

### **603.1: 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.

### **603.2: Policy Statement**

Students who have cancelled an arranged work placement may be rebooked if their reason for cancellation was a valid one. Students who cancel an arranged work placement without a valid reason will not be rebooked by Southern Sydney BEN.

### **603.3: Purpose / Objective**

- To reduce the number of work placements cancelled without a valid reason. Valid reasons may include but are not limited to sickness, injury, misadventure and must be accompanied by the appropriate supporting documentation. Exceptional circumstances will be considered by the Work Placement Coordinator and will require documented evidence confirmed by an appropriate authority.
- Students who have had work placements cancelled due to unacceptable behavior or non-attendance will not be offered another work placement. Unacceptable behavior includes but is not limited to any behavior which is inappropriate, malicious, offensive, illegal or dangerous.
- To ensure students / teachers are aware of the consequences of cancelling an arranged work placement without a valid reason for cancellation
- To ensure that all students receive their mandatory work placement before multiple work placements are organized for any student
- To limit the inconvenience to host employers
- To ensure that students who do not comply with the standards are aware of the consequences of their actions
- To ensure that all schools have access to quality work placements

### **603.4: Scope**

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

### **603.5: Roles and Responsibility**

- Teachers must advise the Work Placement Coordinator in writing when an arranged work placement is cancelled. This written notification must include a reason for the cancellation.
- The Work Placement Coordinator will make a determination if the reason is valid and negotiate with the teacher to rebook the student. If the reason is not a valid one, the Work Placement Coordinator will not rebook the student. The school will decide what further action to take based on their individual policies.
- If a host employer cancels a work placement the effected student will be rebooked by Southern Sydney BEN
- If a re-booking is required the Work Placement Coordinator will negotiate a suitable date with the teacher
- Valid reason may include injury, illness or misadventure. All other reasons will be deemed invalid. Exceptional circumstances will be considered at the discretion of the Work Placement Coordinator.

### **603.6: 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.

### **603.7: 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 Cancellation Policy 602

### **603.8: Authorisation**

The Executive Officer, Southern Sydney BEN