



1. Work Experience Learning Guide for Students, Parents and Caregivers

Introduction

As you are aware, our students will be commencing work experience in Term 3.

As this may be the first time that students have been in a work environment, there are a number of important obligations that students, parents and caregivers need to be aware of.

Work experience is the short-term placement of our students with employers to provide insights into the industry and the workplace in which they are located. Work experience provides students with the valuable opportunity to develop employability skills.

Students will be supervised by the host employer and you might like to consider how your student will respond to a change in supervision, including style and the amount of contact, (perhaps less supervision) than they are normally used to. It is important that students follow directions from their manager, supervisor or other representative of the host employer.

This document is a guide to help students, parents and caregivers to understand the responsibilities of all stakeholders for a productive work placement.

Privacy notice - for all parties

Any information provided by students, parents/caregivers or host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The school 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.

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 seven 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 our school.

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Original	Principal	06/02/2020	06/02/2020	Original Created
Version 1	Principal	05/06/2020	05/06/2020	Formatting and minor changes
Version 2	Principal	28/04/2022	28/04/2022	Header/footers changed to New logo & minor formatting

Why incorporate work experience?

Work experience can:

- Provide a 'taste' of the world of work, usually in a workplace or career area of choice
- Involve the student in being part of a workplace, observing tasks and carrying out duties under supervision
- Help students learn about what employers expect from their work members
- Help students to learn about what work and attributes employers are looking for
- Help Students learn how businesses work
- Provide students with a chance to experience organising life around work
- Help toward building a healthy resume

How does workplace experience benefit students?

Workplace learning helps students to:

- Test job and career choices
- Find out what they like and don't like
- Engage with the wider community
- Enable learning of what is required from a manager in the workforce
- Build general work skills, like good communication, team work and critical thinking
- Develop specific industry skills, and competencies
- Build confidence, maturity and self-management skills through participation in an adult work environment
- Grow the ability to make informed decisions when planning the transition through school and on to further education, training and work
- Demonstrate reliability, motivation, work ethic and good personal presentation.

How will the young person find a work experience position?

The role of parents and carers is vital to the success of any work experience program. By taking steps to understand what is involved and by providing the necessary support at home, parents can help their student get the most out of their placement and make important decisions for their future.

A parent can:

- Help students to make contact with employers directly in order to apply for their own work experience placements.
- Suggest potential workplaces, provide guidance with how to make contact and proof-read applications and prepare for possible interviews. (Students may apply in person, email, phone or post)
- Discuss with the student what they hope to learn from the placement and any questions they might want to ask the host employer.
- Ensure that work experience dates are booked in advance.

Issues to Note:

- Students can only do work experience during school terms.
- Weekend work will only be approved if it is essential in the industry and has the principal's approval.
- All Students aged 14 years and over are eligible to participate, however students under the age of 15 years cannot participate in a workplace learning activity before 7:00am or after 6:00pm.
- See Appendix One for hazardous activities which are prohibited for students undertaking work experience.

What is the procedure for work experience?

Before the placement

- Students, parents and caregivers receive:
 - 1 - These guidelines
 - 2 - Information sheet for parents, caregivers and students
 - 3 - Letter of introduction for work experience - host employers
 - 4 - Host employer consent and risk assessment form
 - 5 - Host employer acknowledgement form
 - 6 – Work experience parent and caregiver consent form and
 - 8 - Work experience learning guide for host employers
- Teachers conduct activities to prepare students for work experience.
- Parents and caregivers help their child with seeking work placement opportunities and with their preparations and arrangements.
- Parents and caregivers must discuss with their student and the school any adjustment the student may require to be able to participate successfully in workplace learning prior to placement and commencement.
- Parents and caregivers can contact our school with queries or concerns.

When the host employer verbally agrees to the work experience placement, provide the host employer with the:

- 4 - Work experience host employer consent and risk assessment form and
- 5 - Work experience host employer acknowledgement form

BOTH forms must be completed and signed. Return both forms PLUS the completed form (below)

- 6 - Work experience parent and caregiver consent form to the school.

The school will then take reasonable steps to ensure that the selected work experience is an appropriate environment for students. Work experience cannot commence without school approval.

