

# Structured Workplace Learning Employer Information Pack



Thank you for your consideration in offering a SEDA College student a Structured Workplace Learning (SWL) opportunity in your workplace. The following information pack provides an overview of the SEDA College SWL Program and important information for you to consider before taking on a workplace student

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## Who is SEDA College?

SEDA College is a non-government secondary school that exists to engage, educate and empower young people. Our aim is to develop an engaging and caring learning environment which fosters the holistic growth of each young person, whilst providing a range of pathways to lifelong learning. For more information about SEDA College visit [www.scv.vic.edu.au](http://www.scv.vic.edu.au).



## What is Structured Workplace Learning?

Structured workplace learning provides students with the opportunity to integrate practical on-the-job experience and learnings in industry as part of their VCEVM program. It provides the context for:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes for VCEVM units, and
- enhanced employment opportunities.

SWL is also an opportunity for students to gain insight into an industry that they may be considering entering in the future. We encourage a discussion between yourself and the student around their interests, what they would like out of their placement and what you are able to offer, to ensure a good fit for you and the student and to assist in planning placement tasks.

More information on SWL for employers can be found at:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/resources>



## SWLR - What activities are undertaken by students on placement?

In addition to undertaking activities for industry exposure and student specific interests, students completing a placement within the sport and recreation industry are enrolled in a Sport and Recreation Certificate that provides credit towards their VCEVM education. To achieve credit they will complete structured workplace learning reflections (SWLR) on the following subject areas that relate to their VET training:

- managing workplace safety
- first aid
- plan, conduct and instruct sport sessions
- facilitate groups
- conduct foundation level coaching skills

Students' reflections are completed in class and will showcase their learning in the workplace. Evidence they may collect, with employer consent can include observations, descriptions of activities and tasks, conversations with employers and other staff, participation in meetings, workplace documents, research in the workplace, photos of equipment / processes / events, video of workplace activities.



## **When does SWL start and how long does it go for?**

Students complete their SWL placement one day per week during the school term on their allocated day, unless negotiated otherwise. It is requested that a minimum of six hours per week for the duration of 10 weeks is provided.

A longer placement period may be negotiated however under DET guidelines students are not permitted to complete more than twenty SWL days with one employer.

If a student wishes to extend their placement beyond the twenty days they will need to apply to the Principal for an exemption and complete a new SWL Arrangement Form. To allow time for processing this is to be completed at least five weeks prior to reaching the twenty-day limit.

Students will commence placement in term 1 after completing pre workplace training and once all documentation is finalised.



## **What are your responsibilities as an Employer?**

You have a legal obligation to provide a safe and healthy working environment for your employees and contractors. Students undertaking structured workplace learning are no different. They are owed the same duty of care, and you must take all the same steps to safeguard them during their structured workplace learning.

You must assess your workplace to determine which activities can be safely managed. Students should be given tasks which are interesting and which will give them an understanding of your business. However, you must take care NOT to place them at risk, and you must provide supervision at all times.

As part of the SEDA College Safe Schools Policy, you are required to hold a current Working with Children Check or VIT registration.



## Why does SEDA College require a Working with Children's Check?

SEDA College requires **ALL** SWL Employers OR Supervisors to have a current Working with Children Check (WWCC) or VIT teacher registration, where the student is under 18. If you don't have a current WWCC this is available at no cost to you by completing the volunteer application. If you are registered with the Victorian Institute of Teaching (VIT) you may provide your VIT number instead.

The Child Safe Standards are compulsory minimum standards for organisations that provide services for children to help ensure the safety of children. The Working with Children Check assists in protecting children from sexual and physical harm by ensuring that people who work with, or care for, them are subject to a screening process. SEDA College has a Child Safety Policy that you will be provided with upon confirmation of the SWL placement.



## How do you apply for a WWCC?

If you don't have a current WWCC, submission of the application is available at no cost to you by completing the volunteer application, SEDA College should be listed as the volunteer organisation on your application. Please note that when you lodge your application you will be required to take a photo as part of your application which will be used for your WWCC card.

Please refer to the link to start an application. [WWCC Application](#)

The application process for the volunteer check can take 2 – 12 weeks so please ensure this process is completed as soon as possible.

