

## APPLICATION FOR STUDENT REFERRED VENUE

Students wishing to find their own worksite **must first consult their teacher** and then take a “**Student Referred Venue - Application Package**” to the host employer. The documents can be downloaded from the Southern Sydney Business Education Network (SSBEN) website: [www.ssben.com.au](http://www.ssben.com.au)

The package contains the following documents:

- **An Introductory Letter to Host Employers**
- **Host Employer Details Form**
- **Employers Guide Workplace Learning** (DoE schools) or
- **Employers Guide Workplace Learning** (Catholic schools)
- **Employer checklist**
- **Application for Student Referred Venue**

**All documents must be completed in full** and **signed by employer, teacher and parent.** The completed application should be returned to the VET Teacher / VET Coordinator and sent by email or post to SSBEN for processing. The VET Coordinator / VET Teacher will be notified by email whether the application has been successful. Students whose applications are unsuccessful will be required to accept an alternate venue provided by SSBEN.

Applications for *Student Referred Venues* **MUST** be received by SSBEN  
**no later than** 8 weeks prior to Work Placement commencement date.

EMAIL: [workplacement@ssben.com.au](mailto:workplacement@ssben.com.au)  
 POST: PO BOX 915, SUTHERLAND NSW 1499

**Please complete ALL details below and have signed by employer, parent and teacher before forwarding:**

- 1) **Application and**
- 2) **Host Employer Details** documents to SSBEN.

<b>Student name:</b>	<b>School:</b>
<b>Course:</b> Hospitality / Construction / Entertainment / IDT Business Services / Other _____	<b>Work Placement Dates: Term 1 / 2 / 3 / 4</b>  ____ / ____ / ____ to ____ / ____ / ____
<b>Employer Name:</b>	<b>Employer relationship to student:</b>
<b>Parent Signature:</b>	<b>Teacher Signature:</b>
<b>Date:</b>	<b>Date:</b>

## Student Referred Host Employer

Dear Host Employer,

**Southern Sydney Business Education Network (SSBEN)** is a not-for-profit Local Community Partnership that supports senior students in the Sutherland Shire, St George and Sydney regions by providing Structured Workplace Learning (SWL) opportunities as part of the Vocational Education and Training (VET) frameworks. The program is funded by the NSW Department of Education through the Board of Vocational Education and Training (BVET). SSBEN annually coordinates over 5,000 Work Placements.

Each VET course contains a mandatory component of 70 hours of work placement (students complete 35 hours in Year 11 and 35 hours in Year 12) as required by the NSW Board of Studies. The students need to satisfy these requirements of the HSC.

The courses are delivered at schools and TAFE colleges. These include: Hospitality, Tourism, Information Technology, Business Services, Retail, Financial Services, Construction, Metals and Engineering, Electrotechnology, Automotive and Primary Industry.

SWL is not work experience. Students are working towards achieving industry recognised competencies and will use their SWL to enhance the skills and knowledge learned in the class room in an industry setting. School schedules vary, but generally students attend work placement sites throughout the school year either as a 5-day block (35 hours) or one day per week over 5 weeks.

The objectives of work placement are:

For Young People:

- To enhance work readiness
- Improve practical skills with on the job training
- Provide firsthand knowledge of workplace practices
- Foster knowledge of career and training pathways
- Promote employment and training outcomes
- Network with local employers for current and future job vacancies.

For Industry and Community Partners:

- Promote local industries and associated career opportunities
- Ability to increase business profile within the community
- Assist with recruitment needs by sourcing potential local candidates
- Offer advice, support and mentoring to young people
- Opportunity to participate in special events and networks.

## Work Placement Procedure:

1. Please complete and return the **Host Employer Details** form. (You should have received a copy of the booklet '**An Employer's Guide to Workplace Learning**' with this letter. It contains information on your full insurance cover and details of all other work placement matters). An Employer Profile sheet will be created using this information about your business and will be forwarded to the student coming to your worksite.
2. Once SSBEN receives your completed Host Employer Details documents, we will contact you to confirm placement details and notify the school that you are available to take student work placement.
3. **Employer notification:** Once the student allocation to your work site has been finalised, you will be sent confirmation by email of the student's detail and the date of the placement. This notification will also include school details, teacher contact and phone numbers.
4. Students are notified of their work placement site by their teachers and will be asked to contact you one week prior to their placement to confirm their attendance, introduce themselves and to receive any final instructions.
5. **Assessment:** Employers are required to complete a brief (tick box) assessment sheet in the students Work Placement Journal on each student's general and industry specific competencies, as observed in their time with you.

Thank you for your interest in supporting our Work Placement Program. If you require any further information our website is [www.ssbent.com.au](http://www.ssbent.com.au) and there is a section specifically for employers involved with work placements. Alternately should have any questions, please contact us.

