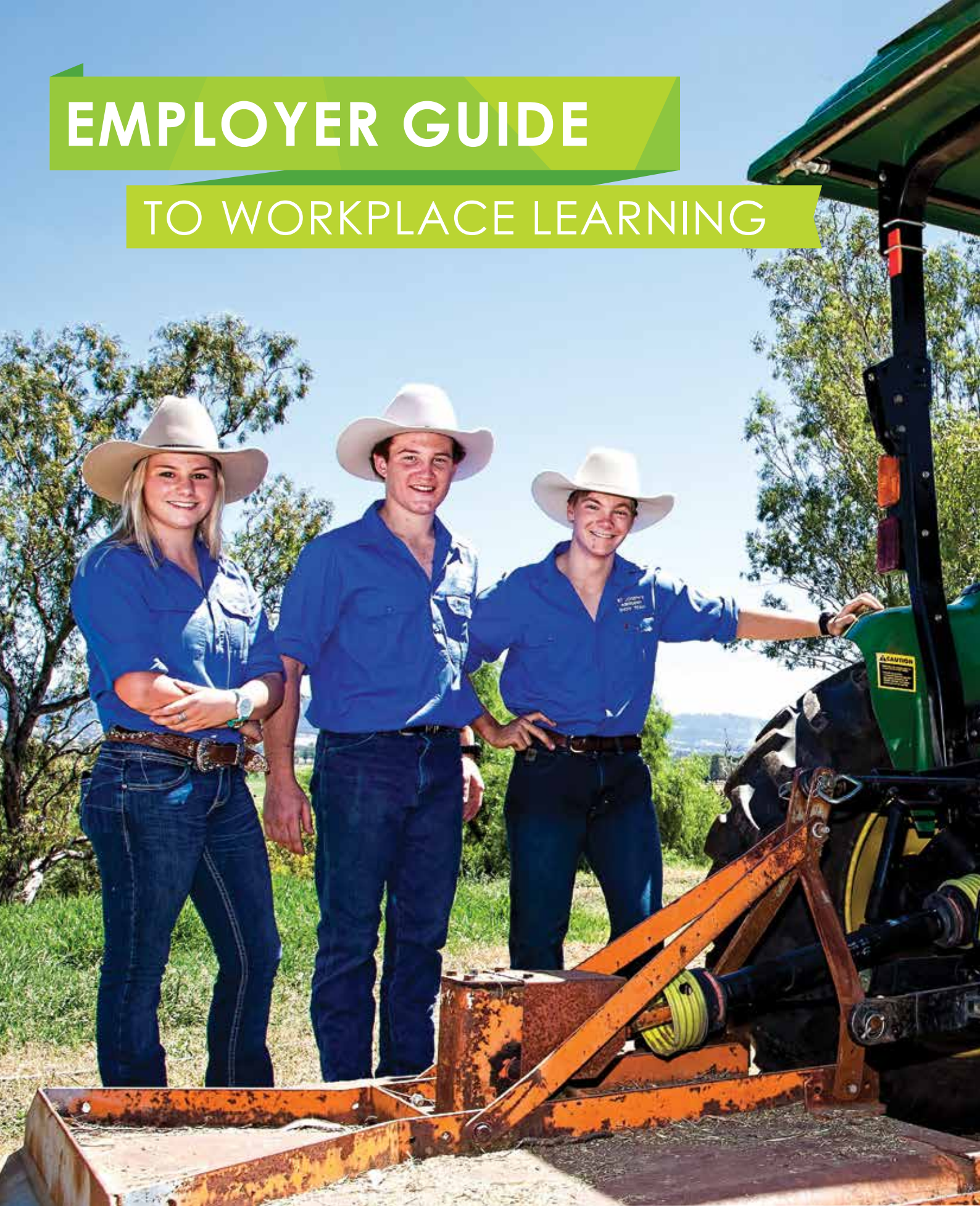


EMPLOYER GUIDE

TO WORKPLACE LEARNING



**Catholic
Schools Office**

DIOCESE OF MAITLAND-NEWCASTLE



www.mn.catholic.edu.au



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The Catholic Schools Office of Maitland-Newcastle acknowledges the NSW Department of Education and Communities The Workplace Learning Guide for Employers (2015) as an invaluable reference in the development of this employer guide.



1 About workplace learning

This guide introduces you and your staff to the concepts of workplace learning.

What is workplace learning?

Workplace learning programs enable students to spend a planned period of time - usually a week - in the workplace, gaining practical experience, assisting their career choices and building skills.

Workplace learning is available to students aged 14 years and older. Students are generally placed in an industry of their choice, often reflecting the type of work or the industry which interests them in their future careers. For some student's workplace learning is their first experience of a workplace while others have done many hours of paid work in their part- time jobs.

There are two main types of Workplace Learning Programs - Work Experience and Work Placement.

Work experience

Work experience provides an optional and general introduction to the world of work and assists students to develop a more informed opinion about their career aspirations. They are usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12.

Work experience allows students to:

- ▶ observe a variety of work being done
- ▶ undertake supervised work appropriate to their skill level
- ▶ ask questions about the workplace
- ▶ gain general skills related to being at work
- ▶ find out about careers, training and employment opportunities

Work placement

Work placement is a mandatory and integral part of Vocational Education and Training (VET) courses that can be undertaken by students for their Higher School Certificate (HSC). These courses lead to nationally recognised VET

qualifications. It is important for students to have opportunities to apply their classroom learning in real work contexts.

