

Workplace Learning Policy

[This document is under review but should be considered current]

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1. Purpose

The purpose is to ensure that Workplace Learning Coordinators and Principals have a clear understanding of the [Workplace Learning Procedures](#) and mandatory requirements for placing students on a work placement.

2. Policy Statement

The Department of Education (DoE) provides workplace learning programs to assist students in the transition from school to work or further study. Work experience traditionally consists of a placement in a workplace where the student shadows or observes work activity.

This policy applies to principals of schools providing workplace learning programs, nominated workplace learning coordinators, students and parents and employers and workplace supervisors.

The Workplace Learning procedures include:

- Mandatory [Workplace Learning Risk Assessment Checklist for Coordinators](#) and any subsequent [Risk Management Plan](#) required to be completed prior to the placement occurring.
- Mandatory [Workplace Agreement Form](#) for each placement prior to commencement.
- Supporting documentation and advice for schools and employers.

The procedures do not include:

- Requirements for Vocational Education and Training (VET) placements.
- Paid work situations (including Australian School-based Apprenticeships).
- Industry Open Days and Industry Excursions.

3. Risk Management

The approach to managing the risks impacting on achievement of this Workplace Learning Policy are reliant on the strong governance and coordination model. The Principal is responsible for ensuring all staff with responsibility for placing students in the workplace are aware of and compliant with the requirements laid out in the [Workplace Learning Procedures](#)

4. Related policies

- Nil

5. Related procedures

- [Procedures for Planning Off Campus Activities](#)
- [Workplace Learning Procedures](#)

6. Supporting information/tools

- [Incident/Accident Reporting Form](#)
- [Risk Management Plan](#)
- [Summary of Insurance Policies – Personal Accident Insurance \(STAFF ONLY\)](#)
- [Welcome to the Workplace: A work health and safety guide for new workers](#)
- [Workplace Agreement Form](#)
- [Workplace Learning Risk Assessment Checklist for Coordinators](#)

7. Definitions

Parent

Includes guardian/s or other person/s having the care and control of a child.

Workplace Learning

A student/s who observes and/or participates in workplace functions and activities in a workplace environment under the direct supervision of the nominated workplace responsible officer and without the direct supervision of an employee of the Department of Education (DoE).

Workplace Learning Coordinator

A role carried out by any employee of DoE who is nominated by the Principal to coordinate workplace learning for students. This role exists regardless of whether an external agency provides a workplace learning program service for the school or not.

Workplace Learning Risk Assessment Checklist for Coordinators

This is a mandatory requirement for each placement and allows the school to assess the level of risk and to determine if a more detailed Risk Management Plan needs to be developed

Workplace Supervisor

An adult employee of a host workplace, acting in a designated supervisory capacity for the student(s) in workplace learning at that site.

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