Regards

**Sharyn May**

**Work Placement Manager**  
**Southern Sydney Business Education Network**  
Ph: 9521 0506  
Email: [sharyn.may@ssben.com.au](mailto:sharyn.may@ssben.com.au)

## EMPLOYER CHECKLIST

**Thank you for hosting a student for their Work Placement. For your information:**

- ❑ The student will bring a copy of the **Student Placement Record** form on the first morning. **Please sign as your agreement to host the student.** Keep your copy on file and the student will take their signed copy back to the school / TAFE as a record of the work placement.
- ❑ The student should bring a copy of the **Workplace Placement Journal** and complete daily. Please sign each day the journal entries, the time sheet and complete the employer evaluation on the last day of the work placement.
- ❑ The student should bring and wear the **Emergency Identification Badge** during the work placement. If not appropriate to wear in your workplace ensure it is accessible for the student and for you as supervisor should there be a need to contact the school, TAFE, parent or emergency contact person.
- ❑ Notify Southern Sydney Business Education Network (SSBEN) or the school / TAFE contact if the student does not attend work placement on any day as scheduled. Changes to work hours need to be negotiated by the student before the work placement commences. Please notify the school, TAFE or SSBEN for any queries regarding student attendance hours.
- ❑ Provide the student an induction / overview of your workplace on the first day of the work placement. Include safety and WH&S information / procedures to the student. Notify the school, TAFE or SSBEN if students do not have the correct uniform, footwear or equipment.
- ❑ Ensure the student is allocated a supervisor and is supervised at all times.
- ❑ Provide and allocate suitable and appropriate tasks during the work placement.
- ❑ Contact SSBEN or the school / TAFE contact if there are any issues or concerns regarding the student's attendance, performance or attitude.
- ❑ Accidents procedures are outlined in the Employer Guide to Work Place Learning and on the back of the Emergency Identification Badge.
- ❑ Contact the student's parent / emergency contact, school / TAFE or SSBEN for notification of any accident or significant incident.
- ❑ For any queries contact:

**Sharyn May**  
**Work Placement Manager,**  
**Southern Sydney Business Education Network**  
**sharyn.may@ssben.com.au**  
**Phone: 9521 0506**

### Section 3: Host employer details

If more space is needed please attach the information.

Host business

Contact person

Address

Position

Provide details of workplace learning location if different to the address above

Contact number

Mobile

Email

Website

Type of industry

Main activity

Approx. years in current position

Approx. number of employees

Tick if you have hosted students for work experience or work placement in the last 12 months

Tick if you require contact from the school or student prior to placement commencement

### Supervision and student hours

Name of experienced supervisor, must not to be a trainee or apprentice

Position

Contact number

Start date

Finish date

Total no. of days

Total hours

Start time

Finish time

Break \_\_\_\_\_ If one day per week list day \_\_\_\_\_

For split shifts: Shift 1 start time

Finish time

Shift 2 start time

Finish time

Attendance Details:

### Activities and risk management

**Please note: These sections cannot be left blank**

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's standards.](#)

For a list of activities that students are **not to undertake** select the link : [Prohibited activities and activities that need special consideration](#)

List the activities to be undertaken by the student.

List activities that the student is **not to undertake**. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles.

List any risks to the student in planned activities, please be specific. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.

How will the listed risks be eliminated or controlled, eg. WHS induction first day, close supervision.

List any special conditions such as clothing, footwear, pre-training, vaccinations or transport.

**Host employer to read the following declaration and sign the document.**

- I have read the [Workplace Learning Guide for Employers](#) and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee (not apprentice/trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011 (NSW).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan (or relevant state or territory COVID safety plans).

Host employer signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal. Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning. The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected. You may correct any personal information by contacting the student's school.

# External VET (EVET) student placement record

The EVET student placement record must be completed and signed by the student, host employer, parent or carer, school and EVET provider before workplace learning can start. A completed copy must be provided to the host employer, parent or carer and student. The original is to be held by the EVET provider.

## Section 1: Student information

Placement with EVET provider     Host employer     Accommodation away from home is required

Student's name \_\_\_\_\_ School \_\_\_\_\_ Year (eg.10,11) \_\_\_\_\_

Date of birth \_\_\_\_\_ Student's mobile number \_\_\_\_\_

Email \_\_\_\_\_ Medicare number \_\_\_\_\_

Provide details of **any** medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.

Provide details of any support or adjustments to make the placement successful.

### *If more space is needed, please attach the information*

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Complete pre-placement activities
- Inform the EVET provider, school and the host employer if I am unable to attend the placement
- Follow all reasonable directions and will not share private, business or personal information
- Work safely and only in areas that I am allowed
- Stop work if I feel unsafe and report any issues or accidents to my supervisor, EVET provider and school as soon as possible
- Not use my mobile phone for any reason without permission except for reporting an incident or concern
- Contact school or my emergency contact if I feel unsafe or have any concerns.