During work placement, employers supervise the students as they practice and extend the industry skills which they have learnt in their course. Students work towards specific industry competencies and gather evidence that may contribute towards their course assessment.

What are the benefits of workplace learning?

Employers hosting students have the opportunity to:

- ▶ be involved 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 and help raise the quality of those coming into your industry
- ▶ meet students from diverse backgrounds who may have skills which can be useful to your organisation
- ▶ identify young people with potential for your industry
- ▶ increase the supervisory, training and mentoring skills of your staff
- ▶ strengthen links with the community and raise your business profile

Students have the opportunity to:

- ▶ experience real work situations
- ▶ access industry standard facilities equipment and experienced staff
- ▶ develop self confidence, skills and understandings that will assist them in their transition to meaningful work
- ▶ evaluate their abilities and interests in relation to career choices



2 How workplace learning works

Who organises the programs and placements?

Schools have the overseeing responsibility for arranging workplace learning programs.

In the case of work experience, students may make their own approach to an employer for a workplace position and then submit the position to their school for approval. The school Career advisor can provide further information on this process

For VET work placements, the approach may come from a **Work Placement Service Provider** which is funded to negotiate and coordinate these mandatory placements. These organisations have considerable expertise and resources to help you provide quality work placements. You can also contact them directly.

Details are available at:
www.workplacement.nsw.edu.au

How long will the student spend in your workplace?

Students usually spend a week with an employer. This may be a one week block or single days for a set period. Mandatory VET placements require 5 days each year.

When can work place learning occur?

Placements are usually scheduled on weekdays during school terms. This can be varied for individual students with the approval of their school Principal eg; placements in school holidays may be approved on the condition that the same level of duty of care supervision is provided.

Restrictions apply to younger students in work experience programs. Students under 15 years cannot work before 7am or after 6pm.

Who has duty of care?

The school maintains a duty of care to students undertaking all workplace learning. Schools are responsible for 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. The host employer is required to provide a safe workplace environment and appropriate supervision for the student. Parents and carers are required to be, or to nominate, an emergency contact for any incidents or accidents at all times.



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 that they understand their safety rights and responsibilities
- ▶ Talk to the student about their current school work so you can set the work 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

Students bring a wide range of skill and awareness to each workplace setting. We ask for your diligent monitoring.

A detailed discussion of the expected activities with your visiting student will help you better understand their capabilities.

Before the placement

- ▶ Workplace positions are negotiated with employers and submitted to the school for approval
- ▶ 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 sign off on the arrangements
- ▶ Teachers conduct work ready activities to prepare students for the experience

During the placement

- ▶ Students attend the workplace as arranged
- ▶ Employers or nominated workplace supervisors, supervise the students in the workplace, providing tasks that are agreed upon and appropriate and at times, challenging for the student
- ▶ The employer and workplace supervisor 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 make a supervisory visit or phone call to the employer and the student to check on their progress, safety and welfare.
- ▶ Where relevant, students are assessed for industry-based competencies
- ▶ Employers report any incidents involving the student to the school immediately

After the placement

- ▶ Students record their experiences and review their career preferences and training pathways
- ▶ Employers have an opportunity to report on the student's performance in the workplace
- ▶ Teachers seek feedback from the students to ensure maximum benefit and monitor industry practices

How have students been prepared for a workplace learning program?

- ▶ Students in a VET course will have had delivery and assessment of the qualification core units which address safety legislation (white card), WHS, hygiene, safe manual handling and customer/client safety requirements
- ▶ Students will have undergone a "Work Ready Program" with their school
- ▶ Students undertaking a Workplace Learning Program will have completed aGo2workplacement online course to attain the specific or general industry awareness expectations.

3 Legal requirements and paperwork

Are students paid?

No. Students on placement are classified as 'voluntary workers' and host employers are not required to make any payment to them. Any payment to students may invalidate insurance and indemnity arrangements.

The one exception is where the student uses their part time employment as part of their mandatory HSC VET work placement requirement. In this case, the student is not a voluntary worker and the insurance arrangements of the employer apply to the student. This arrangement must be negotiated with the employer and approved by the school and is usually applied retrospectively

Do I have to sign any documents?

Yes. Each student is issued with a *Student Workplace Learning Record* (often referred to as a Student Placement Record - SPR) to document the arrangements for their placement. This important form allows for information to be shared and approved by all parties - the student, their parent or carer, the host employer and the school.

For safety and insurance purposes, employers are asked to take particular care in completing the "Host Employer Details" section of the *Student Workplace Learning Record*. Guidance for completing this document is provided in Appendix 1.

Once all parties have provided and approved the information on the *Student Workplace Learning Record*, the school's insurance and indemnity arrangements are activated for you and the student.

A full copy of the *Student Workplace Learning Record* will be provided to you before the placement starts. In the case of mandatory HSC VET work placements, Work Placement Service Providers can help streamline this process for you.

Are there any other conditions?

