MEMO

To: Principals | Workplace Learning Coordinators
(Association of Independent Schools of South Australia, Catholic Education South Australia, Department for Education and Child Development)

Subject: Workplace Learning Guidelines (2016)
Distribution of Information Booklets:
Guide to Workplace Learning for Students, Parents/Caregivers, Workplace Providers

Date: June 2016

The Workplace Learning Guidelines (2016), provide schools in South Australia with a framework for the planning, administration and management of student work placements. Work placement provides young people with the opportunity to develop 21st Century skills.

Developed in consultation with all three schooling sectors and other key stakeholders, the Workplace Learning Guidelines (2016), is underpinned by the following:

- Work Health and Safety Act (2012)
- Child Protection Act (1993)

The safety and well-being of the student is the primary focus of these revised guidelines which are designed to support schools in exercising their duty of care for each student engaged in work placement.

The enclosed booklets have been developed to assist schools to provide consistent information about workplace learning to students, parents/caregivers and workplace providers:

- A Guide to Workplace Learning for Students
- A Guide to Workplace Learning for Parents and Caregivers

The Workplace Learning Guidelines (2016) and these information booklets reinforce the safety and well-being of our students as the key principle underpinning all workplace learning programs.

As part of the communication process and prior to the work placement being endorsed, schools are asked to ensure students, parents/caregivers and workplace providers are provided with a copy of the above relevant booklet. Each of these parties is required to acknowledge, on the revised Workplace Learning Agreement Form, that they have read and understood the information provided.

Further information relating to these booklets or the revised Workplace Learning Guidelines (2016) can be directed to the relevant schooling sector contact.

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