

# Workplace Learning Procedures

A GUIDE FOR STUDENTS

To be issued to students without alteration.

When signing the *Workplace Learning Agreement Form*, students certify that they have read and understood this document.

Referenced against the *Workplace Learning Procedures (2023)* Published date: January 2023

# WORKPLACE LEARNING

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Workplace learning occurs when your school assists you to undertake a learning program at a worksite without the direct supervision of a school representative. You will observe a variety of work as well as undertake supervised work appropriate to your age, maturity, competence, capability and skill level.

Workplace learning provides you with valuable opportunities to develop employability skills, knowledge and attitudes in the context of real work environments. Work placement aims to build on your school's work and career development programs as well as other course work and activities that assist you in your transition from school to work and/or further study.

Workplace learning is a chance for you to develop employability skills and learn outside of the classroom. It can help you learn about what employers expect, what responsibilities workers have and can also help you to make decisions about your future career options.

Workplace learning is undertaken as part of the school curriculum and is governed by the *Workplace Learning Procedures (2023)*.

## FOUR WAYS YOU MAY BE INVOLVED

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### **Structured workplace learning (SWL)**

This involves an integral link to the Vocational Education and Training (VET) program that you are undertaking. This program may be provided on the job, by a teacher or trainer in a school, or by another training organisation.

SWL will often require additional assessment to meet VET qualification needs.

### **Work experience**

This involves a short-term industry placement, which aims to enhance your experience and understanding of the work environment informing your career development.

### **Virtual work experience**

This involves students undertaking online simulated work tasks, where students engage directly with an employer. Activities that do not directly engage with an employer are not covered by the Workplace Learning Procedures (2023).

### **Work trial leading to apprenticeships and traineeships for school students**

This involves students undertaking placement with an employer who is offering either a school-based or full-time apprenticeship /traineeship. Work trials for the purposes of employment that are not linked to an apprenticeship or traineeship, are not covered by the Workplace Learning Procedures (2023) and cannot be endorsed by the school.

## WHAT PREPARATION MUST YOU COMPLETE BEFORE A WORK PLACEMENT?

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Prior to attending work placement, your school will ensure that you undertake an appropriate program of workplace preparation that deals with relevant aspects from the:

- [Work Health and Safety Act 2012 \(SA\)](#)
- [Children and Young People \(Safety\) Act 2017 \(SA\)](#)
- [Equal Opportunity Act 1984 \(SA\)](#)
- [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#)
- [Fair Work Act \(2009\) \(Cth\)](#)

These Acts may be amended from time to time.

### **This program will include information about:**

- your right to undertake your work placement in a child safe environment
- your roles, responsibilities and rights related to work health and safety in the workplace
- insurance arrangements and implications for this work placement
- the procedure to be followed if you experience illness, injury, unsafe workplace practices, bullying, teasing, violence, sexual harassment, or any other issue that makes you feel unsafe or uncomfortable
- the purpose and goals of the work placement
- particular requirements when working with children and vulnerable people
- any other specific requirements of the workplace provider eg. industrial safety matters.

### **You should only undertake a work placement where:**

- you are adequately supervised by the work placement provider
- you are safe and protected from harm
- appropriate insurance is held by both the work placement provider and the school.

## **WHAT YOU'LL NEED TO KNOW BEFORE A WORK PLACEMENT**

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### **Complete the Workplace Learning Agreement Form**

Arrange the completion of the *Workplace Learning Agreement Form* and promptly return it to the school.

### **Hours of work**

Where possible your work placement should occur during the normal working hours for the industry in which you are placed. If these working hours are unusual when compared with your normal school hours you need to discuss this with your school representative. This is particularly so if you are asked to work on weekends or during school holidays because your school still has a duty of care for your safety and wellbeing.

### **Payment**

Workplace Learning has a clearly defined purpose and should not be confused with paid employment. Schools need to be satisfied that its purpose is to support the student to gain skills and work towards their learning goals.

