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| Northern Territory Government logo |  | DEPARTMENT OF **EDUCATION AND CHILDREN’S SERVICES** |

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| PROCEDURES |
| PROCEDURES FOR STRUCTURED WORK PLACEMENT |
| Responsibility of: | DECS Pathways: VET in Schools | DECS File:  | 2012/0025 |
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This document should be read in conjunction with the Department of Education and Children’s Services (DECS) **Vocational Education and Training in Schools (VETiS)** **Policy**.

1. **INTRODUCTION**

Structured Work Placement is part of the learning process of Vocational and Educational Training in Schools (VETiS) programs.

SWP as part of VETiS has the following features:

* it is unpaid
* it exposes students to industry settings where they can practice skills acquired during training
* it is aligned to a nationally accredited training package
* students are supported by RTO trainers, Industry Engagement Officers (IEO) and VET Coordinators
1. **DEFINITIONS**

**Construction Induction – White Card:** industry accreditedtraining for any person intending to enter building or construction sites

**Structured Work Placement (SWP):** is “on the job” training that is delivered through a VETiS course, to practice a set of skills determined by the competencies from an accredited training package

**Work Experience:** is a workplace learning opportunity that is not aligned to an accredited VETiS course and is coordinated and organised by the school

**Working with Children Clearance Notice (Ochre card):** is **required** for any person over the age of 15 years who works or volunteers in ‘child-related employment’ for more than
14 (consecutive or non-consecutive) days in a 12 month period. Unless an exemption applies under section 186 or 187 of the *Care and Protection of Children Act*.

1. **ROLES AND RESPONSIBILITIES**

**DEPARTMENT OF EDUCATION AND CHILDREN’S SERVICES (DECS):**

DECS has a duty of care to ensure, so far as is reasonably practicable, that the health and safety of students participating in SWP is not put at risk by their participation and/or attendance at the Host workplace.

DECS (including for the purposes of this policy, NT Government schools and their school councils) is covered under the Northern Territory Government’s self-insurance arrangements. Self-insurance covers DECS insurable risks associated with authorised SWP. This includes risks of student personal injury, third party injury or property damage to the extent that DECS is legally liable.

**DECS VETiS:**

VETiS personnel facilitate meetings with Training Advisory Councils (TACs) and other industry stakeholders to build relationships and form partnerships to promote, provide advice and expand SWP.

**DECS/INDUSTRY ENGAGEMENT OFFICER (IEO):**

The IEO negotiates, coordinates and supports students undertaking SWP.

IEOs must implement DECS duty of care by ensuring, so far as is reasonably practicable, that the health and safety of students participating in SWP is not put at risk by their participation and/or attendance at the Host workplace.

Reasonably practicable means that which is reasonably able to be done in relation to ensuring health and safety, taking into account all relevant matters including, but not limited to:

* The likelihood of the hazard or risk occurring;
* The degree of harm that might result from the hazard or the risk;
* What DECS knows, or ought reasonably know, about the hazard or risk and the ways of eliminating or minimizing the risk; and
* The availability and suitability of ways to eliminate or minimise the risk.

Only after these matters are assessed can the cost associated with available ways of eliminating or minimizing the risk be taken into account, including whether the cost is grossly disproportionate to the risk.

Consideration of the relevant matters should take into account the student’s age, maturity, experience, health, physical and intellectual ability.

**SCHOOL:**

DECS duty of care cannot be delegated or transferred to any other organisation. In circumstances such as SWP a number of organisations (e.g. DECS, an RTO and a host workplace) may have a simultaneous duty of care to a student. In such cases all parties have a duty to consult, coordinate and cooperate with each other to ensure the health and safety of students.

**NON-GOVERNMENT SCHOOLS:**

Non-Government schools are required to supply DECS with Certificates of Currency for insurance policies which cover their students participating in Structured Work Placements.

**HOST WORKPLACE:**

Host workplaces have a duty to ensure, so far as is reasonably practicable, that the health and safety of students is not put at risk from work carried out as part of the conduct of the Host workplace’s business or undertaking.

Host workplaces are to conduct, or cooperate with workplace observation and/or risk assessment prior to the commencement of any SWP.

**REGISTERED TRAINING ORGANISATION (RTO)/TRAINER:**

The trainer ensures that the student has attained a level of skills/knowledge that makes them competent to participate in SWP.

