplace?
- Are emergency exit signs displayed?
Please note: By signing the Student Placement Record 2 the employer declares their compliance with (1) the OHS and risk management procedures/practices outlined in or inferred/implied by the above questions (which expect answers in the affirmative), (2) all relevant state/territory OHS regulations and codes of practice, and (3) any legal requirement to conduct an OHS induction for students on the first placement day.

Working with children

- Comply with child protection laws.
- Ensure all staff are aware that they must conduct themselves appropriately with children and young people at all times. Examples of unacceptable conduct by employers or their employees would include any initiation activities or horseplay directed at or involving the student; physical or verbal abuse of students; inappropriate conversations of a sexual nature; suggestive remarks; jokes of a sexual nature; showing sexually suggestive publications, electronic media or illustrations; unwarranted and/or inappropriate touching; personal correspondence with students regarding sexual feelings for the student.
- Indicate on the Student Placement Record that as far as known there is nothing in the background of any staff member or other person who will have close contact with the student that would make them unsuitable to work with children and young people. The employer's judgment is made in good faith, based on their day to day knowledge of the conduct and services of the people with whom the student will be working. For this purpose employers are not required to undertake background checks.
- As required by the child protection legislation, report any allegations about employee conduct to the NSW Ombudsman. Serious allegations must also be reported to the Department of Community Services and also in some cases to the NSW Police.
- Employers must report any allegations against an employee in the area of child protection to the Principal of the School, or where relevant to the responsible P/C RTO Manager.
- On completion of an investigation into an allegation of reportable conduct the School is also required to determine if a report of the employee’s name is made to the Commission for Children and Young People.

More information regarding working with children can be gained through the NSW Commission for Children and Young People on 02 9286 7219 or check@kids.nsw.gov.au.

EMPLOYER RESPONSIBILITIES relating to workplace learning

Before students start the workplace learning placement

Ensure that employees, including union representatives, understand the purpose of the workplace learning activity. Emphasise:

- Students are to be treated with respect and courtesy, just as they should treat the employer and their staff.
- The special responsibilities of working with young people relating to their safety, welfare and well-being.
- Students must not be used in place of regular paid employees.

Appoint an experienced staff member to coordinate the workplace learning program for students. A timetable of proposed student activities and the staff who will be supervising them is recommended.

Ensure that students have an appropriate and willing adviser or workplace mentor to turn to for advice and information. Where possible, a work space for the student should be identified.

Decide who will be responsible for inducting the student into the workplace and document what topics will be covered and how the induction will occur. Guidance about inducting students is provided below.

Complete the employer section of the Student Placement Record provided by the School, or where relevant the P/C RTO. Employers’ detailed answers will help the School, or where relevant the P/C RTO, to manage their duty of care to the students. The details also support employers by helping them satisfy relevant workplace obligations. Please note
re variation or cancellation of placement – The School, or where relevant the P/C RTO, or the employer (1) may agree, usually, in writing to vary or amend the placement as recorded on the approved Student Placement Record or (2) may terminate the placement as recorded on the SPR at any time by giving notice, usually, in writing.

Completion of the employer section of the Record becomes a record of the employer’s agreement to host the student and compliance with the relevant responsibilities.

The completed Record is to be returned to the School, or where relevant the P/C RTO, for its approval.

A completed and approved copy of the Record will be provided to the employer before the placement starts. This should be stored safely in case of an emergency and to prevent unauthorised access to the student’s personal details.

Ideally supervisory staff should be capable and trustworthy employees with good communication, delegation and interpersonal skills; briefed for the task; positive about supervising the student and with sufficient time to instruct and monitor the student and to provide constructive feedback. An experienced older employee or one used to supervise trainees may well be appropriate to supervise students.

During the placement

Ensure that students:

Are regarded as voluntary workers, not visitors. Refer to the Legal Requirements section above.

Complete a first day induction and orientation tour. Employers may wish to include relevant parts of the safety induction already provided to new workers. Students are inexperienced and vulnerable. The following points are very important from a student’s perspective:

- A welcoming introduction to the business and supervising staff, and mention of key managers. Students like to feel welcomed and valued.
- Opportunities for questions from students.