Once your application is lodged you will receive an email with your WWCC number, you can provide this number on the arrangement form while your application and card are being processed.



## High Risk Placements

The Department of Education and Training deems some industries to be high risk for SWL students and therefore specific guidelines surrounding activities students can undertake need to be followed. These industries include, but are not limited to, trades and placements involving animals. Employers must consider these activities prior to entering into an arrangement. While in placement, these guidelines must be adhered to. SEDA College policy requires a staff member to conduct a workplace visit within the first 10 days of placement which provides the opportunity to ensure all OH&S requirements are covered. *If applicable refer to guidelines attached*



## Do you need to pay a student on placement?

SEDA College does not recommend payment for students on placement.



## Do you need to provide insurance for the student?

Once the *Structured Workplace Learning Arrangement* Form has been signed by the employer, student, parent/guardian and Principal of SEDA College the student is covered for WorkSafe Insurance and Public Liability Insurance by the Department of Education and Training.



## How do we support you?

Our commitment is to maintain open and regular communication with you to ensure a positive experience for both yourself and the student. At the commencement of the placement, the teacher will contact you to ensure you and the student have everything you need to facilitate a seamless experience.

On each designated Structured Workplace Learning (SWL) day, the teacher will contact you to confirm attendance via a shared link. Additionally, once per term, the teacher will contact you

to discuss the student's progress. This information will form a workplace learning report that will be shared with the student and their family, providing valuable feedback on their growth in the workplace.

Should you have any questions or concerns at any point, our team, including the student's teacher and pathways advisor, is readily available to offer support. Our aim is to make this experience enriching and beneficial for all involved.



## Where to from here?

The following information “*Structured Workplace Learning Guidelines for Employers*” and “*Sample Structured Workplace Learning Agreement Form*” originate from the Department of Education, and detail the terms of a contractual agreement, along with related arrangement information. Please take the time to review.

If you agree to place a student, the student will arrange a time either in person or over the phone to collect the work placement details. These details are listed on *Sample Structured Workplace Learning Arrangement form* located in this pack, in addition to collecting your working with children check or VIT number that will be verified by SEDA College.

This information will form the Structured Workplace Learning Arrangement form, a legal document that provides workplace insurance for the student for the duration of the placement. This documentation must be finalised prior to the student commencing in the workplace.

The nominated work place contact person will receive an email from SEDA College [swl@scv.vic.edu.au](mailto:swl@scv.vic.edu.au) with the Arrangement form for approval and electronic signature. Once completed, the Principal will review and sign. All signatories will receive an email with the final copy of the Arrangement form, the arrangement is now complete and the student may commence as per the dates set out on the form.



## Further information

If you require any further information about the SEDA College SWL program or would like to discuss a placement opportunity, please do not hesitate to contact the SEDA College Pathways Team at [pathways@scv.vic.edu.au](mailto:pathways@scv.vic.edu.au)

# Structured Workplace Learning guidelines for employers

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## What is Structured Workplace Learning?

Structured Workplace Learning provides students with the opportunity to integrate on-the-job experience with secondary study as part of the VCE, the VCE Vocational Major or the Victorian Pathways Certificate.

## What is your ‘duty of care’ as an employer?

You have legal obligations to provide a safe and healthy working environment for your employees and contractors. Students undertaking Structured Workplace Learning are no different. They are owed the same duty of care, and you must take all the same steps to safeguard them during their Structured Workplace Learning.

You must assess your workplace to determine which activities can be safely managed. Students should be given tasks which are interesting, and which will give them an understanding of your business. However, you must take care NOT to place them at risk, and you must provide supervision at all times.

## What can you expect of the student?

Remember that young people cannot be expected to possess the judgement or maturity of older workers. You have a right to require the student to comply with workplace rules and procedures. First, though, you must explain those requirements and provide any necessary information, instruction and training. Don’t assume a student will automatically know what’s expected.

## The importance of planning

The most rewarding Structured Workplace Learning programs – and the safest – are those planned in advance. It’s useful to draw up a timetable for students before they arrive, setting out proposed activities for each day and identifying the people who will supervise them at different times.

