

Workplace Learning Guidelines

CHECKLIST FOR SCHOOLS

A. At the beginning of the year/semester

	Task	Section	Check
1.	Principals must approve the work placement program and ensure staff coordinating work placements are familiar with the information contained in the <i>Workplace Learning Guidelines 2015</i> , and they comply with their duty of care and the legislative obligations that underpin this.	1 2 3.1	
2.	Principals ensure school staff are informed of the: <ul style="list-style-type: none"> • general aims of the school's workplace learning program(s) • program dates and any planned alteration to the timetable • organisational procedures. 	3	
3.	Principals ensure staff understand the requirements of workplace learning, such as: <ul style="list-style-type: none"> • minimum age of students, frequency and tenure, and prohibited activities • integrating and demonstrating curriculum links and assessment opportunities • providing equal opportunity to all students • counselling and supporting students, noting any services that may be required for students with additional needs. 	1 2	
4.	Schools negotiate staff involvement and their roles and responsibilities in: <ul style="list-style-type: none"> • coordinating work placements • liaising with employers • counselling and supporting students • visiting or making phone contact at least once during the work placement. If DECD school staff are to use their private cars for proposed travel to work placements, they should complete Approval to use private motor vehicle on government business (form ED 008) .	10 3.6	
5.	Schools provide to parents A Guide for Workplace Learning for Parents/Caregivers and to students A Guide for Workplace Learning for Students about the proposed work placement program for the year and to inform them of their rights and responsibilities.		

B. Prior to work placements

	Task	Section	Check
6.	Ensure that students are at least 15 years of age at the time of the placement.	1.3	
7.	Assist individual students to investigate their personal interests, capacities and career aspirations and to identify and locate placements in an appropriate occupational area.		
8.	Establish each student's personal goals for the placement and how the activities will be assessed and integrated into the school curriculum or education plan.		
9.	Record details of all workplace providers who are participating in the program. Supply all workplace providers with a copy of A Guide for Workplace Learning for Employers , informing them of the requirements of workplace learning.		
10.	If interstate placements are necessary, check for additional requirements in the target state. The principal must approve all interstate work placements.	4.4	
11.	If the student is required by the workplace provider to travel as a passenger in a work vehicle, the parent must be advised and must consent and the provider must acknowledge that they have appropriate insurance and licence.	4.6	
12.	If applicable, complete the Accommodation Away from Home Form . This form is to be signed by the Principal.	4.7	

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13.	<p>Liaise with the workplace provider to:</p> <ul style="list-style-type: none"> inform them of the aims of the program and administrative details discuss the suitability and safety aspects of proposed work tasks and the work environment, including adequate supervision suitable for the student's age, maturity and skill level ensure the work site is a child safe environment, free from harassment and unlawful discrimination, and that employers have met their obligations under the <i>Children's Protection Act 1993</i>, the <i>Work Health and Safety Act 2012</i> and the <i>Equal Opportunity Act 1984</i>. <p>Retain copies of discussions as evidence of 'due diligence' to duty of care.</p>	<p>2.5 3.2 2</p> <p>5.6</p>	
14.	Check current insurance obligations of both the workplace provider and the school/department as it pertains to the work placement, including any insurance limitations for specific work placements, for example, maritime and use of motor and farm vehicles.	5	
15.	<p>Establish whether there are any industry-specific or additional requirements for the work placement and ensure that they are met, for example:</p> <ul style="list-style-type: none"> white card, first aid certificate relevant history screening safety equipment not supplied by workplace provider, for example, personal floatation device for use on watercraft. 	<p>3.3 4.1 4.3</p>	
16.	<p>Conduct a risk assessment for each student undertaking a work placement. Consider:</p> <ul style="list-style-type: none"> the student's age, maturity, competence, capacity, gender and cultural sensitivity and whether they have any special needs the type of workplace, the workplace learning supervisor and manager, and how much support, supervision and workplace specific induction the student will receive. This may require further discussions with the workplace provider. <p>Determine the level of risk for each student documenting the risk assessment (eg Student risk assessment summary sheet). Unless the risk is low, consider any mitigating strategies to reduce the risk and re-assess.</p> <p>Determine whether the work placement will proceed or whether other options should be considered instead.</p>	2.8	
17.	Ensure that, prior to any work placement, all students participate in an appropriate program of workplace preparation that deals with their rights and responsibilities and the school's commitment to ensure a child safe environment. Retain records of completion at the school.	3.3	
18.	If applicable, liaise with disability agencies to ensure they understand the <i>Workplace Learning Guidelines 2015</i> . The principal must ensure that agencies are properly credentialed and that support personnel are appropriate for the specific needs of the student.	<p>2.7 5.7</p>	
19.	<p>Distribute the Workplace Learning Agreement Form in the following order to:</p> <ul style="list-style-type: none"> students for completion and signature of Section B workplace learning providers for completion and signature of Section D parents/caregivers/students 18+ or living independently for completion and signature of Section C the principal or delegate for completion and signature of Section E. <p>All <i>Workplace Learning Agreement Forms</i>, regardless of whether the work placement has been organised by another school or group, must be approved and signed by the principal/delegate of the school at which the student is enrolled.</p>	3.4	
20.	Ensure the completed <i>Workplace Learning Agreement Form</i> and any additional relevant forms are received at the school by the due date.	3.4	