Once Approved:

During the placement

- Students attend the workplace every day of the program.
- Host employers, or their nominated workplace employees, supervise the student.
- The school makes a supervisory visit – if reasonably practicable - or a phone call to the employer or supervisor and the student to check on their progress, safety and wellbeing.
- Parents and caregivers provide support and encouragement at home.
- Students will advise the school and host employer if they are ill and unable to attend work.
- Any Incidents or issues are reported to the school.

After the placement

- Host employers report on student performance in the workplace.
- Parents, caregivers and students discuss their experience and possible education and training pathways.
- Parents encourage the student to discuss the employer's report with you and make sure they record their experience.
- Review and discuss their career and work aspirations and their options for education and training.
- Encourage them to value the networks they are making and to maintain a record of work place contacts for advice, assistance and opportunities in the future.
- The school follows up with students to ensure maximum benefit and to check on student safety and wellbeing issues.

Will the student be paid?

- Students are not to be paid by the employer's organisation. The status of the employment is *voluntary workers*.
- Any payment to the student may invalidate the insurance and indemnity arrangements of our school.

Travel arrangements?

- It is advised that students find work experience placements within the usual commutable distance.
- The travel arrangements for students is the responsibility of the parent/caregiver and they must be satisfied with arrangements in regards to safety. You may discuss this with the school
- Students will be required to provide their concession card available from the school.
- If a student is considering conducting work experience away from home or another state, please ensure you discuss the arrangement with the school prior to commencement. This may invalidate the insurance obligations.

Medical Conditions and Disability

Please advise the school of any disability, learning and support needs, medical condition, (e.g., diagnosed at risk of anaphylaxis) or restriction affecting your student that may affect the safety, wellbeing and supervision of the student in the workplace.

This important information should be included in the 6 - Work Experience Parent and Caregiver Consent Form and you should also consider making this available to the host employer. If you are not sure, speak with your child's General Practitioner.

In Emergencies

There are provisions in place to support students in the rare event of an accident or emergency during their time in the workplace.

The student needs to carry a student contact card listing their Medicare number and nominated contacts both during and outside normal business hours. This lets them know who to contact should they sustain an injury or feel at risk and unable to raise the matter with their host employer. Please also inform the school.

During normal business hours our school contact is 02 6651 6898.

As a parent or carer, you **MUST** complete all documentation. This includes providing an emergency contact number (your own or that of a nominated person) along with the student's Medicare number and/or doctor's details.

Outside normal business hours, the student must contact their parent or caregiver and notify the school as soon as possible (e.g., the next day).

If there is an incident, the parent or caregiver is **NOT** required to investigate or resolve the issue: simply remove your child from risk of harm and notify the school as soon as possible (e.g., the next day). The school will follow up the issue with the workplace and advise you of the outcome.

If your student has any concerns, they must call the school immediately.

Parents and caregivers supporting the student

Your role as a parent or caregiver is very important to student success and enjoyment of work experience. Use the checklist on the next page to assist in ensuring the process is easy.

Other things to consider

It is very important for a successful work experience placement for parents and caregivers to be involved and:

- discuss suitable work experience placements with the student and assist the student in finding a work experience placement;
- assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements e.g., who to contact;
- assist the student in organising safe travel to and from the host employer.

As a parent you will be in the best position to monitor at the end of each day how your child's work experience placement is progressing and you should discuss the day's activity with your child at the end of each day.

If you have any concerns about the work experience placement including concerns about supervision, safety, discrimination, harassment or bullying you should contact the school immediately.

A checklist for parents and caregivers

Before the placement

Become familiar with workplace learning by reading the information provided and clarifying any issues with the school.