Even though your timetable may have to change, a planned program enables supervisors to prepare meaningful activities, and reduces the chances of exposing the student to risks resulting from unplanned activity.

## Safe systems of work

Your safe systems of work should already be built on knowing your hazards, assessing the risks they present and taking steps to control those risks. Your employees will know the risk controls, but your Structured Workplace Learning student will not. It’s important to take time to explain to the student what the hazards are, why the risk controls are in place and how they are put into practice.

*The following are the ‘must do’ elements when introducing a student to your workplace:*

## Induction and supervision

Students will not be familiar with the workplace, or the way things are done. Like any new starter, it will take them a few days to remember names and find their way around.

The first thing you must do – on their first day with you – is induct the student. This should be done by the employer or the nominated supervisor – don't assume that induction will happen if you have not given someone specific responsibility for it.

## Introductions and responsibilities

The student may be supervised directly by more than one person during the week. Introduce those who are available and make a note of people the student will need to catch up with later.

Inform the student that their health and safety is your most important concern during their stay. Explain your legal duty of care for them, and that in turn they must observe any requirements you have established to safeguard employees and others.

If there is a Health and Safety Representative at the workplace, arrange a time for them to discuss their function with the student.

## Explain supervisory arrangements

Students must report directly to their supervisor when entering, leaving and returning to the work location.

Consider the skills and experience of people nominated as supervisor(s) – will they be able to answer questions and provide the right information and instruction to ensure the student understands the tasks they are given and can undertake them safely?

Explain during induction what the student should do if their supervisor is not present at any time – and who they will report to.

## Explain arrangements for first aid and emergencies

Tell the student who their first aider is, and what to do if they need first aid.

Explain emergency arrangements and point out the evacuation plan and assembly points. In an emergency, the student must follow direction from identified wardens.

## Explain health and safety reporting requirements

Incidents and accidents must be reported to the supervisor without delay. Incidents include near misses, even if no-one was injured. Accidents – including even minor cuts and scrapes requiring only a Band-Aid – must be reported and recorded.

Explain to the student how this is done and encourage them to raise any health or safety concerns with their supervisor. If the student feels there might be risk in any activity, they must understand that they should not continue with the task.

## Provide an orientation tour of the workplace

If the student will be located in more than one area through the week, show them 'home base' first. It's a good idea to return to that work location from different areas each time, to assist the student to build a mental picture of the workplace layout.



# Child Safe Standards and workplace learning

## Fact sheet for employers

The Victorian Government takes the wellbeing and safety of children very seriously.

Victoria's new Child Safe Standards were introduced on 1 July 2022 to further strengthen child safe environments and better protect children from abuse. The Child Safe Standards are compulsory minimum standards. They make sure children and young people in organisations including schools and early childhood settings feel safe and are safe.

Examples of other organisations which must comply with the Child Safe Standards include hospitals, local councils, youth services, and sport or recreation services for children. For a list of in scope organisations for Child Safe Standards, see: [Who do the Standards apply to?](#)

[Ministerial Order 1359 – Child Safe Standards – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises](#) provides the framework for child safety in schools.

To comply with Child Safe Standard 2 and Child Safe Standard 9, schools must develop and implement risk management actions to make sure children are safe from abuse in the physical and online school environment.

Child Safe Standard 2 requires the school governing authority to:

- develop, record, and implement risk management actions to make sure children are safe in the school environment
- monitor, annually review and evaluate child safety and wellbeing risks.

Registered schools are required to develop and implement risk management strategies prior to students undertaking workplace learning to ensure their safety will not be compromised and the school and workplace complies with the requirements of Ministerial Order 1359.

## Definitions

Definition of terms used in relation to Ministerial Order 1359 include:

- **child** – a person who is under the age of 18 years
- **student** – a person who is enrolled at or attends the school or a student at the school boarding premises
- **school environment** – includes workplace learning environments where students undertake work experience, structured workplace learning, school community work (volunteering) and School Based Apprenticeships and Traineeships (SBATs).

Refer to the [definitions resource on PROTECT](#) for definitions of terms used in the Child Safe Standards and Ministerial Order 1359.

