

Workplace Learning Checklist for teachers from the department or externally delivered VET (EVET) teachers

This document supports teachers to ensure workplace learning activities are safe and appropriate to the level of student's skills and knowledge.

Teachers and other staff facilitating or managing workplace learning programs are to:

- use this check list to ensure all procedures are followed to the appropriate safety standards; and
- complete [Workplace Learning Policy and Procedure Professional Learning](#) provided by the NSW Department of Education prior to organising and managing workplace learning activities.

Checklist - before workplace learning

- ☐ Suitable pre-placement activities have been provided by the school, or where relevant by the Externally delivered Vocational Education and Training (EVET) provider, to prepare students for workplace learning and to optimise the planned workplace learning experience. These activities support student's safe and effective participation in workplace learning.
- ☐ The placement has been discussed with the student and the student's work readiness has been assessed as appropriate. Students complete [myworkexperience](#) or [go2workplacement](#) prior to the placement.
- ☐ The Student Placement Record (SPR) has been reviewed, importantly the proposed activities, their risk assessment by the host employer, designated

unsuitable tasks, location of the worksite and the supervision in the workplace. The individual needs and safety of the student is essential.

- ☐ The SPR is complete, satisfactory and signed prior to the placement. A copy has been provided to the student, host employer, parent/carer and the original SPR is held in the student's files at school.
- ☐ Proposed activities are appropriate to the student's skills, knowledge and capabilities.
- ☐ If the placement is a non-local placement, travel and accommodation arrangements and forms have been completed.
- ☐ Students have been provided a Safety and Emergency Procedures Student Contact Card and have filled in the contact details and their Medicare number (for use in case medical attention is required during the placement).
- ☐ Mandatory documents have been provided to all stakeholders (student, host employer, parent/carer). These documents provide detailed information on the practical, responsible and legal processes that contribute to safe and engaging workplace learning:

[Student Placement Record \(SPR\)](#)

[Student Safety and Emergency Card Contact Card](#)

[Construction Safety and Emergency Procedures Student Contact Card](#)

[Workplace Learning Guide for Parents and Carers](#)

[Workplace Learning Guide for Employers](#)

Checklist - during workplace learning

- ☐ The student and workplace supervisor or host employer have been contacted by phone or a visit during the placement. These contacts must be on day one or two and are to be documented in the teacher's diary or on the Recording Contact with Host Employer Form provided on the department's website.
- ☐ The school has attendance records of the student attending the workplace.

Checklist - after workplace learning

- ☐ Have a follow up conversation with the student post placement activities as soon as practicable and within four weeks. The conversation should include any safety concerns the student may have.
- ☐ If there are safety concerns expressed by work experience students, the teacher is required to discuss the identified concerns with the host employer.
- ☐ If there are safety concerns expressed by work placement students, this information is to be provided to the local Work Placement Service Provider.
- ☐ The school archives the SPR in the student's file