



# Tumut High School Policy Document

"THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens"

## Workplace Learning Policy

### RATIONALE

As part of its duty of care to all students, Tumut High School recognises the importance of host employers providing comprehensive information about the details of activities and duties that our students will undertake during any workplace learning. Knowledge of and adherence to mandatory requirements, as outlined by the Department of Education's Work Health and Safety Directorate, form part of that responsibility.

### IMPLEMENTATION

The new document *Completion of the Student Placement Record to Meet the Department's Standards* is available by following the link below. Staff managing or arranging Workplace Learning for students from Tumut High School must stress the importance of host employers' comprehensive completion of this mandatory document.

Staff must ensure that employers understand the necessary completion of all details about all activities that students will undertake while completing their work placement.

This document is mandatory and applies to HSC VET work placement, work experience and all other forms of approved workplace learning. Work Placement Service Providers and TAFE NSW institute consultants (TVET) have been advised about the use of this document.

Use of this document is part of the duty of care of Tumut High School for our students.

The Department of Education's Student Placement record and the workplace Learning Guide for Employers, 2015 reflects these updates, including reference and links to this document.

Tumut High School staff involved with arranging and managing workplace learning should liaise with the Workplace Learning Coordinator, who is currently our Careers Advisor.

Further enquiries may be directed to Wendy Byrne in VET in Schools Directorate on telephone 9244 5425 or email [wendy.byrne@det.nsw.edu.au](mailto:wendy.byrne@det.nsw.edu.au).

### Related Department of Education Policies & Documents

*Completion of the Student Placement Record to meet the Department's standards:*  
<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>.

*Workplace Learning Policy for Secondary Students in Government Schools... Updated 2014*  
[https://detwww.det.nsw.edu.au/policies/curriculum/workplace\\_learn/wrkplc\\_learn/PD20050016\\_i.shtml?query=workplace+learning](https://detwww.det.nsw.edu.au/policies/curriculum/workplace_learn/wrkplc_learn/PD20050016_i.shtml?query=workplace+learning)

*Workplace Learning Implementation Documents:*  
[https://detwww.det.nsw.edu.au/policies/curriculum/workplace\\_learn/wrkplc\\_learn/implementation\\_1\\_PD20050016\\_i.shtml?query=workplace+learning](https://detwww.det.nsw.edu.au/policies/curriculum/workplace_learn/wrkplc_learn/implementation_1_PD20050016_i.shtml?query=workplace+learning)



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## Appendix 1

### Summary Timeline Work Placement Process

Please note: Timeline may vary according to location and student numbers. This timeline is provided as a guide to ensure a consistent, timely and high quality level of service.

Time	Action	Form/Document
Term 4 previous year	WPSP will send out to schools	Request for Work Placement Form
Commencement of the year	Schools confirm industry areas and numbers with WPSP	Request for Work Placement Form
Early in the year	School provides students and parents with documentation about their roles and responsibilities for work placement. The school may also organise an information session to facilitate this process.	Student + Parent/Carer Roles and Responsibilities for Work Placement Parents Guide to Workplace Learning
Throughout the year and prior to the placement	School/Teacher conducts work readiness sessions as part of class activities. Discusses options for recognition of paid work for work placement, and provide students with relevant form.	Students Guide to Workplace Learning Work readiness information and activities. Student work placement record: Using employment for mandatory work placement. <a href="https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html">https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html</a>
	School/Teacher issues warning letters to those that are not work ready	Warning letter proforma
8 weeks prior to placement	WPSP will open Registrations on Pathways Connect. Students complete Registration. Teachers confirm student details & add requests/needs.	
6 working weeks prior to placement	WPSP will provide a list of employers available for student matching Teachers in consultation with students identify possible placements and remind students of their responsibilities Teachers make final decision on students work readiness for their placement.	Work Placement Confirmation Form Student checklist for work Placement  Warning letter & 'N' determination procedure to commence.
6 weeks prior to placement	Teacher to return Work Placement Confirmation Form to WPSP	Work Placement Confirmation Form
	WPSP Close Pathways Connect Registrations.	Note that students cannot register after the close date.
4 weeks prior to placement	WPSP will email PDF versions of the SPR to VET Coordinator to confirm placements with schools	Student Placement Record
	Teachers will provide students with placement details, walk students through the Student Placement Record to fill in required information	
3 weeks prior to placement	WPSP will post employer welcome letter	Employer welcome letter
	Students will organise and attend an employer interview	Student Placement Record
	Teachers ensure students have made contact with employer for interview	
1 week prior to placement	Students hand in completed forms	Student Placement Record
	Teacher files original and provides a copy to all signatories	Student Placement Record
	Teacher provides final briefing and documentation to be used throughout the placement	Emergency contact card Workplace Journal



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During the placement	Teacher phones employer early in week of placement	
	Teacher visits the workplace if possible or makes additional phone call	
	Teacher gathers evidence from the workplace to contribute to assessment judgement	
	Student fills out workplace journal	
After the placement	Student hands in journal	
	School & student send thank you note	
	Student shares experience with class	
	Teacher records hours of placement on eBOS	
	Teacher assesses any 3 <sup>rd</sup> party evidence provided by the employer	
	School provides WPSP with details of placements not completed, and feedback where there were issues, or placements of exceptional quality	