- ▶ Participating students must be aged 14 years or over
- ▶ No student can be directed to carry out any task that is not safe
- ▶ Employers and employees 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 host employer responsibilities in Section 5
- ▶ Employers are expected to consult and cooperate with the student's school under the Work Health and Safety Act 2011 (NSW)
- ▶ Employers must notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the school to fulfill its WHS obligations and support a safe placement
- ▶ Employers must advise the school 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 through the Catholic Education Commission NSW (CEC NSW).

Two separate policies provide workplace learning cover for students and their host employers:

- ▶ Catholic Care Insurance (CCI) School Care Policy
- ▶ Work Experience/Work Placement Public Liability Policy

A summary of the insurance cover for workplace learning is provided at the back of this document and is also available on the Diocesan website. (Appendix 3)

Any incident that may result in a claim against the employer or the school must be notified immediately (within 7 working days) in writing to the student's school. The school then notifies the CEC NSW through the Catholic Schools Office. Suspected spinal injuries must be notified to CEC NSW within 24 hours.

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 Work Cover arrangements when taking on a student for workplace learning. You are expected to have current public liability coverage as is standard business practice.



4 Accidents and emergencies

What happens if there is an accident during Workplace Learning?

All students will have school and family contact details on both their Emergency Contact Card and on their Student Placement Record.

Schools have insurance cover for students who sustain an injury while undertaking a school activity. This insurance is called **CCI School Care [Personal Accident and Disability] Policy**

Students undertaking Workplace Learning Programs and host employers, have an additional insurance policy provided by Catholic Education Commission. This insurance is called **QBE**

(Australia) Insurance Work Experience/Work Placement Public Liability Insurance Policy. The QBE Insurance Policy has a number of stipulations which need to be identified prior to the student commencing their Workplace Learning Program, to ensure insurance coverage.

Response Process

Minor injury

- ▶ student seeks first aid at employer's workplace
- ▶ student completes any required documentation of the employer
- ▶ student notes in their work journal - the nature of the injury and activity at the time.

First aid injury but student ceases work (eg; bump to head resulting in headache)

- ▶ employer to phone the school and or parent/carer and report incident and make arrangements for transport home or medical facility if required
- ▶ student GP details available on the SPR, all medical expenses are to be directed to the student / family
- ▶ employer completes their business accident report
- ▶ school contacts the employer for completion of the School Notification of Injury form
- ▶ student contacts employer and school contact person if they are unable to attend the workplace the following day

Medical treatment injury

- ▶ student is provided necessary initial care then placed in the care of medical personnel (eg; ambulance, taken to medical facility) if required
- ▶ host employer contacts school and parent/carer as soon as initial care is provided and provides as much detail as possible on the extent of the injury and incident details
- ▶ employer completes their business accident report
- ▶ school contacts the employer to complete the School Notification of Injury form
- ▶ student contacts employer and school contact person if they are unable to attend the workplace the following day.

Reporting an Incident to QBE

Any incident which may result in a claim against the school in respect of a work experience / work placement student must be immediately notified (in 7 days) in writing to the student's school. See section 3 of the Work Experience/placement Insurance Cover.

WorkCover Reportable

If a student is involved in a Safework Australia reportable incident, the Catholic Schools Office WHS Professional Officer will contact the employer and discuss how this is to be managed

Medical costs

The school does not receive medical invoices or expenses associated with the incident, all documentation is to be sent by the parent/carer directly to the relevant section of Catholic Schools Insurances

Anaphylaxis

If a student is at risk of anaphylaxis, they must carry an adrenaline auto-injector e.g. EpiPen and 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). Students with likely Anaphylaxis allergy, responses will be identified on their student record card (SPR).



Signs of Anaphylaxis

Any one of the following is a sign of anaphylaxis:

- ▶ Difficult/noisy breathing
- ▶ Swelling of the 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 Providing a safe workplace for students

The safety and wellbeing of students during work placement is our number one priority. Before any placement can be approved, employers need to satisfy the school 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 Workplace Learning Record:

- ▶ areas of possible risk in the student's workplace tasks and your strategies to eliminate or minimise the risk
- ▶ any pre-training or induction required by the student to undertake certain tasks
- ▶ your supervision arrangements for the student
- ▶ any special clothing required by the student e.g. enclosed footwear
- ▶ any steps you will take or adjustments you will make to support students with a disability or other additional needs as described on their Student Workplace Learning Record
- ▶ 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.

During the placement you will need to provide:

- ▶ **Site-specific workplace** induction for students at the beginning of the placement, including relevant safety matters
- ▶ activities and skill development tasks appropriate to the student's skill level
- ▶ ongoing instruction and supervision by a capable and trustworthy employee briefed for the task
- ▶ any personal protective equipment (PPE) required and training in its correct use.

Likewise, the 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.



Students must

Students must

- ▶ **Participate** in orientation and any pre-training or induction identified
- ▶ **Use** safety equipment and protective gear where required/ advised
- ▶ **Follow** safety rules and procedures
- ▶ **Not** do anything to jeopardise the safety of themselves or others
- ▶ **Report** any risks or hazards immediately
- ▶ **Understand** and follow emergency procedures
- ▶ **Cease** work if they have a concern about their health and safety and contact their supervisor and school
- ▶ **Report** any concerns about the placement or incidents to their school



Are any activities prohibited for workplace learning students?

Yes. Some activities are completely prohibited e.g. working on a roof or working where asbestos is present, while other activities have conditions attached. There are restrictions on the operation of machinery and equipment, the service of alcohol, work on construction sites and adventure or sporting activities in industries like tourism.