- A brief outline of what the business does, key clients and relationships, its mission and value statements and what the employer believes the business provides to customers, clients and the community. This helps students feel proud to participate and keen to contribute to the enterprise.
- An outline of the planned activities including any variations or choices and any related safety issues, any required personal protective equipment (PPE), no-go areas and excluded activities.
- The overall importance of taking safety seriously in the workplace, relevant safety concerns including manual handling and safety requirements in the organisation, and importantly, reasons for these.
- Expectations about behaviour, attitude and dress.
- Working hours and breaks; facilities and food outlets.
- A clear explanation of supervision arrangements for the student.
- What to do if first aid is required, emergencies occur or evacuations are required.
- A brief outline of the organisation’s policies on bullying, harassment and discrimination and what the student should do if any safety or other issues arise.
- Other relevant company policies, for example, confidentiality, making telephone calls, using e-mail.
- Any medical or other circumstances that need to be noted.

Also ensure that students:

Work the normal hours of the industry (except where there are age restrictions. Refer to the Legal Requirements section above).

Have a range of appropriate and interesting work tasks and are encouraged to ask questions.

Are always supervised in the workplace. Do not assume previous experience.

Are trained and closely supervised if the student is expected to operate equipment or machinery. A simple checklist of the safe operation and handling of the equipment should be provided to the student
and used in the training and supervision of the student.

Do not undertake any prohibited activities. Students must not undertake any of the following activities during workplace learning:

- Use of machinery or equipment which is dangerous for new or young workers to operate, unless each of the following occurs:
  - The activity is first risk-assessed as suitable for student operation by the employer.
  - The student has been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment.
  - The equipment is in safe working order, complete with required safety devices or guards.
  - A suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides ongoing close supervision.

- The service of alcohol unless the student is over 18; the activity is essential to the placement and has been agreed to by the School or the P/C RTO and the student has completed the Responsible Service of Alcohol (RSA) Training Course.

- Travel by helicopter.

- Air travel on charter flights and aircraft other than those providing a regular public transport service (that is, on a regular route with paying passengers).

- Travel outside the 12 nautical mile limit at sea.

- Scuba or deep-sea diving.

- The following ‘high risk construction work’ as defined in the NSW OHS Regulation (2001): construction work in tunnels or involving the use of explosives or work in and around gas and electrical installations; near traffic or moving plant, or demolition work other than simple stripping of walls etc.

- Any excavation work at a depth of one metre or more; at a depth under one metre without direct supervision by a competent person; near utilities.

- Work on caissons or coffer dams (permanent or temporary structures respectively, used to enable construction work in marine environments).

- Work on a roof.

- Any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity.

- Attendance at a site while chimney stacks or buildings are being demolished.

- Scheduled work as set out in Chapter 9 of the NSW OHS Regulation (2001), unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification.

- Any activity requiring a licence (for example, a driver’s licence), permit or certificate of competence unless:
  - The student already has the relevant current licence, permit or certificate.
  - The activity is directly related to the learning outcomes of the placement.
  - The activity is included in the Student Placement Record prior to approval.

NOTE: Students are not expected to drive their own vehicles while undertaking activities on behalf of the host employer.

- Any work of a sexual or explicit nature.

Managing particular high risk placements:

- It is important to carefully consider placements involving student operation of tractors or farm vehicles such as quad bikes, even where these activities are essential to achieving the outcomes of the placement.

- If the student does take part, he or she must have successfully completed a relevant formal training course or the related course competencies or have demonstrated substantial experience in the safe operation of such vehicles. The student still needs to be closely supervised.

- Students with little or no experience of these farm vehicles must not operate them unless:
  - The School, or where relevant the P/C RTO, is satisfied that the host employer can satisfactorily manage the activity for the student and can provide appropriate quality training and on-going close supervision.
– This occurs prior to the approval of the placement.

- No students are to drive any old or unregistered vehicles commonly known as ‘bush bashers’.

- Placements in meat processing plants are subject to mandatory requirements. Employers in the meat processing industry must contact the Australian Meat Industry Council (AMIC) on 02 9086 2200 for the information package to support school student workplace learning in meat processing plants.

