

#### **604.1: 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 schools within the service region.

#### **604.2: Policy Statement**

The Work Placement Calendar will be set in Term 4 each year for the following year. All parties will be asked to nominate three preferred dates per VET class. The Calendar will be determined by considering school preferences and employer availability. Once the Work Placement Calendar is finalised schools can only change the dates after negotiating with the Work Placement coordinator.

#### **604.3: Purpose / Objective**

- To ensure that all VET teachers are involved in the scheduling of work placements for their students
- To ensure that the Work Placement Coordinator can schedule work placement groups over all weeks to avoid overloading the host employers
- To ensure all parties are aware that strict deadlines will be enforced to ensure there is sufficient notice to include dates in school timetables.
- To ensure that all parties are aware that if a conflict occurs the Work Placement Coordinator will negotiate with the affected teachers to ensure a satisfactory resolution
- To ensure that all schools are aware that dates need to be negotiated each year and that all schools are expected to reapply for their preferred dates each year.

#### **604.4: Scope**

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

#### **604.5: Roles and Responsibility**

- The Work Placement Coordinator will send a request form to all schools by the end of Term 3. This request will clearly state the return date.
- The Work Placement Coordinator will assess all requests and set the calendar. Accordingly, if schools cannot be given their preferred dates the Work Placement Coordinator will contact them to negotiate a mutually suitable solution.
- The Work Placement Coordinator will issue written confirmation to all schools
- The VET Coordinator at each school is responsible for checking the dates to make sure they do not clash with other school commitments and to include them in the school calendar / timetable. Any changes / amendments must be negotiated with the Work Placement Coordinator prior to the deadline.

#### **604.6: 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.

#### **604.7: 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)

#### **604.8: Authorisation**

The Executive Officer, Southern Sydney BEN