



EMPLOYERS' GUIDE TO WORKPLACE LEARNING

*Sevenoaks Senior College aims for students to,
"engage in, enjoy and value their school, training and/or work
based education program and achieve success."*



BENEFITS TO EMPLOYERS

- Opportunity to develop an **Industry Standard Work Ethic** in youth as future employees.
- Prospect of recruiting new employees who are pre-skilled and immediately productive.
- Developing in young people a realistic understanding of employer expectations and needs.
- Opportunity to be involved in making education and training of potential employees more relevant to industry needs.
- Recognition of the business as a good corporate agency and a possible career choice for students.

BENEFITS TO STUDENTS

- Makes learning more engaging and relevant.
- Provides the opportunity to experience and acquire industry skills.
- Provides the opportunity to experience what it means to be an employee.
- Improves employability, work ethic and work readiness.
- Provides the opportunity to apply Vocational Education and Training in the workplace.

ROLE OF STUDENT

- Behave appropriately in the workplace, demonstrating good manners and respect for others.
- Demonstrate a willingness to learn, ask appropriate questions and complete tasks with enthusiasm.
- Attend the workplace every day for the industry hours and arrive on time.
- Maintain Occupational Safety and Health standards.
- Report their daily arrival and departure from the workplace with the supervisor/ employer.
- Contact the employer and relevant College staff in the case of unavoidable absence or lateness.
- Identify and follow the employer's dress, footwear and hygiene requirements.
- Take the logbooks to the workplace every day, ensure they remain in good condition and use them daily.
- Work within the processes identified in this guide.

“It’s hard to know what you want to be when you grow up. I did work placements in retail, business and childcare. I got a feel for different industries and it helped me figure out what career I wanted in the future “

- Julia, 2023 graduate who is now studying Community Services at TAFE full time

ROLE OF EMPLOYER / SUPERVISOR

- Advise the student of your company's safe work practices.
- Operate in compliance with the current Work Health and Safety Legislation.
- Provide a safe workplace and plan as far as practicable so the student is not exposed to hazards.
- Appoint a suitable person to supervise the student in workplace learning at the site.
- Try to set tasks in direct line of sight. Where this is not practical ensure the student has clear instructions, is positioned in a safe environment and is in this position for as limited a time as possible.
- Provide the student with instruction and supervision as required.
- Provide the student with protective equipment and clothing during the placement (with the exception of protective footwear) at no cost to the student.

ROLE OF COLLEGE

- Facilitate induction of student, staff and employers
- College representatives available on call for the identified hours of the work placement
- Identify work readiness of students
- Conduct visits to students while in the work placement:
 - at least one personal visit per unpaid placement
 - at least two personal visits per School Based Apprenticeship or Traineeship per year
 - supplemented by telephone calls and electronic communication
- Maintain necessary communication between all stakeholders
- Follow Duty of Care requirements
- Provide and manage required documentation for work placement
- Check all workplaces prior to commencement of work placement
- Work within the processes identified in this guide
- Conduct assessments in accordance with the College and Registered Training Organisation requirements

“It has been truly wonderful to have an extra pair of hands in the classroom this term. I would encourage all schools to take a chance on a workplace student. I’ve loved being part of someone’s career journey”

- Primary School teacher who took on their first SSC work placement student in 2023



FIRST DAY – STUDENT INDUCTION TO THE WORKPLACE

- On the first day of the work placement, welcome the student and introduce them to the workplace.
- Discuss Occupational Safety and Health requirements and show the student relevant safety and fire evacuation procedures.
- Show the student the immediate work environment and the location of kitchens, toilets, lockers and exits. Where employers are mobile, e.g. plumber, discuss these points in the context of a mobile work environment.
- Introduce the student to co-workers by name and explain what each person will be doing with them, for example supervising, training or going on breaks with them.
- It is worthwhile spending time discussing the student's prior experience so you can judge their level of skills and understandings. Students should have completed their *Workplace Learning Logbook: WORK HISTORY*. This will provide a starting point to discuss their prior experience. This will **never replace observing** them to judge their ability.
- Discuss a list of duties for the student and explain what you expect.
- Outline start and finish times for work and what happens during break times.
- Reinforce dress requirements.
- Explain the process and identify the person the student needs to check in with when they arrive, leave and return to the workplace.

ATTENDANCE COMMUNICATION

The supervisor will acknowledge the student's arrival and departure from the workplace daily. If students are unable to attend the work placement or are going to be late, they are required to contact the employer/supervisor as soon as possible.