Student Signature \_\_\_\_\_ date \_\_\_\_\_

## Section 2: School details

School \_\_\_\_\_ Address \_\_\_\_\_

Contact number \_\_\_\_\_ Nominated contact \_\_\_\_\_

Contact position \_\_\_\_\_ Contact number \_\_\_\_\_

- the student has been prepared for the workplace prior to the placement
- contact during business hours has been provided
- the host employer has been provided a copy of [The Workplace Learning Guide for Employers](#)
- student's parents/carers have been provided a copy of [The Workplace Learning Guide for Parents and Carers](#).

### Section 3: EVET provider details

EVET provider name \_\_\_\_\_ Contact person \_\_\_\_\_  
 Address \_\_\_\_\_ Contacts position \_\_\_\_\_  
 Email \_\_\_\_\_ Contact number \_\_\_\_\_  
 Type of industry \_\_\_\_\_ Main activity \_\_\_\_\_

The EVET provider has read *the Guidelines for the External Delivery of VET Courses to Secondary Students (EVET)* and undertakes to ensure that:

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- [The Workplace Learning Guide for Employers](#) is used by the EVET provider/host employer
- the student's parents or carers are provided with a copy of [The Workplace Learning Guide for Parents and Carers](#)
- if the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed & attached the travel form is completed, where relevant.

### Section 4: Host employer details, if different from EVET Provider

Host Business \_\_\_\_\_ Contact person \_\_\_\_\_  
 Address \_\_\_\_\_ Contact position \_\_\_\_\_

Provide details of workplace learning location if different to the address above

\_\_\_\_\_

Contact number \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

Tick if you require contact from the school or student prior to placement commencement.

### Supervision and student hours

Name of experienced supervisor, must not to be a trainee or apprentice \_\_\_\_\_  
 Position \_\_\_\_\_ Contact number \_\_\_\_\_  
 Start date \_\_\_\_\_ Finish date \_\_\_\_\_ Total number of days \_\_\_\_\_ Total hours \_\_\_\_\_  
 Students start time \_\_\_\_\_ Finish time \_\_\_\_\_ Breaks \_\_\_\_\_ If one day per week list day \_\_\_\_\_  
 For split shifts: Shift 1 start time \_\_\_\_\_ finish time \_\_\_\_\_ Shift 2 start time \_\_\_\_\_ finish time \_\_\_\_\_

### Activities and risk management

**Please note: These sections cannot be left blank**

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's standards](#).

For a list of activities that students are **not to undertake** select the link : [Prohibited activities and activities that need special consideration](#)

List the activities to be undertaken by the student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



List activities that the student is **not to undertake**. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles.

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List any risks to the student in planned activities. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.

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How will the listed risks be eliminated or controlled, eg. WHS induction first day, close supervision.

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List any special conditions such as clothing, footwear, pre-training, vaccinations or transport.

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### **Host employer to read the following declaration and sign the document.**

- I have read the [Workplace Learning Guide for Employers](#) and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011(NSW).
- I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section you are confirming your workplace is following NSW Health COVID-19 safe guidelines (or relevant state or territory COVID safety plans).

Host employer signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal. Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning. The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected. You may correct any personal information by contacting the student's school or EVET provider.

## Section 5: Parent/carer permission

Name \_\_\_\_\_ Relation to student \_\_\_\_\_

Contact number \_\_\_\_\_ Work number \_\_\_\_\_ Contact after normal business hours \_\_\_\_\_

Tick if the placement includes out of normal business hours. If ticked, please respond to either 1 or 2 below:

**1. Years 11-12** where relevant: I agree to be the contact for the student in the event of an emergency or:

I nominate \_\_\_\_\_ contact number \_\_\_\_\_ to be the reliable contact out of normal business hours. Their relationship to my child is \_\_\_\_\_ and they have accepted this responsibility.

**2. Years 9-10:** Contact arrangements must be negotiated with the Principal by the parent/carer and student.

The arrangements are: \_\_\_\_\_

- I have provided evidence of vaccination compliance as required by host employer (for information contact school)
- I understand if the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the student for the placement.
- The student has a current ASCIA Action Plan or individual health care plan and I consent to a copy being provided by the school to host employer eg health care plan cover sheet.
- Tick if the placement includes **overnight accommodation away from home**. I understand this will need special approval and additional documentation.
- I have read [The Workplace Learning Guide for Parents/Carers](#) and understand my role and responsibilities.
- I will immediately notify the school if I have any concerns and the school will follow up.
- I am aware of the contents of the Privacy Notice on Page 4.

By signing I consent to the student undertaking the placement outlined on this student placement record.