- Encourage your child to discuss with you their developing career interests and work preferences.
- Suggest they go to www.myfuture.edu.au to find out more about preferred industries and related careers. This website is also useful for you as a parent to visit. You may like to look at the information together.
- Discuss with your child any adjustments they may require in the workplace to allow them to complete a successful placement.
- Discuss what they hope to learn from the placement and any questions they might want to ask their host employer or supervisor.
- Encourage them to complete all pre-placement activities arranged by our school.
- Discuss the safety arrangements for the placement and be aware of any activities that are banned or restricted.
- Advise the school of any suitable placements you know about or could offer.
- Inform the school of any disability, learning and support needs or medical history e.g., anaphylaxis, that may require adjustments in the workplace.
- Complete all forms as when completed, these forms will include vital information relating to your child's placement arrangements.
- Complete the accommodation away from home documentation, if applicable.

When a position is confirmed

- Make workplace learning a priority. This may mean rescheduling other activities.
- Help prepare your child's clothing (e.g., enclosed footwear, business attire) and other requirements for the placement.
- Help them find out more about Work Health and Safety legislation and make sure they know and understand what it means for them while they are at work.
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- Make sure your child has safe travel arrangements to and from work.
- Check that they have the information they will need on the first day (starting time, address and contact person) including their completed Student Contact Card.
- Confirm their meal arrangements. They may need to bring food with them.
- Explain that their safety and wellbeing is of the highest importance during the placement. If they feel unsure, they should report the issue immediately to the school.

During the placement

If your child has a diagnosed medical condition, ensure that they have access to appropriate medication.

- If your child is at risk of an anaphylactic reaction, they must carry an adrenalin auto-injector e.g. EpiPen within easy reach each day.
- Have a conversation about their day in the workplace. For example:
 - Tell me about the things you do during the day at work.
 - Have you learned anything unexpected and especially interesting?
 - What are the education and training requirements of the job(s)?
 - What are the working conditions like? Is there a union?
 - If there is anything of concern, have you raised it with the employer?
 - Do you think this might be the right industry for you?

Immediately after the placement

- Encourage your child to discuss their host employer's report with you.
- Review and discuss their career and work aspirations and their options for education and training.
- Encourage them to value the networks they are making and to maintain a record of workplace contacts for advice, assistance and opportunities in the future.

Check list provided by State of NSW Department of Education. The Workplace Learning Guide for Parents and Caregivers

Important Contacts

Thank you for taking the time to read the information in this guide. We hope that you feel confident and well prepared to support your child as they take up these valuable workplace learning opportunities.

If you have any further enquiries, please contact our Office and speak with our Deputy Principal or Student Support Officer.

Level 1 City Square (PO Box 173)
66-90 Harbour Drive, Coffs Harbour NSW 2450
02 6651 6898
school@allegraschool.nsw.edu.au

For further assistance, advice and information:

- <http://www.bit.ly/WorkLearnPolicy>
- See the Parents and Caregivers section for additional information.
- <http://myfuture.edu.au>
- Support and encourage your child in their career making decisions.
- <http://www.talkingsafety.org>
- Information, tips and resources to help improve young worker safety and ensure compliance with NSW WHS legislation.
- <http://www.bit.ly/Parents and CaregiversandCommunity>
- Parents and Caregivers /Caregivers and community can play an important role in Students' career decision making.
- www.pssfw.myskills.gov.au/the-framework
- Preparing Secondary Students for Work-a framework for vocational learning and VET delivered to secondary Students.

Insurance and indemnity

Coffs Coast Community College Inc. and Allegra School Coffs Harbour are covered under a current Insurance Policy with Ansvar Insurance.

These insurance arrangements cover students injured while participating in approved workplace learning. This also includes students injured while travelling directly to or from their placement.

Parents and caregivers are initially responsible for any expenses incurred by a student as a result of accident or injury, prior to a claim being submitted under these insurance provisions.

Activities that are Prohibited or Need Special Consideration

What activities for students in workplace learning programs are either prohibited or need special consideration given to addressing risks?

Young workers can lack the experience, knowledge and skills to identify and deal with potential hazards. Inexperience and a lack of awareness can increase the likelihood of a young worker being injured. There are some activities that are not suitable for students in an approved workplace learning program and there are others where special consideration needs to be given to addressing risks.