## What can employers do to manage child safety risks in the workplace?

1. Nominate a supervisor (or supervisors) who will directly supervise the student throughout their placement.
2. Ensure that the student's supervisor/s and other employees in the workplace understand acceptable and unacceptable behaviours in dealing with students. (Refer to the school's Child Safety Code of Conduct and the table in this fact sheet for some examples of these behaviours.)
3. Schools must provide employers with the schools' Child Safety and Wellbeing Policy and the Child Safety Code of Conduct. If the employer is an in scope organisation for the Child Safe Standards, they are encouraged to provide to the school a copy of their Child Safety and Wellbeing policy and Child Safety Code of Conduct.
4. At the start of the work placement, explain to the student the workplace policies regarding bullying, harassment and discrimination, and any other behavioural standards or codes of conduct that apply.
5. Explain the workplace policy for dealing with concerns or complaints about behaviour at work. Encourage the student to report any concerns directly to their supervisor, and to the school principal or another staff member at their school.
6. Ensure the student can contact their school if required during the placement.
7. Ensure school staff can contact the student to check how their placement is progressing.
8. Liaise immediately with the school regarding any issues arising in the workplace.

## More information

- Department of Education [Child Safe Standards for schools](#)
- Commission for Children and Young People:
  - [A guide for creating a Child Safe Organisation](#)
  - [Who do the Standards apply to?](#)

## What are some examples of potential risks to students in workplace learning environments?

### Unintentional/accidental harm

Poor physical environment leading to injury

Poor supervision

High-risk activity

Lack of risk mitigation strategies in place

### Psychological or emotional abuse

Bullying by adults or other children

Threatening language

Intentional ignoring and isolating (either face-to-face, online or via other technology)

Shaming, hazing

### Neglect

Lack of supervision

Not meeting the specific physical or cognitive needs of children

### Physical abuse

Physical violence e.g. hitting, punching, kicking, pushing

### Cultural safety not upheld

Lack of cultural respect

Racial or cultural vilification or discrimination

An environment that does not support the child to express their cultural identity

Treating a student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity

### Sexual abuse

Sexual abuse, assault and exploitation (face to face or online)

Grooming (face-to-face or online)

Inappropriate touching or overly familiar or inappropriate behaviour towards a student

Inappropriate conversations (either face-to-face, online or via other technology)

Crossing professional boundaries e.g. contact with any student outside of school hours

## Other potential risks

School staff and employers not aware of signs of abuse

Students not informed about how to raise concerns

Families not informed about child safety risks in workplace environments and how to raise concerns

Based on the [PROTECT guidance](#) to support schools to implement the Child Safe Standards

## What are some examples of behaviours which are acceptable and unacceptable in dealing with students in the workplace?

### Acceptable behaviours

Treating everyone in the workplace, including students with respect

Promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students

Listening and responding to the views and concerns of students, particularly if they are telling you that they have been harmed or abused, or that they are worried about their safety

Reporting any allegations of child abuse or other child safety concerns to the school principal and, if needed, the police

### Unacceptable behaviours

Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm

Display behaviours or engage with students in ways which may be construed as inappropriate or are not justified by the workplace learning context

Discuss intimate topics or use sexualised language with students

Use inappropriate language in the presence of students

Treat a student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity

Turn a blind eye to behaviours by other adults towards students that appear to be overly familiar or inappropriate

Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable and related to the student's work activities or where there is a safety concern or other urgent matter

Work with students whilst under the influence of alcohol or illegal drugs

Consume alcohol or drugs at the workplace in the presence of students

Adapted from: Department of Education's [Child Safety Code of Conduct template](#)

You should explain what happens in each part of the workplace and point out locations where the student may be working during the week.

Explain why certain areas may be deemed 'no-go' for the student. If hazardous operations mean an area is restricted, you may want to observe the activity from a safe vantage point and describe the operations. If personal protective equipment is necessary to enter the area, this must be provided, and you must explain how to use it.

## **Workplace bullying, harassment and discrimination**

You must explain your workplace policy regarding bullying, harassment and/or discrimination. Encourage the student to report any concern directly to the employer or their supervisor or to their teacher.