- A pre-requisite for all workplace learning in the construction industry is student completion of the ‘OHS General Induction for Construction Work in NSW’ course. Note that some tools and activities that are common on building sites are not permitted or available for use by students due to the higher risks involved.

Do not undertake any activities requiring a licence, permit or certificate of competence unless the student already has the relevant licence, permit or certificate; the activity is relevant to the placement and the activity has already been approved by all parties before the placement.

Are given appropriate feedback and encouragement.

Have sufficient time to complete diaries, work placement journals or research projects provided by the School, or the P/C RTO.

Return to the School, or where relevant the P/C RTO, if the workplace is affected by industrial action.

If there are any difficulties during workplace learning programs, immediately contact the School, or where relevant the P/C RTO.

For HSC VET work placement, contact with the Local Community Partnership (LCP) might also be appropriate. The LCP will advise employers beforehand of arrangements.

Before students conclude their placement please

Complete the Employer Report (#1 General Comments is to be completed for all students; #2 Skills Audit is to be completed for HSC VET students only) supplied by the School (or the P/C RTO) and give to the student.

Ensure that any identification cards or property on loan have been returned.

Take time to provide the student with helpful and encouraging feedback.

EMPLOYER DECLARATION:

Host employers or workplace supervisors must affirm and acknowledge in writing (by completing and signing the Student Placement Record) prior to the commencement of the placement that:

- they have read this Guide and are aware of the employer’s rights and responsibilities, and those of the student, the parents/guardians/carers and the school, outlined in it, and the need to provide a safe and positive environment for the student, free from harassment and discrimination.

- they will provide planned learning and skill development activities appropriate for the student under the supervision of themselves or a capable and trustworthy employee briefed for the task.

- they confirm that the activities assigned are suitable for the student and that OHS risks have been assessed and managed in conformity with the Occupational Health and Safety Act 2000 (NSW).

- they will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and protective equipment where needed) throughout the placement.

- they acknowledge that the student will not be paid in relation to the placement.

- they will notify the School if the student is ill, injured, absent without explanation or behaving inappropriately.

- They are aware of the special responsibilities associated with working with children and young people as detailed in the section related to child protection in the Workplace Learning Guide.
They are not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.

- they have informed employees of their responsibilities when working with children and young people.
- they acknowledge that during the placement, they share in the school’s duty-of-care responsibility towards the student.

Please note: Return of the completed and signed Student Placement Record prior to the commencement of a placement is required in order to activate the School’s insurance cover and employer indemnity.

STUDENT RESPONSIBILITIES relating to workplace learning

You will need to:
- Show enthusiasm and initiative
- Accept and complete duties planned by the workplace supervisor
- Be willing to learn
- Listen to instructions and ask questions when unsure because it is better to ask a silly question than to make a silly mistake
- Assist in the planning of your program
- Accept and act on advice given by workplace supervisors
- Ask for jobs when you have nothing to do
- Be polite, courteous and well-mannered throughout the placement with all staff members
- Avoid distracting other employees unnecessarily from their work
- Dress appropriately to industry standards and the workplace.

You will be expected to:
- Be ready to start your placement on time each day
- Take only the allocated time for morning, afternoon tea and lunch breaks and return promptly to your work
- Contact your workplace supervisor and the School contact person immediately if you are unable to attend your placement
- Account for any absences to the workplace supervisor and the School contact person because you may be required to make up the lost hours at another time
- Attend your placement for the normal hours of work for that job, unless you have negotiated otherwise
- Should you be expected/requested to work additional hours to complete a task you should inform the School as well as your parents or carer to avoid unnecessary anxiety

You will be required to comply with any occupational health and safety and other risk management guidelines:
- You will be required to undertake Occupational Health and Safety General Induction training at your own expense and arrangement if your workplace learning placement is within the Construction industry or may involve you attending a building site as part of your placement
- You may be required to wear protective clothing and safety equipment
- You will need to take care to protect yourself and other employees by working a safe manner
- You need to report any accidents to your workplace supervisor and School contact person immediately
- You should notify your workplace supervisor if you see any hazards and other risks in the workplace

You may be exposed to information about the business and clients that will be confidential:
- You will be expected to maintain privacy by not repeating any of this information. In some cases, employers may want you to sign a confidentiality contract (a confidentiality statement is included in the Workplace Learning Journal, which you are expected to complete and sign)
- Find out from your workplace supervisor what is considered confidential. Please note: Some employers may require you to obtain a police clearance, particularly if some of your tasks include handling cash or valuables. Enquiries for a police clearance may be made at any police station.
What if there is a misunderstanding?
If there is a misunderstanding during your workplace learning placement you should discuss it with your employer or workplace supervisor first and then inform your School contact person. If you find it difficult to discuss the misunderstanding with the employer or workplace supervisor, speak to your School contact person.

