

Workplace Learning Policy for Secondary Students in Government Schools and TAFE NSW Institutes

1. Policy Statement	<p>1.1 Workplace learning programs are to achieve curriculum outcomes and enhance the vocational, educational and social development of students enrolled in regular classes, special classes and special schools. Innovative programs are encouraged</p> <p>1.2 Workplace learning programs include, but are not limited to, work experience, work placement for HSC VET courses, career and enterprise education programs, community learning and student mentoring programs conducted by employers in the workplace. School based traineeships are not included.</p> <p>1.3 Employers have responsibilities for the health, safety and welfare of employees and visitors to their premises but this does not exempt the school or TAFE NSW institute or contracted private or community registered training organisation (RTO) from its responsibilities.</p> <p>1.4 DET and TAFE NSW must, through their delegated officers, take reasonable care to keep all students undertaking workplace learning free from harm. Duty of care for students rests with the school and the TAFE NSW institute and RTO and extends to workplace learning placements even where there is no direct daily supervision of the student by a school or TAFE NSW institute or RTO teaching staff member.</p> <p>1.5 Insurance and indemnity provisions of the Department, as stated in the Department's <i>An Employer's Guide to Workplace Learning</i>, apply to workplace learning placements approved by the Principal or nominee, and where relevant, also by the responsible TAFE NSW Institute Manager or delegate or RTO manager or nominee. Conditions apply.</p> <p>1.6 Regular and effective communication with parents/carers, support staff and with host employers, directly and through Local Community Partnerships, is an essential aspect of all workplace learning programs.</p> <p>1.7 A range of mandatory and support documents has been developed to assist in the implementation of workplace learning programs. See <i>Associated Documents and Forms</i>.</p>
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	1.8 DET and TAFE NSW must ensure that students with special needs are provided with opportunities on the same basis as other students. This includes identifying and liaising with the workplace around adjustments and accommodations that students with disabilities may require.
2. Contact	Senior Coordinator, Workplace Learning, Vocational Education in Schools Directorate Ph 9244 5061
3. Unique Identifier	PD/2005/0016/V01

[Additional Information](#)

4. Applicability

- 4.1** This policy applies to all education and training organisations involved in the provision of workplace learning to students, aged 14 or over, in NSW government secondary, central and special schools or contracted private or community RTOs and school students enrolled in HSC and other vocational education and training (VET) courses in TAFE NSW institutes. This policy also applies to students solely enrolled in TAFE NSW and undertaking workplace learning for HSC courses.
- 4.2** The policy also applies to community stakeholders involved in the provision of workplace learning including Local Community Partnerships (LCPs).

5. Context

- 5.1** This policy is informed by the Common and Agreed National Goals for Schooling (MCEETYA 1999) and supports the broad learning outcome that all students will *understand the work environment and have the knowledge, skills and understanding to evaluate potential career options and pathways* in all syllabuses outlined in the NSW Board of Studies *K-10 Curriculum Framework 2002*.
- 5.2** The participation of local businesses, larger employers, industry groups, community agencies and RTOs is an invaluable and essential aspect of the skill and knowledge environment available through workplace learning.
- 5.3** The nature of workplace learning, with its off-site learning locations and the participation of non-Department personnel, poses risks to students that do not apply within the school. The Department has a paramount concern for the safety, welfare and well-being of students while enabling this valuable approach to learning to operate effectively

6. Responsibilities and Delegations

- 6.1** School Principals and where relevant, the responsible TAFE NSW Institute Managers have the primary responsibility for approving workplace learning programs. They must take reasonable steps to ensure that students, staff,

relevant registered training organisations (RTOs), Local Community Partnerships, parents/carers, and host employers are aware of their responsibilities in the implementation of workplace learning programs.

- 6.2 The Department's duty of care for students cannot be delegated from the school or TAFE NSW institute or RTO to any stakeholder group involved in workplace learning other than in the situation of a student using regular paid part-time work as a workplace learning placement.
- 6.3 Engagement of Local Community Partnerships and host employers is subject to collaborative input and advice from local Principals and the responsible TAFE NSW Institute Manager and their nominated or delegated staff.
- 6.4 Parents/carers are responsible for providing the reliable emergency contact for their young person where the student undertakes workplace learning outside normal business hours.
- 6.5 The Vocational Education in Schools Directorate is responsible for publishing and ensuring the currency of the policy on the DET policy website.
- 6.6 Users must verify the currency of this policy by reference to the DET policy website.

7. Monitoring, Evaluation and Reporting Requirements

- 7.1 Principals and the responsible TAFE NSW Institute or RTO Managers or delegates are responsible for monitoring and evaluating workplace learning programs.
- 7.2 Workplace learning should be included in the School Management Plan as part of the school's curriculum delivery of vocational education for all students.
- 7.3 The implementation of workplace learning programs must be reported annually, or as required, to the school and where relevant, TAFE NSW institute or RTO, management and community.

[Click here to go to Policy Implementation Details.](#)

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This is a printed copy of the policy and may now be out of date. It is the responsibility of the user to verify that this is the current and complete version of the document, located at <http://www.det.nsw.edu.au/policies>

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