

606.1: 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.

606.2: Policy Statement

To ensure the continued improvement and quality of work placement venues, all stakeholders are asked to provide feedback.

606.3: Purpose / Objective

- To ensure Southern Sydney BEN are aware of any significant issues.
- To ensure Southern Sydney BEN can continue to monitor work placement venues and take action where necessary
- To ensure Southern Sydney BEN can provide feedback to all parties (positive and negative)

602.4: Scope

This policy will apply to all stakeholders.

606.5: Roles and Responsibility

- The Duty of Care for all work placement students is the responsibility of the school. Any serious safety or child protection issue should be managed by the school / TAFE immediately.
- Any significant issue should be brought to the attention of the Work Placement Coordinator at the first available opportunity
- VET teachers should ensure that all students complete the online survey as soon as possible after the completion of the work placement.
- Southern Sydney BEN will request information from VET teachers, Host Employers and students on a regular basis.
- The Work Placement Coordinator will act on any significant issues raised.

606.6: 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.

606.7: 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 surveys

606.8: Authorisation

The Executive Officer, Southern Sydney BEN