

# Workplace Preparation

## Statement of Completion

School Logo

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*Student Name*

From

.....  
*School / College*

*has successfully completed a program of workplace preparation*

Prior to attending work placement, this program referenced against the *Workplace Learning Guidelines 2015* has:

- a) covered the relevant issues from the:
  - ✓ **Work Health and Safety Act 2012** (or as amended from time to time)
  - ✓ **Children's Protection Act 1993** (or as amended from time to time)
  - ✓ **Equal Opportunity Act 1984** (or as amended from time to time)
- b) made the student aware of:
  - ✓ their right to undertake their work placement in a child safe environment
  - ✓ their right to feel safe and be safe from harm at all times
  - ✓ their role, responsibilities and rights related to WH&S in the workplace
  - ✓ the procedure to be followed if they experience unsafe workplace practices, bullying, teasing, violence, sexual or racial harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable
  - ✓ the purpose and goals of the work placement
  - ✓ insurance arrangements and implications
  - ✓ any particular requirements when working with children and vulnerable people
  - ✓ any other specific requirements of the workplace provider, eg, industrial safety issues

- Department for Education and Child Development
- Association of Independent Schools of SA
- Catholic Education SA

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*Principal / Delegate*

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*Date*