Please refer to the appropriate insurance exclusions, noted in Section 2 of the Overview of the Work Experience/Work Placement insurance. (Appendix 3)

Students are not allowed to undertake activities requiring a licence (e.g. a driver's licence), permit or certificate of competence unless they already hold the relevant licence, certificate or permit. Even then, the activity must relate directly to the learning activities of the placement.

Employers must list these activities on the Student Workplace Learning Record prior to approval.

Some higher risk industries will require the students to undertake training prior to their placement. For example, all students doing workplace learning in the construction industry must complete the WorkCover WHS construction induction training as a prerequisite to the placement.

For a full list of prohibited activities or those requiring special approval, refer to the insurance documentation provided. The school or Work Placement Service Provider can also 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. The following requirements are essential.

As an Employer:

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

This could include initiation activities; 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.

- ▶ You will be asked to indicate on the Student Workplace Learning Record, that, to your knowledge, there is nothing in the background of any staff member or person in close contact with the student that would make them unsuitable for working with children.

Employers must report any allegations against an employee in the area of child protection to the Principal of the student's school. Child protection legislation requires that allegations about employee conduct be reported to the NSW Ombudsman. Allegations involving suspected abuse, harm or risk of significant harm to the student must also be reported to the Community Services Child Protection Hotline 13 36 27 and, in some cases, to the NSW Police.

For more information on working with children, contact the NSW Office of the Children's Guardian on (02) 8219 3600 or <http://www.kidsguardian.nsw.gov.au/>



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 work placement

Select an experienced staff member to coordinate the workplace learning programs

Consult with staff to draw up a list of activities that can be achieved and safely managed by students.

Such activities would:

- ▶ offer insight into the industry and workplace
- ▶ be safe, and appropriately challenging
- ▶ not contravene the prohibited activities indicated in this guide or in the insurance documents
- ▶ include tasks and skills appropriate to the student's coursework requirements

Appoint supervisory staff for each student as needed

Supervisory staff should be capable and trustworthy with good communication and delegation skills. They will need to be briefed for the task and given sufficient time to instruct and monitor the student and provide feedback. There may also be a separate workplace adviser or mentor to provide the student with general support and advice in large enterprises

Prepare your staff by ensuring that they:

- ▶ understand the purpose of the workplace learning activity
- ▶ are aware of the responsibilities of working with young people, including child protection guidelines
- ▶ understand special needs including how to respond to medical conditions e.g. anaphylaxis

During providing a quality work place learning experience

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

The student's induction would include:

- ▶ a welcome and introduction to supervisors and coworkers
- ▶ a brief overview of your business, products, mission and values
- ▶ an outline of the student's planned activities and supervision arrangements
- ▶ precise expectations of behaviour, attitude and dress
- ▶ clarification of working hours, breaks and notice of lateness and absence
- ▶ 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 of safety, its importance, reasons and procedures
- ▶ instruction on how to report work health and safety issues and to whom, including 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
- ▶ brief outline of policies on bullying, harassment and discrimination
- ▶ codes passwords (doors, photocopier, computer access etc.) as required
- ▶ 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 told who they can go to for advice or help.

A final check

Please ensure that Workplace Learning staff and supervisors ensure that the student

- ▶ receives full instruction on how to complete activities including the risks, the purpose of safety equipment such as PPE, and how to use it appropriately
- ▶ does not undertake any prohibited activities as indicated in this guide or in the insurance documents
- ▶ does not undertake any activity requiring a license, permit or certificate of competence unless they already have the relevant qualification and the activity has been approved by all parties before the placement
- ▶ is provided with all necessary safety equipment required to complete a task
- ▶ is given appropriate feedback and encouragement

After

Provide feedback on the student's time with you

Before the placement ends please

- ▶ complete the student report or evaluation form supplied by the school
- ▶ ensure that any property or identification cards on loan have been returned to you
- ▶ take time to provide the student with helpful feedback and encouragement

Quality assurance of student workplace learning

- ▶ You may be asked to complete a survey of your experience as an employer. The purpose of this standard procedure is to ensure, as far as is reasonably practicable, the safe placement of students in high quality host workplaces.
- ▶ students are young, voluntary workers who often lack experience in your industry.
- ▶ Help us all keep students safe by providing exact, plainly understood information from the start.
- ▶ Tell the school if you have any concerns or plan to make changes that increase the potential for risk to the student.
- ▶ Together we balance the employer's risk assessment of the activities for students and responsibilities under the WHS legislation with the duty of care of the school to students.