\_\_\_\_\_  
Signature of parent/carer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student (if over 18 parent signature not required)

## Section 6: School approval of the placement

- General construction induction card (white card) has been sighted where applicable.
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- The school has contacted the host employer where applicable. See check box page 2.

I am satisfied that all the above have been completed and all parts of this student placement record are complete and signed as required and the placement is suitable for this student.

\_\_\_\_\_  
*Signature of Principal/Nominee*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Nominee position in school*

## Section 7: EVET provider approval of placement

- The student has been prepared for the workplace by the EVET provider to optimise the student's safety and achievement during their placement.
- The placement is supported according to the Department's Workplace Learning Policy and Associated Documents and Forms.
- The EVET RTO will advise the school of any incidents affecting the safety of students, including near misses, while undertaking workplace learning. This will enable the school to implement the department's Incident Reporting Policy and Procedures. In accordance with the policy, incidents must be reported as soon as possible but within 24 hours.
- The student has been issued with a Student Safety and Emergency Contact Card and trained how to use it by the EVET provider in collaboration with the school.
- Documentation of medical information, vaccinations, support or adjustments will be provided and shared with the host employer where relevant. If the student is diagnosed as being at risk of anaphylaxis, the EVET provider has confirmed with the school that the parent or carer has provided an adrenaline auto-injector for their child for the placement.
- The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per parent/carers consent.
- The EVET provider will undertake a phone call or supervisory visit during the placement and follow up with the student after placement.

I am satisfied that all of the above have been completed and that all parts of this student placement record are complete and signed as required and that the placement is suitable for this student.

\_\_\_\_\_  
*EVET provider signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Position in EVET provider*



# The workplace learning guide for employers

Your guide to hosting students undertaking workplace learning programs from NSW public schools and External VET (EVET) providers

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“Work experience acts as a vital link between young people and the world of business, so it is my firm belief that employers should play their part to ensure young people’s first experience of work is both challenging and rewarding”

## 1. About workplace learning

This guide introduces you and your staff to student workplace learning.

It explains the workplace learning programs available in NSW public schools, the support available to employers, and your roles and responsibilities when hosting students in your workplace.

It also includes a summary checklist for employers to help guide you through the workplace learning process.

### What is workplace learning?

Workplace learning programs form part of the NSW secondary school curriculum. They enable students to spend a planned period of time in the workplace, gaining practical experience, informing their career choices and building their employability skills.

Workplace learning is available to students aged 14 and over. Students are generally placed in an industry of their choice, reflecting the type of work they plan to do after completing their studies. For some students workplace learning is their very first experience of the workplace while others are part-time workers.

### What kinds of workplace learning programs are there?

NSW secondary schools offer a variety of workplace learning activities. The two common types of workplace learning are work experience and mandatory work placement for students studying Higher School Certificate (HSC) vocational education and training (VET) courses. Most students have the chance to participate in at least one of these programs during their time at high school.

## Work experience

These programs are usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12.

Work experience provides a general introduction to the 'world of work'.

Young people are able to:

- observe a variety of work in an industry setting
- undertake supervised work appropriate to their skill level and learn the importance of working safely
- ask questions about the workplace
- identify skills or adjustments they may need to participate in workplace tasks
- gain important employability skills
- learn how enterprises work and how to be enterprising
- complete course assignments relevant to the industry or workplace
- find out about careers and training and employment opportunities
- fine-tune their career aspirations and career and transition planning.

## HSC VET work placement

Work placement programs are intended for students enrolled in Higher School Certificate (HSC) industry-recognised courses. These VET courses may be delivered by the school or by an External VET (EVET) provider.

- EVET refers to VET courses delivered to school students by a non-NSW public school provider eg. TAFE and other registered training organisations.
- EVET providers consult with schools to ensure placements are timely, appropriate and accessible for students' learning needs and wellbeing.

Work placement ensures students spend a period of time as voluntary workers in a relevant workplace. Employers supervise the students as they practise and extend the specific industry skills they have learned in their VET course work.

During their work placement, students work towards gaining specific industry competencies. These competencies are assessed by teachers. Students achieving competency receive an industry-specific VET qualification that is recognised throughout Australia.

**Work placement** is a mandatory HSC requirement for the following Industry Curriculum Framework (ICF) VET courses:

- Automotive
- Business Services
- Construction
- Electrotechnology
- Entertainment Industry
- Financial Services

- Hospitality
- Human Services
- Information and Digital Technology
- Metal and Engineering
- Primary Industries
- Retail Services
- Tourism, Travel and Events.

There are a number of Board Endorsed Courses (BEC's) that require the completion of mandatory work placement to meet HSC requirements.

## How long will the student spend in your workplace?

This varies. Students usually spend a week with an employer but shorter or longer placements are possible. Some students come to a workplace for half or one day per week for an extended period of time. VET students are generally required to complete two weeks of work placement over two years, each week with a different employer.

