Workplace Learning Procedures 2016 – Preparing you for Work experience & beyond

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Introduction to Navigating Future Pathways Program

The Program is a new strategy and delivery model that will strengthen efforts to increase SACE achievement and create vocational education and training opportunities for young people across the state.

The strategy focuses on developing stronger, more sustained partnerships between schools and businesses to support real-world learning, and expose young people to the range of pathways available to them, including in Science, Technology, Engineering and Maths (STEM)-related areas.
Key elements of the program include:

- Closer links with business and industry
- **Support schools with Workplace Learning Procedures processes**
- Extra support for schools to increase SACE participation, retention and completion rates
- Improved career planning advice for students and their families
- Closer alignment of Vocational Education and Training programs with skills shortages and emerging industries
- Supporting schools to manage school based apprenticeships
What is Workplace Learning Procedures?

The Workplace Learning Procedures is a document that outlines the procedures schools must follow to ensure they fulfil their legislative obligations in relation to Child Protections Act 1993, South Australia, the Work Health & Safety Act 2012, South Australia and the Equal Opportunity Act 1984, South Australia.

The procedures are for any decision made by school staff in regard to student workplace learning always putting the student’s safety and welfare FIRST as the prime consideration.
Checklist for Schools

Schools need to provide to parents at the beginning of the year/semester “A Guide to Workplace Learning for Parents/Caregivers” and to students “A Guide to Workplace Learning for Students” about the proposed work placement (work experience) program for the year and to inform students and parents of their rights and responsibilities.

Prior to work placement:

Schools need to provide to all workplace providers a copy of “A Guide to Workplace Learning for Workplace Providers” informing providers of the requirements of workplace learning.
First, schools need to ensure students have completed the minimum 5hrs of training – this is workplace preparation, that deals with their rights and responsibilities and the school’s commitment to ensure a child safe environment. “5hrs of training includes learning about the 3 different Acts”:

- **Work Health & Safety** - A safe working environment is a workplace that is free from hazards and risks to people that are working there. Workplace safety is also called “Work Health & Safety” or “WHS”.

- **Child Safe Environments** – All students have a right to feel free from harm at all times during workplace learning. Students must not be treated unfairly this would include: pushing, grabbing, pulling, hitting, humiliating a student.

- **Equal Opportunity** – What is discrimination? Discrimination means the noting of difference things. Equal opportunity is a positive way of describing the absence of discrimination.
WHS Act 2012 -

A worker is defined as:

A person who carries out work in any capacity for a person which includes the owner conducting a business or undertaking, including work as:

• An employee, contractor or subcontractor;

• An employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or an outworker; or

• An apprentice or trainee; or

• A student gaining work experience; or a volunteer.
Things an employer must provide:

- A safe work environment, Supervision
- Safe systems of work – Personal protective equipment (PPE) when required
- Information, instruction and training
- Plant, equipment and substances in a safe condition
- Freedom from:
  - Discrimination,
  - Harassment
  - Bullying, Violence
Protecting children is everybody's business.
Children’s Protection Act 1993 - A child safe environment

The focus of a child safe organisation is not simply to create an environment that minimises risk or danger. Rather it is about building an environment which is both child-safe and child-friendly, where children feel respected, valued and encouraged to reach their full potential.

From Child Safe Environments
Principles of Good Practice

Children need to know what to do if they believe they have been subject to inappropriate behaviour or have experienced abuse.
Equal Opportunity Act 1984

The Equal Opportunity Commission provides three main services in South Australia:

- Information
- Education
- Assessing and resolving complaints.
Resource for schools - www.eo4schools.net.au

**EQUAL WHAT?**

The law protects equal opportunity in *school life*, *work life* and *community life*.

On this site, students and teachers can find information about discrimination, bullying and sexual harassment.

Look under `school life` to find out about discrimination and harassment at school and what you can do about it. For issues at work, read the `work life` section. Look at `community life` for information about discrimination in other areas and where to go for help.

The site also has quizzes, class discussion topics and other activities for students and resources and teaching materials for teachers.

**NEWS**

Tell us what you think! We welcome your feedback on our EO 4 Schools website - please fill in our `student feedback` or `teachers' feedback` form.

Are you creative? Do you feel strongly about human rights? Send an 'equal opportunity' poem to `Poet's Corner`.

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sa.gov.au
Risk Management and Duty of Care - keeping students safe.

- Every school has a duty of care to all enrolled students. That duty is to take reasonable care to protect the student from foreseeable risk of injury. Student wellbeing is the prime driver when conducting a risk assessment for work placement.

- Schools will conduct a risk assessment for each student undertaking a work placement. **Considering facts include:**
  - Students age, maturity, competence, capacity, gender, cultural sensitivity and whether they have special needs
  - The type of workplace at the worksite, how much support, supervision and workplace student specific induction the student will receive.
Upon completion for 5hrs of training, you will receive a Workplace Preparation certificate – Statement of completion as example:

**Workplace Preparation**

**Statement of Completion**

[Image of certificate with text]

**Student Name**

**From**

**School / College**

has successfully completed a program of workplace preparation.

Prior to attending work placement, this program referenced against the Workplace Learning Guidelines 2015 that:

1. Work Health and Safety Act 2012 (as amended from time to time)
2. Children’s Protection Act 1992 (as amended from time to time)
3. Equal Opportunity Act 1984 (as amended from time to time)

b) made the student aware of:

- their right to undertake their work placement in a child safe environment
- their right to feel safe and be safe from harm at all times
- their role, responsibilities and rights related to WHS in the workplace
- the procedure to be followed if they experience unsafe workplace practices, bullying, teasing, violence, sexual or racial harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable
- the purpose and goals of the work placement
- insurance arrangements and implications
- any particular requirements when working with children and vulnerable people
- any other specific requirements of the workplace provider, eg, industrial safety issues

- Department for Education and Child Development
- Association of Independent Schools of SA
- Catholic Education SA

**Principal / Delegate**
Prior to attending the workplace

Students need to complete the Work placement form which needs to be signed off by all parties prior to commencing their placement. Returned to school 4 weeks prior. *(This is imperative).*
Addendum form to the Workplace Learning Agreement form – for additional days of work or hours. Must be signed by all parties before commencing the work placement.
**During work placement:**

*Teacher has a duty of care and must:*

- Visit or make telephone contact with every student at their workplace
- In the event of an injury ensure the student’s wellbeing is being considered
- In the event of a suspected child abuse immediately remove the student from the workplace and follow the standard requirements for mandated reporting
- In the event of inappropriate behaviour towards a student, such as harassment or discrimination the Principal needs to be informed and the teacher needs to follow the outlined procedures.
After work placement:

School staff will provide an opportunity for students to discuss and reflect on work placements in the classroom.
If you would like to seek further clarification about Workplace Learning Procedures please contact:

**Natalie Lynch – 0437 620 614.**

Remember to keep “SAFE”. 