Misunderstanding may include the following:
- Unsafe occupational health and safety practices;
- Inadequate supervision or learning opportunities provided in the workplace;
- Unreasonable work requests by the employer or workplace supervisor

What happens if you are in an accident at the workplace?
Make sure you are familiar with the procedures required. The following steps should be taken:
- Report it to the employer or workplace supervisor immediately
- Contact the School contact person as soon as possible
- Complete an Accident Report Form and give it to the School contact person
- Keep all the relevant medical certificates and accounts for any insurance claims that may be made.

Circumstances during the placement when a student must contact the School:
- Industrial action in the workplace which prevents them from continuing their placement
- Concern that you are being used to replace employees engaged in industrial disputes
- Illness preventing attendance at the placement (the employer should also be notified in this case)
- Genuine concern about safety in the workplace, including if a general induction to safety and emergency procedures is not conducted on the first day of a placement
- Concern about inappropriate employee behaviour and/or conversation in the workplace, including of a bullying and harassment nature, especially if directed at the student
- Concern about being requested or required to perform duties that may be inappropriate for a student on placement
- Concern that you are being used to replace a paid employee (full-time, part-time or casual), excluding employees who are on paid annual leave or sick leave, or reduce the hours which a paid employee would otherwise be paid to work

Arrangements for travel and meal, and costs related to attending a workplace learning placement:
- Students are wholly responsible for these arrangements and related costs
- Students may obtain an RTA Proof of Identity Card from The Student Office to enable them to travel on RTA buses and trains at concession prices.

STUDENT DECLARATION:
As a student on a workplace learning placement you are covered by the School’s insurance while you are in the workplace (providing the appropriate documentation (SPR) is completed and the School has approved the placement).

By signing the Student Placement Record, students are affirming and agreeing that they:
- have participated, as necessary, in pre-placement activities [including Occupational Health and Safety (Construction) General Induction training] to optimise their safety and achievement during their workplace learning opportunity and they are aware of their rights and responsibilities and emergency contact arrangements if needed.
- will perform their duties during the placement to the best of their ability; support occupational health and safety in the host workplace and comply with all reasonable directions of the host employer and their employees.
PARENT/GUARDIAN/CARER RESPONSIBILITIES relating to workplace learning

Encourage students to:
- Discuss their developing career interests and work preferences.
- Research preferred industries and related careers, for example – using the Australian national career information service website www.myfuture.edu.au.
- Discuss what they plan to learn from the placement and possible questions they might ask their supervisor or host employer.
- Find out what else the student needs to do to be ready for the placement. For example, completing pre-placement activities such as the ‘OHS General Induction for Construction Work in NSW’ course which is a pre-requisite for any placement in the construction industry.

Parents/guardians or carers can:
- Advise the School of any suitable placements they know about or could offer.
- Advise the School, or where relevant the P/C RTO, of any disabilities, medical condition, medication, allergies or restrictions affecting the student that should be taken into account, particularly if this might affect the safety and supervision of the student in the workplace. There is space to include this information on the Student Placement Record.

When a position has been confirmed, help students to find out about:
- Rescheduling other activities to give priority to their workplace learning.
- Clothing and any other requirements to undertake the placement, for example – enclosed footwear.
- Start and finish times (students are expected to work the normal hours of the position, but not before 7am or after 6pm if the student is under 15).
- What the student needs to know for the first day (travel arrangements, time of arrival, contact person).
- What meal facilities are available at the workplace, or do they need to take food with them.

During the placement encourage students to:
- Complete any assignments or learning journals.
- Speak to their nominated contact and the School immediately if there are any difficulties, for example – safety concerns, accident, injury, industrial dispute, harassment or bullying.