“Through workplace learning we get to see what young people are learning in their courses and the talent that is out there. It’s good for our industry.”

## The benefits for employers

Hosting students allows you to:

- participate in the education, career development and vocational training of young people in your community
- talk to students about your industry, its career paths and future directions
- promote the attitudes and skills you want in your workforce
- identify young people with potential for your industry
- strengthen your links with the community and raise your business profile
- increase the supervisory, training and mentoring skills of your staff
- give students knowledge of the value of work and raise the quality of those coming into your industry.

As you will see in this guide, there is plenty of support and resources available to host employers. If you have any queries or concerns, the school, EVET provider or Work Placement Service Provider (WPSP) can assist.

## 2. How workplace learning works

### Who organises the programs and work placements?

#### Work Experience

In the case of work experience, students may approach an employer directly for a workplace position and then submit the position to their school for approval.

## Work Placement

Where an EVET provider delivers a VET course, they arrange the related work placements in consultation with the school. For work placements the approach is mostly organised by WPSP. They are funded to negotiate and coordinate the mandatory placements.

## When can workplace learning occur?

Workplace learning is usually scheduled on weekdays during school terms. This can be varied for individual students in Years 11 and 12 with the approval of their school or EVET provider. For example, a student may wish to extend their skills by undertaking a placement during the school holidays. This does not include the December/January holidays. Restrictions apply to younger students in work experience programs. Students in Years 9 and 10 cannot undertake workplace learning during school holidays. Students under 15 years cannot work before 7am or after 6pm.

## Work Placement Service Providers

These local organisations coordinate HSC ICF VET work placements, liaising between schools or EVET providers and employers.

You will find they have considerable expertise and resources to help you provide quality work placements for students.

They will be able to assist you to complete the necessary documents and other essential information needed to support a safe placement.

Go to <http://workplacement.nsw.edu.au/wpssp.php>

## What is the procedure for a placement?

### Prior to the placement

- Host employers receive workplace learning guidelines with essential information about completing documents to meet the department's standards.
- Placement details are negotiated with employers and submitted to the school for approval.
- Reasonable adjustments are identified to support students with disability and additional learning and support needs.
- Arrangements are confirmed to support student safety.
- Students are matched to a position based on their course work and/or career planning. Their parents or carers approve and sign document..
- Teachers conduct work ready activities to prepare students for the placement.
- Schools encourage students to contact the host employer prior to placement.

### During the placement

- Students attend the workplace every day of the program. The school and where relevant the EVET provider is to be contacted if the student is absent.



- Host employers or nominated workplace supervisors manage the supervision of students in the workplace, providing tasks that are agreed and appropriate and at times, challenging for the student.
- The employer and workplace supervisor takes action to provide a safe working environment, in accordance with the requirements of the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation.
- Teachers will make a phone call or supervisory visit to the employer and the student to check on their progress, safety and welfare. In high risk placements teachers may make more frequent contact.
- Host employers must report any incidents including near misses involving the student immediately to the school or EVET provider and WPSP.
- Host employers report on the students's performance in the workplace.

## After the placement

- Students record their experiences and review their career preferences and training pathways.
- Teachers follow up with the students to ensure maximum benefit and check on any student safety and wellbeing issues.

## Duty of care

The school and where relevant the EVET provider have a duty of care to students. This includes deciding if placements are suitable, preparing students for workplace learning, monitoring the student's progress and welfare during the placement and following up with them immediately afterwards.

It is the responsibility of the host employer to provide a safe workplace environment and appropriate supervision for the student. Host employers must immediately report Health & Safety issues or concerns to the school or where relevant to the EVET provider.

Parents and carers are required to be or to nominate an alternative emergency contact for any emergencies that occur outside normal business hours. See Section 4 of this guide.

## Providing a richer, deeper, quality experience - employers share their tips for success.

- Engage the student straight away as the first hour can set the tone for the week.
- Talk to the student so they understand their safety rights and responsibilities.
- Talk with the student about their current school work so you can set workplace tasks at the right skill level for them.
- Consider hosting students in pairs to give them buddy support to solve problems and get the work done.
- Busy students tend to be happier and learn more.
- Have a reserve list of jobs for them to do.
- Debrief with the student at the end of each day and plan tomorrow's work.

“The placement was an opportunity for me to pass on my knowledge & skills. It was a good experience both ways.”

Workplace supervisor, Tamworth

All relevant safety, health and welfare legislation that protects employees also protects students and support staff engaged in workplace learning programs.

## Working together: the workplace learning partnership

Workplace learning programs are a partnership between educators, employers, students and their parents or carers. We seek the input and approval of all parties in the arrangement of placements, with every party agreeing to certain roles and responsibilities.

Central to this process is the [Student Placement Record](#), a form that records contact details, arrangements and approvals relating to the student's placement. Once everyone has completed their section of the form, copies are held by the school, host employer, student and the parent or carer, as well as the EVET provider if applicable.