7 Further information

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 regarding workplace learning and course information please contact one of the following:

- ▶ VET Education Officer at the Maitland Newcastle Catholic Schools Office P: (02) 49791 221
- ▶ VET Coordinator or Careers Advisor at the students school
- ▶ Regional Workplace Service Provider - Career Links P: (02) 4967 1050 - Youth Express P: 1 300 550 689

For further assistance, advice or information:

- ▶ www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html
(See the Employers section for additional information)
- ▶ www.inworkingorder.com.au
In Working Order, an injury prevention and workplace safety toolkit for educators, employers and parents of young workers
- ▶ www.talkingsafety.org
Information, tips and resources to help improve young worker safety and ensure compliance with the NSW WHS legislation
- ▶ www.workinspiration.com.au/employer-toolkit
Work inspiration provides an easy framework for making work experience meaningful, relevant and inspiring
- ▶ www.pssfw.myskills.gov.au/what-is-the-importance-of-collaboration
A fact sheet on supporting employer involvement with schools
- ▶ www.go2workplacement.com
An online resource for NSW students enrolled in HSC Industry Curriculum Framework (ICF) VET courses designed to prepare students for work placement and to help them consider the kinds of opportunities and skills they could focus on in the work placement
- ▶ www.fya.org.au
An information and resource site for your transitioning into employment
- ▶ www.education.gov.au/core-skills-work-developmental-framework
The Core Skills for Work Developmental Framework (CSFW) describes the core non-technical skills that have been identified by Australian employers as important for successful participation in work

Appendices

Acquiring skills which allow entry level employees to fully engage in all areas of employment and be able to adapt to different settings

Appendix 1

Developing employability skills

To support the progress of students undertaking workplace learning and encourage relevant and repeatable skills as future employees, we ask you to consider the adaptation of the Employability Skills for students under your direction and care. Employability skills have been identified from research by industry and businesses as key generic, non-technical skills and knowledge. Development of the social and personal attributes listed below, is sought by employers and contributes to the overall employability of both new and



existing employees. These are an essential component of workplace learning.

School VET delivery and assessment practices endeavour to focus on the application of both Core Foundation Skills of literacy and numeracy capabilities and employability skills embedded within the activities and knowledge of the required industry tasks. To assist with the deeper understanding and application of employment skills, we ask that you encourage students in their practice and development. This might be achieved by challenging students with questions and use of a range of the identified skills listed below and appropriate to the industry. Further information on the full framework is available on the following link: <http://www.voced.edu.au/content/nvg%3A12484>

Employability Skill	Element – (facets of the skill that employers identified as important, noting that the mix and priority of these facets would vary from job to job)
Communication ...that contributes to productive and harmonious relations across employees and customers	<ul style="list-style-type: none"> ▶ Listening and understanding ▶ Speaking clearly and directly ▶ Negotiating responsively (and respectfully) ▶ Reading independently ▶ Empathising ▶ Using numeracy independently
Team Work ...that contributes to productive working relationships & outcomes	<ul style="list-style-type: none"> ▶ Working across different ages and irrespective of gender, race, religion or political persuasion ▶ Working as an individual and as a member of a team ▶ Applying team work to a range of situations
Problem Solving ...that contributes to productive outcomes	<ul style="list-style-type: none"> ▶ Developing practical solutions ▶ Showing initiative in identifying problems and solving them ▶ Applying a range of strategies to problem solving ▶ Using mathematics to solve problems
Self-Management ...that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> ▶ Having a personal vision and goals ▶ Evaluating and monitoring own performance ▶ Having confidence to articulate own ideas and visions ▶ Taking responsibility
Planning and organising ...that contributes to long and short term strategic planning	<ul style="list-style-type: none"> ▶ Managing time and priorities–setting time lines ▶ Being resourceful ▶ Taking initiative (and making decisions) ▶ Participating in continuous improvement ▶ Predicting– weighing up risk and evaluate alternatives
Technology ...that contributes to effective execution of tasks	<ul style="list-style-type: none"> ▶ Applying IT as a management (and organisational) tool ▶ Being willing to learn new IT skills ▶ Having the WHS knowledge to apply technology ▶ Having the physical capacity to apply technology eg. manual dexterity
Learning ...that contributes to ongoing improvement and expansion in employee and company operations and outcomes	<ul style="list-style-type: none"> ▶ Managing own learning ▶ Contributing to the learning community at the workplace ▶ Using a range of mediums to learn – mentoring, peer support and networking, IT, courses ▶ Applying learning to 'technical' issues (eg. learning about products) and 'people' issues (eg. interpersonal and cultural aspects of work) ▶ Being willing to learn in any setting – on and off the job
Initiative and enterprise ...that contribute to innovative outcomes	<ul style="list-style-type: none"> ▶ Adapting to new situations ▶ Developing a strategic, creative, long term vision ▶ Being creative ▶ Identifying opportunities not obvious to others

Appendix 2

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.

The Student Workplace Learning Record is central to the process of arranging the placement and ensuring that important information is communicated to all parties.

We ask you to take particular care in completing Section 3 of this document and to provide specific, exact information about:

- ▶ the tasks/duties the student will be doing
- ▶ the risks to a student doing that work (and the likelihood and severity of injury)
- ▶ how you will manage any risks to the student
- ▶ induction, supervision and use of personal protective equipment (PPE).

By thinking about these questions carefully and putting the details on the *Student Workplace Learning Record*, you are in effect completing a written risk assessment of the tasks you are setting for the student.

This helps you meet your responsibilities under Work Health and Safety legislation.

Your information alerts the school to exactly what is planned so the school can make a considered decision to approve - or not approve - the planned activities as being suitable for the student and for the purpose of their workplace learning. This is part of the school's duty of care. We understand that sometimes you need to change the activities and if these are significant or involve risk to the student, we ask you to tell the school.

If you need more space, please attach extra information to the *Student Workplace Learning Record*.

A planned program of activities reduces the chances of students being exposed to risks from unplanned activities.

