

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 suitability and quality of work placements offered to our schools / TAFEs, all new host employers will be inducted by a Southern Sydney BEN staff member.

606.3: Purpose / Objective

- To ensure the host employer is suitable to host work placement students and is aware of their responsibilities.
- To develop a relationship with the host employer and facilitate the completion of all mandatory documentation

602.4: Scope

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

606.5: Roles and Responsibility

- The Duty of Care for all work placement students is the responsibility of the school.
- Southern Sydney BEN staff will visit any new host employer and assess their suitability
- Southern Sydney BEN staff will facilitate the completion of all mandatory documentation

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)
- New Host Employer Induction checklists

606.8: Authorisation

The Executive Officer, Southern Sydney BEN