The Student Placement Record also records information regarding any disability, learning and support needs, medical condition, allergy or restriction that may affect the safety and supervision of the student in the workplace. It will indicate if employers need to make adjustments to accommodate a student's additional support needs or disability.

## 3. Legal requirements and documentation

### Are the students paid?

No. Students on placement are classified as 'voluntary workers' and host employers are not required to make any payment to them under the Federal or State award covering their industry the NSW Annual Holidays Act or the Workers Compensation Act. Any payment to the student may cancel the department's insurance and indemnity arrangements.

The one exception is where the student uses their part-time employment as part of their mandatory work placement requirement. In this case, the student is not a voluntary worker and the insurance arrangements of the employer apply to the student.

### Do I have to complete any documents?

Yes. The host employer completes their section of the Student Placement Record.

You will be asked to record your workplace details. This includes the student's working hours, arrangements for their supervision, the activities they will undertake during their placement, any pre-training required and the measures you are taking to enable them to do the work safely.

To assist you to complete the [Student Placement Record](#), please refer to:

[Completion of the Student Placement Record to meet the Department's standards.](#)

A full copy of the Student Placement Record with all sections approved will be provided to you before the placement starts.

Once all parties have provided and approved the information on the [Student Placement Record](#), the department's insurance and indemnity arrangements for you and the student are in place.

“It's our role to inspire young people to pursue jobs in this industry. I always try to showcase an exciting range of work and aim to provide a balance between structure and flexibility.”

Host employer, Wollongong

Please note that these insurance provisions only apply to workplace learning positions that have been approved by the school or relevant EVET provider. Approval is recorded on the [Student Placement Record](#).

## Are there any other conditions?

- Employers and their staff must respect the rights of students to a safe and healthy host workplace, free from harassment, discrimination and any conduct that is unacceptable in terms of child protection. See Child protection –your responsibilities on page 12.
- No student can be asked or directed to carry out any task that is not safe. See Prohibited Activities on page 11.
- Host employers are expected to consult and cooperate with the student's school or EVET provider under the Work Health and Safety Act 2011 (NSW).
- Host employers must notify the school and where relevant the EVET provider immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the NSW Department of Education to fulfil its WHS obligations and support a safe placement.
- Host employers must advise the school or EVET provider immediately if they need to change sites, redirect students to another location, or find asbestos on the site.

## What about insurance?

Insurance and indemnity requirements are arranged by the NSW Department of Education and by TAFE NSW with the NSW Treasury Managed Fund Scheme. Specific cover relevant to workplace learning is provided for the Department of Education under the terms and conditions of the Miscellaneous Insurance Policy (policy no. MF100003) and for TAFE NSW (policy no. MF100007). These arrangements are conditional on the completion and approval of the Student Placement Record.

The NSW Department of Education indemnifies employers participating in approved workplace learning programs for any amount which they may be legally liable to pay for injury to students or teachers arising out of an approved workplace learning program, up to \$100,000,000 and for damage to property belonging to or in the care, custody or control of the host employer, up to \$100,000,000 provided that:

- any claim made against the employer in respect of a student or teacher participating in an approved workplace learning program is immediately notified to the relevant school or EVET provider
- the department has full conduct and control of the claim against the employer as is normal practice for the party providing the indemnity
- the employer cooperates fully with the department and the department's legal representatives in the conduct of the claim

- the employer has complied with their obligations under relevant legislation, including work health and safety legislation.

For details, go to [Additional Information for Host Employers](#).

These insurance and indemnity provisions also apply to the approved interstate placements, eg. in Victoria; to teachers undertaking industry placements as part of their VET teacher training program and to teachers supervising students participating in workplace learning programs.

## Will my business need to change its insurance arrangements?

No, as long as you follow the requirements in this guide, you will not need to change your insurance or SafeWork NSW arrangements when taking on a student for workplace learning. You are expected to have current public liability coverage as is standard business practice. If you are an EVET provider, arranging workplace learning activities for students within your own organisation, your company's own insurance and indemnity arrangements will apply.

## What is the claims process?

All claims for injury, loss of property or damage to property should be referred to the school or where relevant to TAFE NSW in the first instance. Depending on the nature of the claim, the school may then forward the claim to the EDConnect Insurance, Risk and Claims Management team, NSW Department of Education, Locked Bag 5068, Parramatta, NSW 2124, telephone 1300 32 32 32.

[EDConnect.InsuranceClaims@det.nsw.edu.au](mailto:EDConnect.InsuranceClaims@det.nsw.edu.au)

For TAFE NSW students under taking work placement all claims for injury, loss of property or damage to property are to be directed to their local TAFE campus.