Such activities include:

- Use of machinery or equipment which may be dangerous for new or young workers to operate is prohibited. A Student may operate machinery or equipment provided each of the following occurs:
 - The activity is first risk-assessed as suitable and safe for student operation by the host employer.
 - The student has been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment.
 - The equipment is in safe working order, complete with required safety devices or guards.
 - A suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
- The service of alcohol where the student is under 18 is prohibited.
- Travel by helicopter is prohibited.
- Air travel on charter flights and aircraft other than those providing a regular public transport service (i.e. on a regular route with paying passengers) is prohibited.
- Travel outside the 12 nautical mile limit at sea is prohibited.
- Scuba and deep-sea diving are prohibited.
- The following 'high risk construction work' as defined in the NSW WHS Regulation 2011 Chapter 6 is prohibited: construction work in tunnels or involving the use of explosives or work in and around gas and electrical installations; near traffic or mobile plant, or demolition work other than simple stripping of walls etc.
- Any excavation work at a depth of one metre or more, at a depth under one metre without direct supervision by a competent person, or near utilities is prohibited.
 - work on permanent or temporary structures used to enable construction work in marine environments is prohibited.
 - working on a roof is prohibited.
 - any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity are prohibited.
 - attendance at a site while chimney stacks or buildings are being demolished is prohibited.
 - scheduled work as set out in Chapter 4 of the NSW WHS Regulation 2011 is prohibited, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification.

Any activity requiring a licence (e.g., a driver's licence), permit or certificate of competence can only be approved where:

- the student already has the relevant current licence, permit or certificate.
- the activity is directly related to the learning outcomes of the placement.
- the activity is included in the Student Placement Record prior to approval.

Note: Students cannot be expected to drive their own vehicles while undertaking activities on behalf of the Host Employer.

- No student is to drive an old or unregistered vehicle commonly known as "bush basher".
- Any work of a sexual or explicit nature is prohibited.

Placements involving the driving of golf carts, tractors or similar farm vehicles

Placements involving the student operation of golf carts, tractors or farm vehicles such as quad bikes **must be carefully considered**, even where these activities are considered to be essential to achieving the outcomes of the placement. For these placements to be approved the vehicle must be adequately risk assessed as being safe for a student to operate.

Students must have successfully completed a relevant formal training course or related course competencies or have demonstrated substantial experience in the safe operation of these vehicles. **The student still needs to be closely supervised.**

Students with **little or no experience must not operate these vehicles** unless the school is satisfied that the Host Employer can satisfactorily manage the activity for the student and can provide appropriate quality training and on-going close supervision. This must occur prior to approval of the placement.

Placements in meat processing plants

Placements in **meat processing plants** are subject to **mandatory requirements**. The information package developed with industry to support school student workplace learning in meat processing plants is available at: <https://www.det.nsw.edu.au/vetinschools/worklearn/meat.html>

Placements in the construction industry

All workplace learning in the construction industry requires as a pre requisite that the student completes Work Health and Safety induction training for construction work and holds the WorkCover NSW general construction induction training card ("white card"). Workplace supervisors must make students are aware of the risks associated with handling and operating all tools and equipment the student is to use and how to manage those risks.

Placements involving equine work

No matter how experienced or competent a student may be in riding or working with horses, there are still potentially extreme risks. Extreme caution is needed to avoid injury or disability.

A risk assessment must be undertaken to ensure the activity is appropriate and safe and that the horse is fit for purpose and the age and experience of the rider. SafeWork NSW information about horse-related injuries is available on the WorkCover website.

Working in a hospital or clinical setting

All activities that involve a student working in hospital settings pose potential risks, particularly with exposure to potential infections. In accordance with NSW Health students will be required to submit copies of full vaccination records, including hepatitis B, chicken pox and undergo a tuberculosis chest screen. It is strongly recommended to have a flu shot. Mid North Coast Local Health District (MNCLHD) including Coffs Harbour, Bellingen, Macksville and Dorrigo. Do not contact Coffs Harbour Hospital wait for the EOI. Students can contact Bellingen, Macksville and Dorrigo Hospitals.

Students and driving

Students cannot be expected to drive the Employer's vehicles nor the client's vehicles whilst on work placement. Any driving of vehicles is expected to be rare, and must be detailed in the *Work experience Host Employer Consent Form* prior to placement approval.