Discuss with students:
- How the organisation works, from their perspective.
- What are the education and training requirements of the job/s.
- What are the working conditions and the role of unions.
- Occupational health and safety (OHS) in the workplace.
- What are employees’ responsibilities and rights at the workplace.
- What the student is learning about his or her strengths, attributes and preferences for working in this field in the future.

After the placement:
- Discuss the employer’s report with the student.

PARENT/GUARDIAN/CARER DECLARATION:
By signing the Student Placement Record, Parents/Guardians/Carers are affirming that they
- Consent to their young person undertaking the placement outlined in this Student Placement Record. This is a requirement for the HSC VET CF course which is being delivered at the School, or where relevant by the private or community registered training organisation (P/C RTO).
- Have read this Guide and understand their role and responsibilities and those of their young person, the employer, and the School or P/C RTO outlined in it.
- Are aware of the contents of the Privacy Notice on the last page of this Guide.
- Agree to make themselves, or their nominated delegate (see above), available as a willing and reliable contact for their young person outside the school’s normal operating (business) hours of 8.30am – 4.30pm Monday to Friday in the event of an emergency. Where relevant, their nominated delegate has accepted these responsibilities.
- Have advised of any disabilities, medical conditions, medication, and allergies that may affect their young person’s safety during the placement.
- Consent to their young person receiving such surgical or medical treatment (including the administration of an anaesthetic) as may be deemed necessary by a qualified medical practitioner in an emergency if I can’t be contacted on any occasion where their young person becomes ill or is injured during the placement.
- Understand that placement in some organisations may require police screening of accepted applicants.
- Affirm that their young person has participated in any necessary pre-placement activities to optimise their safety and achievement during their workplace learning opportunity and they are aware of their young person’s rights and responsibilities and emergency contact arrangements if needed.
- Acknowledge that if their young person has access during the placement to information which is private and confidential, they are not convey to any person outside the host employer’s workplace knowledge or information of this kind.
- Consent, if and as necessary, to their young person travelling by motor vehicle with the employer or a designated employee to and from the placement and/or as required by the nature of the work.
- Acknowledge that their young person is responsible for all arrangements, travel, and costs related to workplace learning activities and any necessary preparation activities for them.

SCHOOL RESPONSIBILITIES relating to workplace learning
The School undertakes to ensure that:
- The student is prepared for the workplace by the school, within the limits of any syllabus requirements, practicality and duty-of-care obligations, to optimise the student’s safety and achievement during their placement.
- The employer, the student, and the student’s parents/guardians or carers are provided with a copy of this Workplace Learning Guide.
- The placement is supported in accordance with the guidelines set out in this Guide.
- All parts of the Student Placement Record have been completed and signed as required.
• The placement is suitable for the student. **Please note:** The School meets this responsibility by ensuring that employers acknowledge their responsibilities outlined in this Guide and declare their compliance with them and with all relevant state/territory legislation, OHS regulations and codes of practice, and child protection legislation through completing and signing the attached *Student Placement Record*, and returning same to the School prior to the placement.

• Contact with the employer is made by phone, or by a visit as and when necessary and/or appropriate and/or practicable or in response to the employer’s request. **Please note:** During placements, other teachers may assist the Careers Advisor & Vocational Education Coordinator in making telephone contact with, or visiting, students.

• Maintain appropriate insurance cover for students undertaking workplace learning activities.

• It holds the original signed hard copy of the completed *Student Placement Record*.

• Duty-of-care responsibility is provided, and shared with host employers and with parents/guardians/carers as follows:

  **Who is the School's duty-of-care contact person?**

  The Careers Advisor & Vocational Education Coordinator (unless the Principal nominates another staff member).

  NOTE: For HSC VET Work Placements that occur during the School’s specified weeks, the Careers Advisor & Vocational Education Coordinator exercises this responsibility on behalf of VET teachers, or where relevant P/C RTO trainers.

  The VET teacher, or P/C RTO trainer, remains responsible for any competency assessment during student work placement.

  **Who has responsibility for duty-of-care?**

  **The School:** 8.30am – 4.30pm Monday to Friday (School’s operating hours). Contact on Ph (02) 4777-4888

  **Host Employers:** During all times, hours and days the student is in attendance at work placement or work experience. See *Student Placement Record 2* for contact details.