## **Confirm student's medical information**

Check that you have necessary medical information. Does the student have any condition (e.g. asthma or epilepsy) that could require treatment? Are they taking any medication? (This information must be kept confidential and should only be disclosed to another party if treatment is required for a known medical condition or in the case of a medical emergency).

# Structured Workplace Learning Arrangement Form

Education and Training Reform Act 2006 – Ministerial Order 1412:  
Structured Workplace Learning Arrangements (Schools)

## STUDENT DETAILS

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth / / Year Level \_\_\_\_\_

School Name and Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Class and teacher \_\_\_\_\_

### Student qualification:

VCE Industry and Enterprise  VCE Vocational Major – Unit name: \_\_\_\_\_

Victorian Pathways Certificate – Unit name: \_\_\_\_\_

VET Certificate name: \_\_\_\_\_

### IN CASE OF AN EMERGENCY, THE EMPLOYER SHOULD CONTACT THE STUDENT'S PARENT/CARER AND THE STRUCTURED WORKPLACE LEARNING COORDINATOR:

Parent/carer name \_\_\_\_\_ Contact number \_\_\_\_\_

Additional emergency contact name \_\_\_\_\_ Contact number \_\_\_\_\_

**PRIVACY INFORMATION:** The information provided on this form is for the administration of Structured Workplace Learning Arrangements only and is not to be used for any other purpose. Health information will be provided if the Student has a medical condition or requires medication that may be relevant to their placement. This information must be kept confidential.

## WORK PLACEMENT DETAILS

Employer (business) name \_\_\_\_\_

Telephone \_\_\_\_\_

Business address \_\_\_\_\_ Postcode \_\_\_\_\_

Employer email address \_\_\_\_\_

Type of industry \_\_\_\_\_

Primary activity at workplace \_\_\_\_\_

Student's work location address \_\_\_\_\_ Postcode \_\_\_\_\_

Workplace contact person \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor Working with Children Check or VIT number \_\_\_\_\_

Activities the student will undertake (if insufficient space, attach separate sheet) \_\_\_\_\_

Hours \_\_\_\_\_ am / pm, to \_\_\_\_\_ am / pm; on  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

from (commencement date) \_\_\_\_\_ to (completion date) \_\_\_\_\_ Total number of days \_\_\_\_\_

**If insufficient space for dates and hours, please attach additional sheet.**

Rate of payment \$ \_\_\_\_\_ per day (\$5.00 per day minimum)

## Structured Workplace Learning Arrangement Form

*Education and Training Reform Act 2006 – Ministerial Order 1412:*  
Structured Workplace Learning Arrangements (Schools)

### EMPLOYER ACKNOWLEDGEMENT (Employer to sign)

I, \_\_\_\_\_ [name of individual, or on behalf of the Employer if Employer is an incorporated body] agree that:

1. I understand occupational health and safety legislation and standards relevant to the conduct of my undertaking and will comply with these laws and standards with respect to the Student as if the Student were my employee.
2. I will identify all hazards relevant to the conduct of my undertaking and will assess and control all related risks. If I have not controlled all related risks I will inform the school of this fact prior to the Structured Workplace Learning Arrangement commencing.
3. I have read and understood the Department of Education Structured Workplace Learning Guidelines for Employers. I will ensure that required planning, induction, supervision and safe systems of work are provided for the Student to maintain a safe and healthy Structured Workplace Learning Arrangement at all times.
4. I will consider and take into account the competency, maturity and physical capabilities of the Student in relation to all activities they will undertake. The Student's program of activities will be planned and carried out with these considerations in mind.
5. I will nominate a Supervisor (or Supervisors) of the Student who will be responsible for ensuring that my obligations as the Student's Employer are carried out. I will provide appropriate information, training, instruction and supervision to the Student in respect of occupational health and safety and will provide any equipment and/or clothing which is required to comply with my duty of care toward the Student.
6. I will ensure that the Structured Workplace Learning is undertaken in a non-discriminatory and harassment free environment.
7. I will permit access to the workplace and contact with the Student by the principal or nominated person, or the Structured Workplace Learning Coordinator at any reasonable time during the Structured Workplace Learning Arrangement.
8. I will ensure that the Structured Workplace Learning Arrangement is not used as a substitute for the employment of employees or the engagement of contractors and the payment of appropriate wages or fee for services to employees or contractors respectively.
9. I will ensure that the maximum number of students in the workplace does not exceed one Student for every three employees.
10. If I have sought to engage more than the permitted number of Structured Workplace Learning Students, I confirm that direct supervision will be provided for all Students.
11. Where the principal or nominated person has disclosed any necessary health information in relation to the Student I confirm that I will maintain the confidentiality of that health information and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
12. I will notify the Structured Workplace Learning Coordinator as soon as is possible if the Student is absent, injured or becomes ill in the course of undertaking the Structured Workplace Learning.
13. I will consult with the principal or nominated person if I consider it necessary to terminate the Arrangement before the specified time.
14. I will advise the principal or nominated person if the industry to which this Arrangement relates includes potential exposure of the Student to scheduled carcinogenic substances and/or other hazardous substances as defined in the *Occupational Health and Safety Regulations 2017*.
15. I acknowledge the requirement for the Student to be paid in accordance with section 5.4.9 of the *Education and Training Reform Act 2006*.

