

602.1: 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.

602.2: Policy Statement

When an arranged work placement is cancelled by the student / school, the Work Placement Coordinator must be notified in writing (either fax or email) as soon as it becomes known. This written notification must include the reason for cancellation. Rebooking a cancelled work placement is subject to the conditions outlined in Policy 603.

602.3: Purpose / Objective

- To minimise cancellations
- To improve management of all work placement cancellations and re-bookings
- To clarify the consequences for work placements cancelled without a valid / acceptable reason
- To reduce the negative impact of cancellations on host employers

602.4: Scope

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

602.5: Roles and Responsibility

- Student / parent to inform the school / TAFE of a work placement cancellation and the reason for the cancellation
- School / TAFE to provide written notification (fax or email) to Southern Sydney BEN of the cancellation including the reason for cancellation
- School / TAFE to request supporting documentation (e.g. Doctors certificate) for the cancellation as per their own policy
- Southern Sydney BEN to advise the employer of the work placement cancellation
- Southern Sydney BEN to assess the reason for the cancellation and make a determination on rebooking (see REBOOKING POLICY 603)
- Placements cancelled without a valid reason will not be rebooked / replaced.

602.6: 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.

602.7: 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)
- SWL – Rebooking Policy 603

602.8: Authorisation

The Executive Officer, Southern Sydney BEN