Students should not be undertaking the role of a paid employee, nor should they be exceeding the prescribed maximum number of work placement days.

Employers are not required to pay students any entitlements under the Fair Work Act. However, a host may elect to provide remuneration at their discretion and under no obligation.

### **Travelling**

It is your responsibility to make arrangements for getting to and from the workplace. If travel in a work vehicle during your work placement is required this will be noted on the *Workplace Learning Agreement Form*.

### **Insurance**

All insurance, legal and industrial arrangements for your work placement exist on the understanding that an employment relationship is not established.

### **Working with family**

Direct supervision by family is not recommended.

## **Screening checks and other requirements for students undertaking placement**

Workplace providers may require your student to undertake a screening check if placement involves working with children, elderly people, or other vulnerable people. Workplace providers may have other industry requirements (eg. vaccinations, white card training, Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training), which must be undertaken prior to commencing the placement. Students should speak with their school to seek advice about screening checks and other requirements relevant to their work placement.

## **Child safe environments**

You have the right to feel safe and free from harm at all times during workplace learning. Your parents/cares as well as workplace providers are provided with a brochure about students undertaking workplace learning. These brochures contain information about work health and safety and child protection matters.

Additionally, you must not be treated in a manner that may be psychologically harmful or that would constitute physical assault. This would include pushing, grabbing or hitting you as well as berating, humiliating or belittling.

Child protection legislation also applies to you while you are doing work placement.

Examples of unacceptable conduct by an employer or their employees include:

- deliberate exposing you to the discriminatory or sexual behaviour of others
- inappropriate conversations and obscene language
- suggestive remarks and actions, including showing of publications, electronic media or illustrations which are inappropriately suggestive
- jokes and gestures of a discriminatory or sexual nature
- inappropriate personal correspondence
- unwarranted and/or inappropriate touching.

## **Work health and safety**

Students have the right to a safe and healthy workplace. Under the Work Health & Safety Act 2012 work placement providers must make sure the workplace is as safe as possible. This must include:

- an induction to the worksite
- safe work practices and training on the use of machinery and equipment
- providing personal protective equipment.

As part of the Work Health & Safety Act 2012 (SA) you as a worker are responsible for safety too. You must also take care of your own and other's safety by following health and safety instructions, using protective equipment as required, reporting workplace hazards and cooperating with the workplace provider on health and safety issues.

## **Accidents/Injury**

You must report any accident or injury to your workplace provider as soon as possible, even if you think it is minor at the time. You must also let the school know.

If you are hurt at work you are covered by insurance as long as the *Workplace Learning Agreement Form* has been signed by all parties before you start in the workplace.

You may not be covered if the injury or damage was the result of your negligence or failure to follow clear and reasonable instructions.

## **If you feel uncomfortable about the work placement**

If you feel able to you should talk about your concern with the work placement supervisor and also let your school representative know you have had this discussion. If the problem continues or you do not feel comfortable talking with the work placement supervisor you should feel empowered to contact your school representative. Their contact details are listed on the *Workplace Learning Agreement Form*.

# EXPECTATIONS OF YOU

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The emphasis during work placement is always on trying to provide a safe, interesting and valuable learning experience. This requires you taking responsibility for a number of arrangements including the following:

- negotiate your work placement with your school representative
- arrange the completion of the *Workplace Learning Agreement Form* and promptly return it to the school for approval
- complete the school's program of workplace preparation and participate in a worksite-specific induction before commencing your placement
- conform to all the workplace rules and instructions from your work placement supervisor
- be punctual and notify both the workplace and the school of absences
- remember while on work placement you are representing your school, therefore school policies and codes of conduct apply
- complete activities set by the school before, during and after the placement
- understand that the work placement may involve access to confidential and sensitive information which must be kept private
- wear the appropriate footwear/protective clothing/uniform as instructed by the work placement provider
- seek feedback from the work placement provider at the end of the placement and thank them.
- behave in a safe and responsible manner, to ensure your safety and the safety of others.

**For further information contact your school**