1. **PROCEDURES**

**4.1 PROCEDURES FOR DECS VETiS SWP**

**Pre-program**

VETiS will facilitate an information sharing forum to promote SWP early in each calendar year. Stakeholders will include VET in Schools personnel, Training Advisory Council representatives and representatives from local businesses and industry.

**4.2 PROCEDURES FOR INDUSTRY ENGAGEMENT OFFICER**

**Previous Year**

**RTOs and schools determine the dates for SWP for the following year**

RTOs and schools to consult at the Term Four VET Coordinators Meeting to collate the SWP dates for the following year. DECS will advertise the dates after this meeting through emails to schools, RTOs and DECS personnel.

**Beginning of Each Term**

The IEO will:

* Contact the school and confirm the SWP dates as determined in the previous year; in particular, any changes in school timetables and the dates students will be unavailable

The IEO meets with the RTO trainer to:

* Confirm school SWP dates, requirements and availability with the Trainer
* Discuss requirements for SWP in that particular course
* Distribute SWP Application Form to students to complete their details
* Continue contact with Trainer in regards to student progress and work readiness for SWP
* Collect the RTO’s *Work Readiness Checklist* from the trainer for each student prior to SWP

**Prior to Placement**

The IEO will:

* Discuss requirements and SWP with trainer when appropriate
* Find SWP in appropriate industry/ business and complete all documentation including any legislative requirements (eg Liquor Licensing approval)
* Arrange for a risk assessment or workplace observation of the Host workplace depending on the level of risk identified for each SWP and workplace
* Provide documentation to the host workplace and VET Coordinator/Principal for school/student and parent signatures. Copies of completed documents will be supplied to schools and host workplaces
* Assist host workplace to complete the supervision level and task list on the *SWP Application Form* and forward the information for approval if any activities requiring a risk assessment are to be undertaken
* **NOTE: SWP cannot take place unless the form is signed by all parties, submitted to the IEO and approved by the school principal or delegate**
* Distribute Employer and Student Handbooks to the student and the host workplace and explain the contents once the SWP Application Form is signed
* Collate placement information and provide VET Coordinator and RTO Trainers with details of student SWPs
* Enter details and upload forms to TRIM

Where the SWP is in Child-Related Employment the IEO will:

* Require the host workplace to confirm that each of its employees, and other individuals, engaged in child-related employment at its workplace holds a current Ochre card or is exempt under the *Care and Protection of Children Act*
* Require the host workplace to confirm that it will not engage any individual in child-related employment unless the individual holds a current Ochre card or is exempt under the *Care and Protection of Children Act*
* Ensure that students over the age of 15, who will be engaged in an SWP in child-related employment, hold a current Ochre card or exemption

**During Placement**

The IEO will:

* Contact all host workplaces on the first day of SWP to ensure students have arrived, and attend to any issues that need to be addressed
* **Notify school VET Coordinator of any students absences throughout the SWP as a matter of urgency**
* Contact the student to ensure they have no concerns about the SWP
* Visit the student during the SWP
* Collect the Student Induction page
* Monitor student health and safety through telephone calls and visit

In the event of being notified of an illness/accident/incident in the workplace the IEO will confirm that the host workplace has:

* Notified the parents
* Notified the VET Coordinator/school
* **Ensure dangerous incidents, serious accidents, illnesses and deaths are immediately reported to NT WorkSafe and that all accidents are reported appropriately as required by DECS or non-government school policies**
* In the case of an accident or incident, ensure a copy of original report has been received from the school and filed for future reference

**After Placement**

The IEO will:

* Contact the host workplace at end of placement & ensure host workplace completes Student Evaluation form
* Contact or visit the host workplace at the end of the placement to follow up on the collection of the Student Evaluation Form and discuss any employment opportunities available for the student
* Enter Student Evaluation Form into TRIM

**4.3 PROCEDURES FOR THE RTO TRAINER**

**Prior to Placement**

The RTO Trainer will:

* Check the training program for ‘on the job’ training requirements
* Assess student’s readiness for SWP during the course, complete the Work Readiness Checklist and and provide sufficient information to allow the IEO to identify the suitability of SWP students for various workplaces.
* Decide student is ready for SWP
* Permit the IEO to address the class early in the training program, where possible, to distribute the SWP Application Form and Student information and Preference form and explain the benefits of SWP
* Supply training tasks/checklist for host workplace
* Provide the IEO with a Third Party Report or skills checklist when using SWP as an assessment tool. This should be included in the Host Workplace Booklet.