If the student fails to contact the employer/supervisor within one hour of the due start time, the employer needs to contact one of the College contacts immediately (identified in the placement documentation).

Students should remain in the workplace for the agreed time. If a student leaves between the agreed times, the employer must inform the Workplace Learning Coordinator.

CONFIDENTIALITY

The student will treat as confidential any information they may encounter during the course of the work placement program including names and details of clients and business methods of operation.

The student will not disclose, use or authorise the use or disclosure of confidential information to any person or company whatsoever.

As part of accepting a student on work placement the employer accepts that they and their employees will treat information relating to the student and the placement as confidential.

MANAGING THE SAFETY OF YOUNG PEOPLE IN THE WORKPLACE

There are special risk factors to consider when managing the safety of young people in the workplace, such as:

- The same situation could affect a young worker differently from a mature adult.
- Young people may be keen to work but need more experience and training before they can work safely.
- Young people may not have the ability to cope with stressful situations.
- Young people may not make mature decisions about how to work safely.
- They may leap into situations before thinking about their own safety and the safety of others.





WORK HEALTH AND SAFETY

Employers (and self-employed persons) have the legal responsibility to ensure that their work and the work of their employees do not adversely affect the safety and health of non-employees, including any students undertaking work placement.

The employer is expected to take the necessary action to protect the safety and health of the student. This may include showing them how to work safely, ensuring the workplace is safe, ensuring reasonable care is taken not to expose students to hazardous situations and providing appropriate supervision.

The employer should ensure the following:

- A suitable and appropriate supervisor is appointed to supervise the student on work placement.
- Another employee is appointed to supervise the student if their regular supervisor is absent.
- Students should always have work provided to do while they are at the placement.
- A suitable induction is planned for students to the workplace.
- Other staff members are aware of the presence and role of the student on work placement, the student's ability, ways they could assist the student and the role of the supervisor.

TRANSPORT

Students can only be transported in an employer vehicle when confirmed in the B.2. Host Employer Letter at the start of the placement.

Employers must ensure vehicles used to transport students have a current vehicle license, drivers have a current driver's license, and the vehicle must comply with the Road Traffic Act.

Students are not allowed to drive employer's or staff vehicles (any vehicles, including boats, motor bikes, tractors and fork lifts).

WORKPLACE REGULATIONS

Different work placement sites are regulated by specific industry requirements, e.g. Mining, Liquor Licensing, Construction Industry and Aged Care.

Any required documentation and approvals will be provided to the employer prior to individual placements.

WORKPLACE LEARNING (UNPAID) – INSURANCE COVER

The Department of Education (the Department) provides personal accident insurance and public liability insurance through RiskCover for students engaged in unpaid work placements allocated or arranged by the Department. The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site.

The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

Employers (and self-employed persons) have a legal responsibility to ensure that their work and the work of their employees do not adversely affect the safety and health of non-employees, including any students undertaking work placement. The employer must take the necessary action to protect the safety and health of these students. This may include showing them how to work safely, ensuring the workplace is safe, ensuring reasonable care is taken not to expose students to hazardous situations, and providing appropriate supervision.

PUBLIC LIABILITY INSURANCE ARRANGEMENTS

The Department of Education is a State Government agency and as such is subject to the policies and directives of the Western Australian Government.

The Department's insurance coverage is placed with the Western Australian Government's self-insurance managed Fund - RiskCover. The Department of Education provides both personal accident insurance and public liability insurance for students engaged in unpaid work placements allocated or arranged by the Department's schools.

It is a requirement of the Department of Education that a business accepting students on workplace learning has in place its own Public Liability insurance to an appropriate level for any one occurrence.

RiskCover will manage claims on behalf of the Department, as required, in accordance with agreed arrangements.

The Department of Education's insurance policy does NOT cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.



“My goal was to work in the heavy diesel industry and the workplace learning program has allowed me to get started on my career early.”

- Student who was offered an apprenticeship at the end of Year 11 after a successful work placement in the industry

ACCIDENT / EMERGENCY PROCEDURES

Normal arrangements for medical assistance must be made immediately. It is preferable to have the student attend a public hospital. NB: Students in an unpaid work placement are not workers' compensation patients and should not be treated as such by the doctor.

In the event of a Workplace Learning accident during School Based Traineeship/Apprenticeship the employer's workers' compensation processes will be followed. Employers should notify parents and the College immediately.