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21.	<p>Provide copies of the completed <i>Workplace Learning Agreement Form</i> and other relevant forms eg <i>Accommodation Away from Home</i>, <i>Maritime Workplace Learning Agreement Form</i>, where applicable to:</p> <ul style="list-style-type: none"> the workplace provider the student, highlighting for students the details and phone number of the school contact person in the case of an adverse event parents/caregivers. <p>Retain originals at the school. All additional relevant forms should be attached to the <i>Workplace Learning Agreement Form</i>.</p>	3.4 9	
22.	If applicable, distribute the Maritime Workplace Learning Agreement Form for completion and signature as above. This form must be approved and signed by the principal.	4.3	
23.	If applicable, distribute the Workplace Learning Accommodation Away from Home Form for completion and signature by parents/caregivers/independent students. This form must be approved and signed by the principal.	4.7	
24.	<p>For government and Catholic schools (but not independent schools) note whether the workplace provider has approved the school to supply employer information to SA Unions in section D2 on the <i>Workplace Learning Agreement Form</i>.</p> <p>If approval has been given, complete the <i>SA Unions Notification Form</i> and send to SA Unions at least one week prior to work placement.</p>	8.1	
25.	Ensure all students know their rights and responsibilities and have a strategy to follow if they feel unsafe, which includes knowing the school contact person and their contact details	7	
26.	For students doing maritime or interstate work placements, or those living away from home, arrange suitable times to make contact during the work placement.	2	
27.	Ensure for maritime placements that additional requirements are met.	4.3	
28.	Ensure staff liaising/visiting workplaces understand their responsibilities and the requirements related to safety in a particular worksite and that they are familiar with the procedures to follow in the case of an injury to a student; third party bodily injury or property damage; suspected child abuse; inappropriate behaviour towards a student, such as harassment or discrimination; and industrial disputes.	6 8	
29.	If any changes are made to the workplace learning agreement, complete an Addendum to the Workplace Learning Agreement Form . This should be signed by, and distributed to all parties. The school copy (original) should be attached to the original <i>Workplace Learning Agreement Form</i> .	3.5	

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C. During work placements

	Task	Section	Check
30.	<p>The supervising/visiting teacher has a duty of care and must:</p> <ul style="list-style-type: none"> visit or make telephone contact with every student and his/her workplace provider at least once during the work placement. <p>This includes:</p> <ul style="list-style-type: none"> supporting the student and the workplace provider to develop and demonstrate identified skills and/or competencies recording the provider's comments, the student's comments and the teacher's own observations keeping records of visits/contacts as evidence of due diligence in this matter <p>ensuring they meet all safety requirements of the workplace they are visiting.</p>	2.6 3.6	
31.	<p>In the event of an injury to a student, third party bodily injury or property damage:</p> <ul style="list-style-type: none"> ensure the student's wellbeing is being considered and then follow the outlined procedures. 	6.1 6.2	
32.	<p>In the event of a suspected child abuse:</p> <ul style="list-style-type: none"> immediately remove the student from the workplace and follow the standard requirements for mandated reporting. 	6.3	
33.	<p>In the event of inappropriate behaviour towards a student, such as harassment or discrimination:</p> <ul style="list-style-type: none"> Inform the principal and follow the outlined procedures. 	6.4	

D. After work placements

	Task	Section	Check
34.	<p>School staff will:</p> <ul style="list-style-type: none"> provide an opportunity for students to discuss and reflect on work placements in the classroom relate work placement to the curriculum, and where appropriate, incorporate it as part of assessment and reporting procedures organise acknowledgement of the work placement opportunity with the providers on receipt of each work placement report, make a copy, discuss with the student, return the original to the student and file the copy appropriately undertake an evaluation of the program and provide feedback to those involved. 		
35.	Ensure all documentation is retained and filed.	9	