Further details about workplace learning programs can be found at:

[Career learning and vocational education and training](#)

## 4. Accidents and emergencies

### If a student is sick or injured:

- Seek medical help immediately, using the student's Medicare number as provided on the Student Placement Record or on the Student Contact Card. As students are not employees, you must not treat this as a workers compensation claim.
- Contact emergency services (dial 000) for Ambulance or other emergency services immediately where required.
- During normal business hours, contact the school and where relevant the EVET provider, and the parents or carers.
- Outside normal business hours, contact the student's parents or carer or their nominated emergency contact.
- Note that students should carry their personal Student Contact Card with details of their teacher/parent/carer contact numbers and their Medicare number.
- If the student does not have a Medicare number, ask if they wish to contact their general practitioner (GP). Contact details should be provided on your copy of the Student Placement Record.

- Medical invoices are to be made out to the student and are payable by the parent/carer.
- Ask the doctor attending for a medical certificate.
- Contact the school immediately to advise of the situation. Where relevant, also contact the EVET provider. As soon as possible, complete a written report of the accident and forward it to the school, or where relevant, to the EVET provider along with the school.
- The report must include a full statement from the student, the supervisor and relevant witnesses.

## Anaphylaxis

If a student is at risk of anaphylaxis, they must carry an adrenaline auto-injector eg. EpiPen and current ASCIA action plan. Adrenaline auto injectors are easy to administer and are a life saving device for those suffering an anaphylactic reaction. Anaphylaxis is a life threatening condition and always requires an emergency response. If the student shows any of the following signs, contact emergency services and take action in accordance with the ASCIA action plan to administer the adrenaline auto-injector. (Instructions on how to administer should also be on the auto-injector.)

### Signs of anaphylaxis

Any one of the following are signs of anaphylaxis:

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheezing or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children).

## 5. A safe workplace for students

The safety and wellbeing of students during a placement is our number one priority. Employers need to satisfy the school and EVET provider that they can provide a safe and healthy host workplace for students, compliant with the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation.

### You will be asked to provide the following information on the Student Placement Record:

- your supervision arrangements for the student
- areas of possible risk in the student's workplace tasks and your strategies to eliminate or minimise the risk in detail
- any special clothing required by the student eg. enclosed footwear
- confirmation of your awareness of your child protection responsibilities when working with school students

- commitment to reporting any health and safety incidents or near misses involving students to the school or EVET provider
- any steps you will take or adjustments you will make to support students with disability or other additional needs as described on their [Student Placement Record](#)
- any vaccination compliance, or any pre-training or induction required by the student to undertake certain tasks.

Host employers are encouraged to provide a copy of the section below to all staff supervising students.

## Which activities are prohibited for workplace learning students?

The list of prohibited activities and the pre-requisite training requirements for some placements can be found at: [Keeping students safe](#) Prohibited activities include:

- where asbestos is present
- high-risk construction work, working on or in a roof cavity, demolition work, tunnels and excavation
- air travel on a helicopter or other aircraft, except those providing a regular public transport service like a regular route for paying passengers
- travelling more than 12 nautical miles out to sea
- any work of sexual or explicit nature
- the service of alcohol if the student is under 18.

Students undertaking a placement in the construction industry must complete the general **construction induction** training (GIT) as a prerequisite to placement. This also applies to work experience.

Students are not to drive their own vehicles while undertaking activities on behalf of the host employer. They should not be asked or directed to drive the employer's vehicles or any client vehicles while they are on a workplace learning experience. The school, EVET provider or a Work Placement Service Provider can advise you if you have any further queries.

## Child protection - your responsibilities

Working with children and young people is very rewarding. However, to ensure the safety and welfare of young people in your workplace, you and your staff must comply with a few simple rules.

It is your responsibility as the employer to ensure that your staff know how to conduct themselves appropriately with children and young people. They must avoid any conduct that could make a young person feel threatened or coerced or belittled.

This could include initiation activities or horseplay involving the student; physical or verbal abuse such as swearing at students; physical assault; inappropriate conversations, remarks or jokes of a sexual nature; the showing of sexually suggestive publications, electronic media or illustrations and any unwarranted and/or inappropriate touching or personal communication with students regarding their sexual feelings. This includes texting or using social media.

A "Working with Children Check" is not required by people under the age of 18 or employers not normally engaged in child-related activities.

## 6. A checklist for employers

### Before – planning and preparing for workplace learning

- Decide when it is convenient for you to host students for work experience or HSC VET work placement.
- Decide the duration of the placements and how/when students should apply.
- Appoint an experienced staff member to coordinate your workplace learning programs for students.
- Consult with staff to draw up a list of activities that can be achieved and safely managed by students.

These activities should:

- offer insight into the industry and workplace
- be varied, safe, interesting and sometimes challenging  
not contravene the prohibited activities indicated on page 11 of this guide and at: [Keeping students safe.](#)
- include tasks and skills appropriate to the student's coursework requirements (eg. VET course competencies)
- provide time for some career conversations.

