

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

Students with additional needs will be placed with suitable host employers who are able to accommodate their requirements and provide a quality work placement.

606.3: Purpose / Objective

- To ensure the host employer is prepared for the student and can make any necessary adjustments / arrangements to accommodate their needs.
- To ensure that the student is placed with a host employer who will give them the best possible work place experience

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 VET teacher must ensure that the students special requirements are discussed with the host employer prior to placement
- The VET Teacher must communicate with the Work Placement Coordinator to select a suitable / available venue that is willing to accommodate the students requirements
- Students and host employers must notify the school / TAFE if there are any issues
- If a suitable venue cannot be found, Southern Sydney BEN staff will notify the school / TAFE so other avenues can be explored

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)

606.8: Authorisation

The Executive Officer, Southern Sydney BEN