**During Placement**

The RTO Trainer will:

* Visit students at workplace and/ or collect Third Party Report where necessary
* Visit the workplace, where practical and observe the competence of the student when using SWP as an assessment tool

**After Placement**

The RTO Trainer will;

* Debrief students after the SWP and report the feedback to the IEO and the VET Coordinator where necessary

**4.4 PROCEDURES FOR THE VET COORDINATOR**

**Prior to Placement**

The VET Coordinator will:

* Ensure student is enrolled in VETiS course
* Confirm that student has participated in OHS information sessions
* Ensure that students are provided with training or information about workplace harassment and discrimination (Student Workbook)
* Confirm that an appropriate risk assessment or workplace observation of the Host workplace has been conducted depending on the level of risk identified for each SWP and workplace.
* Coordinate information and forms between school, parents and IEO where necessary.

The Principal:

* May delegate his/her responsibility to sign SWP Application Form to the VET Coordinator, except where a student is under 15 years or the SWP activity is identified as needing a risk assessment. In these cases the Principal must sign the form.

**After Placement**

The VET Coordinator will:

* Monitor that students are debriefed after SWP and manage forms according to school requirements
* Process Student Information Handbook, Student Self-evaluation/Reflection and Attendance Record according to school requirements.

**4.5 PROCEDURES FOR THE HOST WORKPLACE**

**Before Placement**

The host workplace will:

* Conduct or cooperate with an appropriate risk assessment or workplace observation of their workplace to ensure the health and safety of the student
* Inform staff when the Structured Work Placement student will be coming and what their involvement will be
* Discuss any special student requirements with appropriate staff
* Provide a variety of tasks that will give students an insight into as many aspects of the job as possible
* Appoint an SWP supervisor and a back-up supervisor in case the SWP supervisor is absent
* Discuss what tasks the student will be doing with all staff involved
* Organise work space and necessary equipment for the student.

Host workplaces engaged in child-related employment under the *Care and Protection of Children Act* will:

* Ensure that they and other individuals, engaged in child-related employment at their workplace hold a current Ochre card at the commencement of the placement
* Notify the IEO if they, any of their employees, or other individuals, engaged in child-related work at their workplace is subject to an exemption under the *Care and Protection of Children Act*

**During Placement**

The SWP supervisor will:

* Greet the student on their first day
* Conduct the first day induction checklist contained in the student’s log book
* Discuss the types of tasks likely to be undertaken by the student
* Introduce the student to any supervisors and co-workers as appropriate
* Monitor the student’s progress and participate in mid Structured Work Placement evaluation
* Regularly evaluate the student’s performance and provide constructive feedback.
* Conduct ongoing monitoring of risks and hazards to ensure the health and safety of the student
* Sign the Time Sheet/Record of Work sheet daily
* Give feedback to Industry Engagement Officer where necessary
* **Inform the IEO of any student absences as a matter of urgency**
* **In the event of any accident, incident or illness inform the parent/guardian and school as a matter of urgency, and then contact the IEO.**
* **Report all dangerous incidents, serious accidents or illnesses or deaths to NT WorkSafe immediately.**
* Allow the trainer access to the Host workplace to assess students
* Complete third party verification forms as negotiated prior to the placement

Host workplaces engaged in child-related employment under the *Care and Protection of Children Act* will:

* Ensure that the SWP student has no contact with any individual engaged in child-related work at the host workplace who does not have a current Ochre card or exemption
* Not engage an individual in child-related employment unless the individual holds a current Ochre card or is subject to a current exemption under the *Care and Protection of Children Act*
* Advise the IEO if any individual, engaged in child-related work at the host workplace has their Ochre card revoked during the placement

**After Placement**

The SWP supervisor will:

* Discuss the Structured Work Placement with the student to identify areas for improvement
* Complete the host workplace evaluation form and return to IEO
* Completed *Induction Checklist* returned to IEO

**5.0 RELATED POLICY, LEGISLATION AND FORMS**

**Policies, Procedures and Guidelines**

* VETiS Policy
* Procedures for VETiS Coordination
* Procedures for Structured Work Placement Insurance
* Guidelines for Recording and Reporting of Injuries Policy and Guidelines

**Forms** (available from IEO)

* SWP Application Form
* SWP Work Readiness Checklist