Appoint supervisory staff for each student:

- Supervisor.
- Assistant Supervisor (if applicable).
- Other employees able to help.

Supervisory staff should be capable and trustworthy with good communication and delegation skills. They should be briefed for the task and given sufficient time to instruct and monitor the student and provide feedback. We also advise you appoint a separate workplace advisor or mentor to provide the students with general support and advice.

**“We ask the students for feedback on how we went, so we can make the next placement even better.”**

Host employer, Sydney

Prepare your staff by ensuring they:

- understand the purpose of the workplace learning activity
- are aware of the responsibilities of working with young people, including child protection responsibilities (see page 11)
- do not use the students in place of regular paid employees
- receive a timetable of proposed student activities and arrangements for their supervision and induction
- understand special needs including how to respond to medical conditions, eg. anaphylaxis.

- are aware of their obligations under the Disability Discrimination ACT 1992 (DDA).
- comply with agreed arrangements.

Complete the employer section of the [Student Placement Record](#) (see Sections 2,3 and 5 of this guide) and return it to the relevant school, or EVET provider.

### An employer's coaching tips

- Tell ... them about it
- Show ... them how it's done
- Watch ... them do it
- Praise ... what they do well
- Correct ... any shortcomings
- Repeat ... for practice

### During - providing a quality workplace learning experience

Ensure that the student completes a first day induction and orientation tour.

The student's induction should include:

- a welcome and introduction to supervisors and co-workers.
- a brief overview of your business, products, purpose and values.
- an outline of the planned activities and supervision arrangements.
- a safety induction – including risks, safety procedures and how to report work health and safety issues.
- clear expectations of behaviour, attitude and dress.
- clarification of working hours, breaks and other workplace routines.
- a tour of facilities including the student's work area/desk, toilets, change rooms, exits, food outlets etc.
- consideration of any student health matters.
- an explanation that the student has the right to cease work if they believe it is unsafe.
- first aid and evacuation plans and other emergency drills.
- a brief outline of policies on bullying, harassment and discrimination.
- procedures for lateness or absence.
- codes and passwords (doors, photocopier, computer access etc.).
- contacts at school or EVET provider in case of an emergency.
- rules regarding security, privacy, confidentiality and the use of computers, the Internet, mobile phones, cameras etc.

Students should be given the **opportunity to ask questions about the workplace** and to be told who they can go to **for advice or help**.

Students are expected to comply with the employer's workplace safety requirements and procedures. They are not to act in any way that could jeopardise the safety of themselves or others.



Ensure that the student is sufficiently **challenged and supervised in the workplace**.

Supervisory staff will need to ensure that the student:

- undertakes varied activities appropriate to their skill level and workplace learning requirements.
- is not put at risk by undertaking a task away from the view of others or with just one employee or client – unless this is unavoidable.
- is not assigned any prohibited or restricted activities as indicated in Section 5 of this guide and at: [Keeping students safe](#).
- only undertakes a task requiring a licence, permit or certificate of competence if they hold the relevant qualification and the activity has been recorded on the placement record.
- receives full instruction on how to complete activities including the risks, the purpose of safety equipment such as personal protection equipment (PPE), and how to use it appropriately.
- is provided with all necessary safety equipment required to complete a task.
- is given appropriate feedback and encouragement.
- has sufficient time to complete diaries, work placement journals or research projects provided by their school or EVET provider.

## After - providing feedback on the student's time in the workplace.

Before the placement ends, please:

- complete the student report or evaluation form supplied by the school or EVET provider.
- Ensure that any property or identification cards on loan have been returned.
- Take time to provide the student with helpful feedback and encouragement.

## Important contacts

Thank you for taking time to read the information in this guide. We hope that you feel confident and well-prepared to support a student as they take up these valuable workplace learning opportunities. If you have any queries, please contact one of the following:

- The Work Placement Service Provider for HSC ICF VET work placements.
- The VET Coordinator, career adviser, or the contact for the EVET provider at the student's school.
- The EVET provider RTO manager.
- The Senior Pathways Adviser at the local office of the NSW Department of Education.
- The department's state office **telephone (02) 7814 3393**.

Your first point of contact: \_\_\_\_\_

## For further assistance, advice and information

- [Workplace learning policy](#)  
See the Employers section for Additional Information.
- [go2workplacement.com](http://go2workplacement.com)  
Go2workplacement assists students enrolled in HSC VET ICF courses to get the most out of their work placement.
- [sydneyaccess.workplacement.nsw.edu.au](http://sydneyaccess.workplacement.nsw.edu.au)  
Employers may choose to participate in the Sydney Access Program which offers high quality placements for students enrolled in school or EVET provider-delivered HSC Industry Curriculum Framework courses.

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