Specific guidance and advice on how to **complete key risk assessment responses** on the *Student Workplace Learning Record* follows.

Section 3 of Student Workplace

Learning Record requires all employers to provide information on specific tasks which may pose a risk to the student.

Sample responses which meet the workplace procedures and standards are provided here.

1. Activities/duties to be undertaken by the student

Standard: Undertaking "sample" and/or using a "name of machine, tools" to "do what" under the close supervision of "level of responsibility"

Employer response sample 1:

Suitable duties as directed.

This response would be **unsatisfactory** as the school would not be able to gain a clear indication of what the student will be doing.

Employer response sample 2:

Using a press to make flanges under the close supervision of production manager or similar experienced supervisor.

These responses would be **satisfactory**. They each tell the school what the student will primarily be doing and the level of seniority of the supervisor.

The school can then consider if this is a suitable activity and whether they need more information before going ahead with the placement.

2. Any activities or tasks the student is not to undertake

e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate.

Standard: There needs to be a meaningful response to this question. Note the prompts above to help the host employer.

*Note that this question does not require you to consider every aspect of your workplace; just the aspects relevant to the student.

Where the activities are usually safe for students such as in office environments, you are asked to identify at least one thing the student must not do e.g. must not operate guillotine without training and supervision. This is evidence of your conscientious consideration of potential risks to the student.

Employer response sample 1:

Must not use nail gun or use press without close supervision as they can be dangerous for a new or young worker.

This response would be **satisfactory** as it identifies the exact risks. It alerts the school that this might not be a suitable activity for some students.

Employer response sample 2:

Student must not use any tools or machinery that we have not trained the student to use.

This response would be satisfactory as it alerts the school to emphasise this in preparing the student. Depending on the industry and the student, the school might need extra information before deciding whether or not to approve the proposed activities or tasks.

3. Indicate any risks to the student in the planned activities

e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm equipment.

Standard: Precise identification of potential risks to the student in regard to the tasks they will do.

You are asked to assess the particular risks in the planned activities for a student and the tools of the trade they will be using.

Use your Safe Operating Procedures and experience of hosting students to identify risks.

Be exact about risks. This is very important if students are to use tools or machinery.

Employer response sample 1:

Slips, trips, cuts, burns, manual handling and use of machinery and tools.

This response would be **unsatisfactory** as these risks are expressed generically. Potential risks need to relate specifically to the tasks the employer plans for the student to do.

The following responses would be **satisfactory**.

Employer response sample 2:

Potential for burns in operating the press above heat level 2. Manual handling of packaged goods over 4 kg and moving wheelie bins.

Employer response sample 3:

Touching the foot pedal will automatically engage the machine. This can result in high speed machine operation beyond student control.

Student must always be fully alert to this risk.

4. How will those risks be eliminated or controlled?

Standard: Precise actions the host employer will take to eliminate or control the identified risks to the student.

Employer response sample 1:

Instruction in use of equipment and supervision in the workplace.

This response would be **unsatisfactory** as more detail is required to inform the school of the potential risks involved.

The following response would be **satisfactory**:

Employer response sample 2:

Training will include identification of potential risks associated with the operation of all equipment and Safe Operating Procedures (SOP) will be demonstrated to ensure the student is equipped with the knowledge to mitigate risks.

Eg; in the case of a panel saw the students will be trained to ensure: the environment around the machine is clear from obstruction; that the safety guard is engaged; that use of the on and off switching, especially the emergency shut off switch, is clearly understood.

While these controls are likely to be covered in detail in the student's Day 1 workplace induction, it is essential that major risks are identified clearly on the Student Workplace Learning Record. In some cases, the school might decide not to proceed with a placement because the risks are inappropriate for the school student.



Appendix 3

All Catholic schools in NSW have additional insurance for incidents that occur during Workplace Learning.

Please ensure that a statement for the current year is attached to this document for your reference.

WORKEXPERIENCE/PLACEMENT INSURANCE COVERS FOR NSW CATHOLIC SCHOOLS

Revised 16 January 2017

This Statement provides a general overview of available insurance cover; it does not represent legal advice. For precise advice, please consult the relevant CCI or QBE Insurance Policy Documents. This advice replaces all earlier advice.

1. POLICIES

For NSW Catholic diocesan schools and most congregational schools¹, two separate policies provide work experience/ placement cover for students and their host employers:

- CCI School Care Personal Accident and Disability or Students' Work Experience Personal Accident Policy with Catholic Church Insurances (CCI) (or equivalent)
- Work Experience/Work Placement Public Liability Policy with QBE Insurance (Australia) Limited (effective 31 January 2017).

Under Commonwealth legislations, these policies cannot pay for any Medicare services including the Medicare gap. These services should be claimed through Medicare and or private health insurance where available. Work placement students are not eligible for coverage through workers compensation.

1.1 CCI School Care [Personal Accident and Disability] Policy or Student Work Experience Personal Accident Policy

Each school or Diocese purchases these policies or equivalent. School staff organising work placements need to confirm the nature of their particular policy with their diocesan office or school bursar and provide advice to employers / brokers. These policies cover students for personal injury sustained whilst engaged in Work Experience/Placement activities. Students are covered whilst directly travelling to and from work places.