  **Parents/Guardians/Carers:** All times, hours and days outside of the school’s operating hours. See *Student Placement Record 1* for contact details.

  **What is the School’s Duty-of-Care Person required to do when students are at placements?**

  • Make contact with students by phone at least once during the placement.

  • Workplace visits may occur – but are not required – before and/or during placements under certain circumstances and where practicable, especially for students with disabilities or who are otherwise vulnerable, or for placements in high risk industries.

  • Other teachers (for example, Tutors or VET teachers) may assist with fulfilling the school’s duty-of-care.
Privacy Notice

The information provided by students, parents/guardians/carers and employers on the Student Placement Record is obtained for the purpose of coordinating a workplace learning opportunity for the school student, including if enrolled in a private or community registered training organisation (P/C RTO).

St Paul’s Grammar School, and where relevant the P/C RTO, will use the information to meet duty-of-care and child protection responsibilities and to support the information needs of the student, employer and the parent/guardian/carer.

The Local Community Partnership (LCP) might access information related to HSC VET work placements but only with the approval of the Principal (or Principal’s Nominee), and where relevant the responsible P/C RTO manager.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the school, or where relevant P/C RTO, contact person in charge of student workplace learning. This school's contact person may be the Careers Advisor, Vocational Education Coordinator, HSC VET teacher, or another teacher appointed to this role.
Student Work Experience Certificate of Currency

In our capacity as Insurance Brokers to St Paul's Grammar School, Penrith Ltd we hereby certify that the undermentioned Insurance Policies have been renewed to the expiry dates shown below. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below.

A) Class of Insurance: Public Liability
Policy no.: QD1023390BFL
Expiry Date: 1st November EACH YEAR
Covering: Legal liability in respect of the Insured’s business as an Educational Institution.
Limit of Liability: $100,000,000
Situation: Anywhere in Australia and elsewhere in the world, as per policy.
Remarks: Policy extended to include special endorsement in respect of Students participating on approved workplace learning (eg, work experience, vocational or work placement) and/or community activity programs.

B) Class of Insurance: Student Personal Accident
Insurers: ACE Insurance
Policy no.: AGPA 00045 NSW
Expiry Date: 1st March EACH YEAR [following the expiry date of A) above]
Covering: Students whilst participating on approved workplace learning (eg, work experience, vocational or work placement) and/or community activity programs. Benefits as per policy.
Situation: Anywhere in the World

Yours faithfully,

Bob Valk
SENIOR ACCOUNT EXECUTIVE
Direct Telephone (61) 02 9683 0910
Email: bob.valk@aon.com.au
Aon Web Site: www.aon.com.au

NOTE: A copy of the original is available upon request.
The school’s public liability insurer indemnifies “employers” who participate in official and approved Workplace Learning (eg, Work Experience, Vocational or Work Placement) and/or Community Activity Programmes to the full extent of any amount which they may be legally liable to pay up to School’s policy limit:

The policy covers :-

- Injury to students arising out of work experience, vocational placement and/or community activity programmes.

- Damage occasioned to property or injury to persons caused by work experience, vocational placement and/or community activity students.
  The indemnity excludes claims for:
  (i) damage to an employee’s property
  (ii) personal injury in respect of injury to employees

- Damage to an “employer’s” property or property in their physical or legal control provided that the damage does not stem from a lack of instruction or supervision by the “employer”.

The following provisions will apply:

(i) any claim made against the “employer” is immediately notified to the school.
(ii) the school insurer has full conduct and control of the claim against the employer”.
(iii) the “employer” co-operates fully with the school insurer in the conduct of any such action.
(iv) the “employer” and school complies with all Work Cover Authority requirements for work experience, vocational placement and/or community activity programmes and observes any prohibited activities.
(v) the “employer” has provided appropriate and reasonable instruction and/or supervision with respect to the work experience, vocational placement and/or community activity programmes.
(vi) subject otherwise to the policy terms and conditions.

Deductible – Public Liability Policy subject to excess of $2,500 each and every claim.

NOTE: A copy of the original is available on request.