



SACRED HEART CENTRAL SCHOOL

WORK EXPERIENCE POLICY

PURPOSE

Work Experience programs allow students a brief experience of the world of work. This experience provides an insight to an occupation in which they have an interest. Work Experience is not related to a qualification or to a certification.

Students can experience at first hand the physical working environment, the duties and roles of particular occupations, the day-to-day requirements of employment and the expectations of employers. It also offers students a chance to compare their interests and abilities with the requirements of a particular job.

Work Experience involves participation by students in workplace situations while they are still attending school, with the purpose of assisting students to:

- gain generic and industry-specific competencies
- enhance their knowledge, skills and attitudes and
- manage the transition from school to further education, training and work.

POLICY

Principals and Work Experience Coordinators, employers, parents and students follow work experience /placement procedures outlined below.

Parents are advised of all actions relating to their child's Work Experience activity.

DEFINITIONS

Work Experience Placement

A Work Experience Placement is a student's short-term, unpaid participation in the workplace as a learner and as an observer. This forms part of a student's broad career development and is not required to be linked to a specific course of study.

Work Experience Coordinator

School based position responsible for coordination of Work Experience/Work Placement at the school level.

Workplace Supervisor

Industry based position representing the host employer and responsible for the supervision of the student on a Work Experience placement.

PROCEDURES

The Principal

Takes reasonable care to keep students undertaking Work Experience free from harm. Employers have responsibilities for the health, safety and welfare of employees and visitors to their premises but this does not exempt the school from their responsibilities.

Takes reasonable steps to ensure that students, staff, community partners, parents and carers, and host employers are aware of their responsibilities in the implementation of Work Experience.

Ensures that Work Experience Coordinators, host employers, students, parents/guardians are aware of the current provisions of the Catholic Schools Work Experience Insurance Cover.

Ensures that prohibited activities are not included in Work Experience programs. A current list can be found in the Work Placement/Experience Insurance Cover Statement distributed annually by NSW Catholic Education Commission.

Ensures that students are at least 14 years of age. Students under 15 years of age do not undertake workplace learning before 7:00am or after 6:00pm.

Arranges for teachers to visit students at least once during the program. If visits are impossible, students are contacted by telephone. School resources are directed towards visits to higher risk workplaces, for example, building sites. Where a visit is not logistically possible due to distance or resources, the required telephone contact for the same purpose is documented.

Ensures that each student on Work Experience has access, as needed, to a school contact person authorised by the Principal.

Ensures that any special needs of students, particularly those students with a disability, are appropriately supported in the workplace in consultation with school and parents/carers.

Can cancel the Work Experience arrangement at any time by notice in writing or verbally.

2. The Work Experience Coordinator

Provides work experience and insurance information and forms to employers, students and parents or carers including the Catholic Education Office expectations and requirements in connection with child protection.

Obtains written consent from a student's parent/guardian before the start of Work Experience (except in the case of students over 18 years of age).

Instructs students, prior to Work Experience about appropriate safety and health procedures.

Ensures students undertaking placements on building sites must have completed the National Occupational Health and Safety Induction White Card Training and obtained their license from the Office of Regulatory Services prior to entering the workplace.

Takes reasonable care in providing adequate preparation for the program and students receive positive encouragement and support to take up placement in non-gender stereotype occupations.

Conducts a pre-placement visit to all new workplaces (where possible) in regard to suitability for student work experience placements.

Obtains approval from the business organisation involved, the school and the relevant union (where required).

Contacts the Catholic Education Officer responsible for Work Experience/Work Placements in the case of interstate placements or where the student is required to reside away from home.

Ensures that all parties are aware that students do not receive payment in any way during their work experience placement.

Ensures that students are not placed with a parent or close relative except at the discretion of the Principal.

Postpones the placement if the firm is involved in an industrial dispute or stand-down. If the placement has already been made immediately withdraws the student until the matter is settled.

3. The Employer

Provides adequate supervision throughout the work experience.

Takes reasonable care so that students are not exposed to child protection risks.

Takes reasonable care to ensure that students are not exposed to health and safety risks while at the host employers place of work.

Conducts WHS induction on the students first day.

Complies with applicable anti-discrimination legislation.

Can cancel the Work Experience arrangement at any time by notice in writing or verbally. The employer ensures that the school and parent are notified immediately if a Work Experience placement is cancelled.

4. The Student

Is involved with an employer for one work experience placement period only, in any school year.

Exceptions to these conditions will only apply for students with a disability/special need or disadvantage when the length of the placement shall be determined in consultation with the CE Work Experience Coordinator and CE Learning Support Officer.

Attends a workplace, where possible, for the full working day, not school hours. Students under 15 years of age do not undertake workplace learning before 7:00am or after 6:00pm.

Reports immediately any child protection related concern, or any concern about occupational health and safety, discrimination, sexual harassment, harassment or bullying directly to the host employer supervisor and / or Work Experience coordinator and parent.

Report all accidents in the workplace to the host employer and the school Work Experience coordinator.

Complies with all safety instructions, policies and procedures including the wearing of protective clothing if required.

Informs the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs.

Holds contact numbers of their parents, Work Experience Coordinator and host employer supervisor with them at all times during their Work Experience.

5. The Parent/Guardian

Contacts the Work Experience Coordinator immediately if there are any concerns about the placement including concerns about supervision, safety, discrimination, harassment or bullying.

Assists the student in organising safe travel to and from the host employer.

6. Insurance

Persons concerned with Work Experience activities are made aware of the conditions Work Experience/ Work Placement Insurance Cover. A copy of the Insurance Cover and the Certificate of Currency made available to each student, parent/guardian and employer before the student begins a Work Experience activity.

The school must be immediately notified (within 7 working days) in writing regarding any incident which may result in a claim against the employer or the school. The school then notifies CEC,

NSW either directly or through the CEO Work Experience Administrator. Suspected spinal injuries must be notified to CEC, NSW within 24 hours.

All student workplace learning placements arranged privately, by parents or carers, not authorised and approved by the Principal or delegate are excluded from the insurance and indemnity provisions of the Catholic Education Office.

Students on workplace experience placement are classified as voluntary workers. Payment to students on learning work experience placement invalidates these provisions.

REFERENCES

Catholic Schools Work Experience Insurance Cover

NSW Department of Education and Training Workplace Learning Procedures and Standards 2011

Forms

Work Experience Agreement Form

Application for Interstate Work Placements for Students also Involving Accommodation Away From Home

Emergency Student Contact Card

Workplace Information and Suitability Form

Work Experience Information for Host Employers

Work Experience Information for Students

Work Experience Information for Parents/Guardians/Carers

Volunteer/Student Declaration <https://check.kids.nsw.gov.au/>

Child-Related Employment Declaration

http://www.ceocg.catholic.edu.au/publications/forms/prohibited_dec_act.pdf

Induction Checklist Building and Construction Industry

Host Organisation/Supervisor Feedback Form

Student Self Evaluation Feedback

Student Work Experience Log Book

Sample letter of Work Experience Placement to Employer

RELATED POLICIES

Child Protection Policy (CE)

Approved by:	School Board
Issuing Group:	Executive
Implementation Date:	2015
Supersedes Policy Dated:	NA
Revision Date:	2020
Contact Officer:	Principal