The Policies Cover:

- a) Death by accident;
- b) Permanent disablement compensation dependent on injury of up to maximum e.g. \$750,000 or \$275,000 depending on SchoolCare policy chosen (*please refer to your policy to confirm extent of your coverage*)
- c) Non Medicare expenses - e.g. dental, counselling, emergency transport, travel expenses or lump sum payments for certain injuries such as fractures, burns and dislocations (limits apply)
- d) Damage to student's clothing or artificial aids resulting from an injury (limits apply).

Catholic Church Insurances (CCI) advised on 24/01/2011 of an endorsement to the NSW School Care Policies to allow certain students to use motor bikes as follows:

It is hereby noted that Exclusion 2.1.6 is deleted in respect of students undertaking accredited vocational education and training (VET) courses in the HSC Primary Industries Framework for their Higher School Certificate (HSC) only.

1.2 QBE (Australia) Insurance Work Experience/ Work Placement Public Liability Insurance Policy (Policy Number AN-0014866-PLB)

Catholic Education Commission NSW (CECNSW) purchases this policy on behalf of participating Catholic Schools. For further details and documentation, including the Certificate of Currency and participants, please contact CECNSW as listed below or online at:

<http://www.cecnsw.catholic.edu.au/dbpage.php?pg=view&dbase=programs&id=37>

This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.

The Policy Covers:

- a) Indemnity for legal liability of students and employers for Personal Injury caused to a Third Party (limit \$20,000,000 any one occurrence);
- b) Indemnity for legal liability of employers for Personal Injury to students (limit \$20,000,000 any one occurrence)
- c) Indemnity for legal liability of Property Damage to an employer's property (limit \$20,000,000 for any one occurrence)
- d) Indemnity for legal liability of Errors and Omissions (E&O) **in relation to the participation by students in Certificate II in Sports (Coaching) Certificate II in Outdoor Recreation and Certificate III in Sports Fitness only** (Limit \$1,000,000 any one Occurrence and in the aggregate in respect of claims made, costs inclusive). Any E&O claim or incident which might result in a claim must be reported through CECNSW to QBE as soon as the school becomes aware of it during the current Period of Insurance, and some additional exclusions apply.

For each claim the QBE Insurance policy has set a deductible cost (i.e. excess) of \$1,000 except for E&O cover where the deductible remains at \$5000. The policy requires that CECNSW, acting for the Catholic sector of schools, will provide for the payment of any deductible cost. The CECNSW reserves the right to recover the cost of the excess from a Diocese or Congregational school.

2. CONDITIONS AND EXCLUSIONS

2.1 Some Key Exclusions

The school, the student and the employer will not be insured for the following activities:

- 2.1.1 Travel by Private and Charter Aircraft other than those providing a regular Public Transport Service (CCI provides cover as a passenger in a fully licensed commercial aircraft operated by a licensed airline over an established airroute)
- 2.1.2 Travel by helicopter
- 2.1.3 Radioactivity/Nuclear material/Fuel/Ionising Radiations
- 2.1.4 Scuba/deep sea diving
- 2.1.5 Attendance at abattoirs (killing areas)
- 2.1.6 Driving any registered or unregistered motor vehicle (and engaging in motor cycling whether as driver or passenger). except as part of the BOS HSC Primary Industries Curriculum Framework (and then only when students have been appropriately instructed and supervised and the vehicle is properly maintained). *See also Section 2.4.5.*
- 2.1.7 Activities involving guns or firearms except as part of an approved and supervised Australian Defence Force activity
- 2.1.8 Watercraft exceeding 20 metres in length
- 2.1.9 Travel outside the 12 nautical mile limit at sea and undertaking construction work on structures in marine environments
- 2.1.10 Results from AIDS or HIV (direct or indirect)
- 2.1.11 Asbestos and tobacco or tobacco smoke
- 2.1.12 Activities involving service of alcohol unless the student is aged over 18, and the activity is essential to the placement and it has been agreed to by the school and TAFE NSW Institute and the student has completed the Responsible Service of Alcohol (RSA) Training Course
- 2.1.13 Sporting activities/events except as part of the Certificate II in Sports (Coaching) Certificate II in Outdoor Recreation and the Certificate III in Sports Fitness (and then only under instruction and supervision)
- 2.1.14 'High risk construction work' as defined in the NSW OHS Regulation (2001) – see 2.4.3 below: i.e. construction work involving the use of explosives; work near traffic or mobile plant; and work in and around major gas and electrical installations
- 2.1.15 Demolition work requiring more than the simple stripping of walls

- 2.1.16 Any excavation work at a depth of one metre or more; at a depth under one metre without direct supervision by a competent person; near utilities
- 2.1.17 Work on a roof or in a roof cavity
- 2.1.18 Work on caissons or coffer dams (permanent or temporary structures respectively, used to enable construction and excavation work)
- 2.1.19 Fines or penalties, and/or liquidated, punitive, aggravated, exemplary and/or multiple damages imposed by law
- 2.1.20 Occurrences as a result of the insured person being under the influence of intoxicating liquor or any narcotic or drug unless taken in accordance with the direction and prescription of a legally qualified medical practitioner
- 2.1.21 Total exclusion of claims arising from sexual and/or child molestation
- 2.1.22 Claims arising from repair, replacement or recall of products
- 2.1.23 Damage to insured premises/ property in the physical and legal control of the insured (property not belonging to the insured may be covered up to a limit of \$1,000,000 for any one occurrence)
- 2.1.24 Professional Indemnity for negligent advice given by any student (except for those in Sports Coaching, Outdoor Recreation and Fitness courses for which separate E&O cover has been negotiated)
- 2.1.25 Any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power of confiscation, nationalization, requisition, destruction of or damage to property by or under the order of any government or public or local authority.