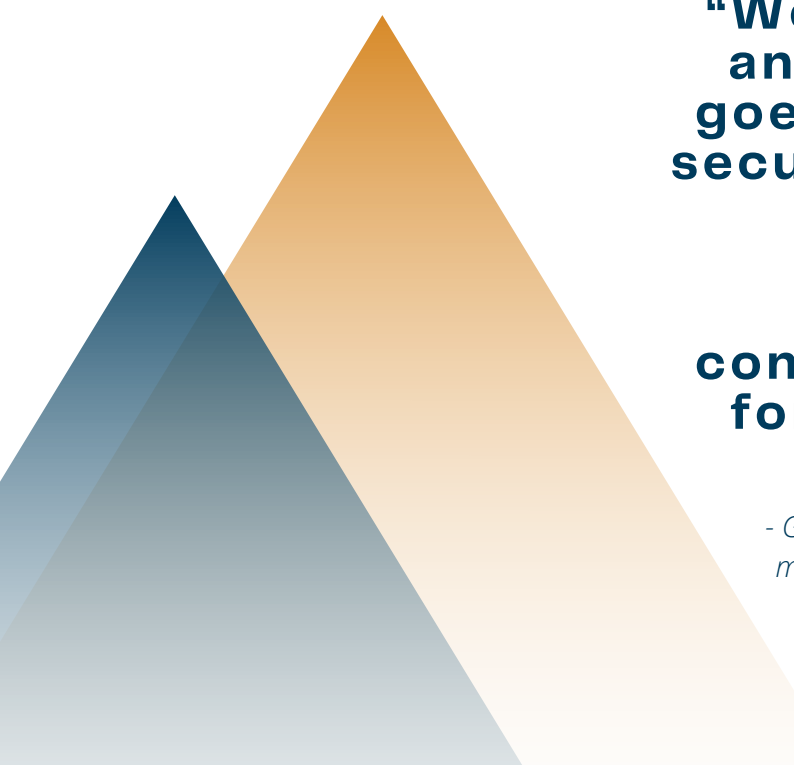
Employers should notify the emergency contact and the Workplace Learning Coordinator immediately. A medical certificate must be issued by the doctor attending the student.

Any updated information regarding the accident/emergency procedures will be provided in the placement documentation sent to employers before each placement.

INCIDENT PROCEDURES

The Workplace Learning Coordinator needs to be notified as soon as possible in the following cases.

- **CRITICAL INCIDENT:** An incident in which there is a high likelihood of traumatic effects such as an on-site accident or sexual assault.
- **EMERGENCY:** An event, actual or imminent, which occurs on or off site, endangers or threatens to endanger life, property or the environment and requires a significant and coordinated response such as fire or bomb threats, hazardous materials spillage or floods.
- **INCIDENTS:** Events such as attempted abductions of children and approaches to children by strangers.
- **NOTIFIABLE INCIDENTS:** An event, actual or imminent, which occurs on or off site and involves anti-social or criminal behaviour, an accident, a case of notifiable disease, death or natural disaster.



**“We value this partnership
and the effort the school
goes to in helping students
secure work opportunities in
Year 11 & 12.**

**We look forward to
continuing this partnership
for many years to come.”**

*- Grant Morgan, Komatsu Regional HR Manager and
member of SSC College Board and TEC Consortium*



TRAINING AND EVALUATING THE STUDENT

During this placement students will be gaining credit for their time in the placement toward their Western Australian Certificate of Education (WACE). This will be recorded by students in the *Sevenoaks Senior College Workplace Learning Logbook*.

Some students will be gaining experience and recognition toward their relevant Certificate program. Employers will be clearly informed if the placement includes Certificate level training and the relevant Registered Training Organisation (RTO) will provide detailed information about the training prior to the employer accepting the student's placement.

All students need to be trained to do the job and other work-related skills. Each student has different knowledge and experience. Some students need more training than others to meet the job requirements.

We ask you to provide regular feedback to the student and to the College representatives when they visit the workplace.

You are welcome to contact a Workplace Learning Coordinator if you wish to provide feedback at other times.

Employees need good social and interpersonal skills. The opportunities you provide for students to interact and learn from their co-workers are critical to their future success.

Where possible, please organise for the student to have someone to have breaks with and structure jobs so that they have the opportunity to work with and learn from other co-workers and to interact positively within the workplace environment.

SEVENOAKS WORKING WITH EMPLOYERS

Sevenoaks Senior College is always striving to improve the way we work with employers and community partners for improved outcomes for our students.

Do not hesitate to contact the College Workplace Learning Coordinator to provide feedback.

COVID UPDATE

Students will be required to adhere to government regulations relating to COVID as they are updated.

