

601.1: Introduction

Southern Sydney Business Education Network (BEN) is a Work Placement Service Provider (WPSP) funded by the NSW Department of Education to support and coordinate mandatory work placements for students undertaking Higher School Certificate (HSC) Industry Curriculum Framework (ICF) Vocational Education and Training (VET) courses who are enrolled in all schools within the service region.

601.2: Policy Statement

Students who wish to source their own work placement venue must provide the required documents to Southern Sydney BEN within the prescribed timeframe (8 weeks prior to commencement).

601.3: Purpose / Objective

- To ensure timely service delivery standards
- To ensure availability, suitability and quality of venues.

601.4: Scope

This policy will apply to all schools / TAFEs who have work placements coordinated by Southern Sydney BEN.

601.5: Roles and Responsibility

- Student must download documents from www.southernsydneyben.com.au, Student Referred Venue. Click on Catholic School Forms or Department of Education Forms as appropriate and follow the instructions located in the package.
- Teacher must endorse the application and forward to Southern Sydney BEN within the required timeframe or process the application at school / TAFE level.
- Southern Sydney BEN will contact the host employer by phone to confirm details, date and suitability. A site visit will not be done by Southern Sydney BEN for a Student Referred Venue – duty of care is the responsibility of the school / TAFE
- Southern Sydney BEN will process the Student Placement Record and notify the teacher.

601.6: Monitoring, Evaluation and Review

This policy will be reviewed by the Executive Officer, Southern Sydney BEN on a regular basis. Any amendments or additions will be made as appropriate and reissued to all parties.

601.7: Associated Documents

Southern Sydney BEN policies and procedures are based on the following documents

- Funding Agreement for NSW Work Placement Coordination
- Vocational Education in Schools – Workplace Learning Policy
- Employers Guide to Workplace Learning – (Department of Education and Catholic Education Office)
- Parents and Carers Guide to Workplace Learning (Department of Education and Catholic Education Office)
- Student Referred Venue Package on the Southern Sydney BEN website

601.8: Authorisation

The Executive Officer, Southern Sydney BEN