2.2 Activities Requiring Special Approval

The following activities are excluded unless specially approved for each placement. Please contact CECNSW to request approval.

- 2.2.1 Activities involving the handling of animals, other than exempted sites and/or participation in BOS Stage 6 Primary Industries Course. For further information, refer to CEC Diocesan Directors' memo 08/14 at:
http://www.cecnsw.catholic.edu.au/images/0814_Work_placements_involving_animal_handling.pdf
- 2.2.2 Mining/Quarrying/Tunnelling;
- 2.2.3 Timber getting/Sawmilling.
- 2.2.4 Abattoirs and meat processing plants (other than killing areas)
- 2.2.5 Placements outside the territory of the Commonwealth of Australia. Overseas placements are not advised. Placements in the USA or Canada and countries subject to their jurisdiction are not permitted. Any considerations of overseas placements should take into account the federal government website www.smarttraveller.gov.au and also consider the insurance regulations of the proposed country. Any proposed placement must be referred to the insurer QBE through CECNSW prior to approval.

2.3 Scope and Conditions of Cover

If the following requirements are not observed, available insurance may be rendered void.

- 2.3.1 Students must be at least 14 years of age and be participating in a school approved activity/placement. Students under 15 years of age must not undertake workplace learning before 7.00am or after 6.00pm.
- 2.3.2 Cover is available throughout school holiday periods, provided the work placement is arranged and supervised by the school. Year 12 students cease to be insured by their school once they complete their last HSC examination.
- 2.3.3 Interstate placements are permitted, if arranged and supervised by the school. Placements outside the territory of the Commonwealth of Australia require special approval from the insurer, through CECNSW and are not encouraged. (See 2.2.5)
- 2.3.4 Insurance cover may be voided (lost) by serious and wilful misconduct by a student while attending a work site.
- 2.3.5 The employer must have in all cases provided appropriate and reasonable instruction and/or supervision with respect to each Work Experience/Placement student.

2.4 Special requirements for higher risk industries and occupations

- 2.4.1 All students proceeding to a construction workplace for work placement or work experience must hold a construction industry induction card (CIC) issued by WorkCover in accordance with Part 6.5 of the Work Health and Safety Regulation 2011. To be issued with the certificate, students must provide evidence to WorkCover from a registered provider of satisfactory completion of the National Unit of Competency CPCCOHS1001A Work Safely in the Construction Industry.
- 2.4.2 The employer and school must comply with all Department of Industrial Relations and WorkCover requirements (including reporting requirements) for Work Experience/Placement Programs and

- observe any prohibited activities or WorkCover regulations (including any age restrictions and requirements for safety equipment / personal protective equipment e.g. helmets and harnesses).
- 2.4.3 Prescribed or dangerous machinery must only be used in accordance with WorkCover requirements, and only then in the context of appropriate training, supervision and risk assessment. Particular care is needed to comply with the OHS requirements for scheduled work as set out in Chapter 9 of the NSW OHS Regulation (2001), to be replaced by the model code of practice "*Managing risks in construction work*" when endorsed by the Minister.
 - 2.4.4 Any electric, oxy-acetylene or similar welding or cutting and allied processes must be done in full compliance with Australian Standard 1674 "Safety in Welding and Allied Processes".
 - 2.4.5 Placements involving student operation of golf carts, tractors or farm vehicles such as motor bikes/ quad bikes are permitted only for students enrolled in the BOS HSC Primary Industries Framework. If the student does take part, he or she must have successfully completed a relevant formal training course or the related course competencies or have demonstrated substantial experience in the safe operation of such vehicles. The student still needs to be closely supervised.
 - 2.4.6 A person undertaking work placement or work experience and over the age of 18 and working in occupations classed as "child-related employment" (e.g. placement with pre-schools, child welfare services, youth clubs etc) are required to complete a "Working with Children Check". The Working with Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*. Child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector. This Check is available on-line at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
 - 2.4.7 You are advised to clarify any such student placement requirements with the Catholic Commission for Employment Relations and/or your child protection "Head of Agency".

3. WHEN AN INCIDENT OCCURS

Any incident which may result in a claim against the employer or the school in respect of a work experience/placement student must be immediately notified (within 7 working days) in writing to the student's school. The school then notifies CEC, NSW either directly or through the school's Diocesan Office. Suspected spinal injuries must be notified to CECNSW within 24 hours.

- The Insurer must have full conduct and control of the claim against the employer and or the school. The employer and the school must fully co-operate with the Insurer in the conduct of any such action.
- When an incident occurs no undertaking or promise of settlement/payment may be made, since compensation decisions are a matter for assessment by the insurance company(ies). It may be possible in certain circumstances to make an apology but advice must first be obtained from the insurer through CECNSW.

CECNSW CONTACT: Gerard Delany, State Coordinator, Vocational Education, CECNSW: PO Box 20768, World Square NSW 2002 Telephone: (02) 9287 1549 Fax: 9264 6308 Mobile: 0412 151 953



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