

605.1: 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.

605.2: Policy Statement

All students enrolled in an HSC ICF VET course who request a work placement venue from Southern Sydney BEN must register online by the given date.

605.3: Purpose / Objective

- To ensure that all students enrolled in a HSC ICF VET course have access to a quality venue for work placement
- To ensure Southern Sydney BEN have the students details so that the Student Placement Records can be generated
- To ensure Southern Sydney BEN have the student details so the SMS reminder messages can be sent and they can be contacted in the case of a cancellation by the employer after school hours.

605.4: Scope

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

605.5: Roles and Responsibility

- The VET teacher is required to ensure **all** Year 11 students requiring a HSC ICF VET work placement (arranged by Southern Sydney BEN) are registered **by the last day of Term 1** each year. Year 12 students only need to register if they did not do so in Year 11.
- The Work Placement Coordinator will send instructions to each school at the beginning of each year as well as one reminder mid Term.
- It is the responsibility of the VET Teachers to check all details are completed accurately, include any additional information, approve their students and that this is finalised by the due date

605.6: 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.

605.7: 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)
- Online Registration Checklists

605.8: Authorisation

The Executive Officer, Southern Sydney BEN