I understand and accept the responsibilities set out above. Following the principal or nominated person's review of these details, I understand that they will determine whether or not the Student will undertake the Structured Workplace Learning Arrangement proposed here.

Signature \_\_\_\_\_ Date / /

## Structured Workplace Learning Arrangement Form

Education and Training Reform Act 2006 – Ministerial Order 1412:  
Structured Workplace Learning Arrangements (Schools)

### STUDENT AGREEMENT

I, \_\_\_\_\_ agree to take part in this Structured Workplace Learning Arrangement and to:

- do all the reasonable and lawful activities the Employer asks me to, and to do my work to the best of my ability;
- follow all the reasonable workplace rules and requirements that relate to safety and behaviour;
- attend the workplace on each day at the agreed time;
- tell both the Employer and the Structured Workplace Learning Coordinator as soon as possible if I am unable to attend work;
- promptly inform the Employer of any accident, injury or incident that may happen;
- dress appropriately for the workplace;
- agree that no payment will be made to me if the placement is with a Commonwealth Department or a body established under a Commonwealth Act;
- where the placement is with an organisation that is engaged wholly or mainly in an educational, charitable or community welfare service that is not for profit and where I have determined that the whole of my payment will be donated back to the organisation, agree to donate payment back to that organisation;
- agree that prior to starting the placement, I will be undertaking occupational health and safety training that is part of my Accredited Course of Study (VET students), or I will complete the occupational health and safety program required by the Department of Education (non-VET students).

#### Students aged 18 years and over:

- I consent to the release of any necessary health information about me by the Principal to the Employer, for which the principal or nominated person is aware of and may disclose pursuant to the *Health Records Act 2001 (Vic)*.
- I also agree to inform the Employer of any necessary medical information, including details of any known medical condition which may affect me and any medication or treatment which may be relevant.
- I understand that I am responsible for my transport to and from the workplace.

I understand that the principal or nominated person will determine whether or not I will undertake Structured Workplace Learning.

Signature \_\_\_\_\_ Date / /



## Structured Workplace Learning Arrangement Form

*Education and Training Reform Act 2006 – Ministerial Order 1412:  
Structured Workplace Learning Arrangements (Schools)*

### PARENT/CARER AGREEMENT AND CONSENT (Not required if the student is aged 18 years or over)

I, \_\_\_\_\_ consent to my child taking part in this Structured Workplace Learning Arrangement and I:

- agree that they will be subject to the direction and control of the Employer and nominated Supervisor(s);
- understand that all reasonable care for the health and safety of my child will be taken by the Employer and nominated Supervisor(s);
- expect my child to follow all the reasonable workplace rules and requirements that relate to safety and behaviour;
- understand that I am responsible for my child's transport to and from the workplace;
- agree that no payment will be made to my child if the placement is with a Commonwealth Department or a body established under a Commonwealth Act;
- give my consent to my child donating back payment where the placement is with an organisation that is engaged wholly or mainly in an educational, charitable or community welfare service that is not for profit and where my child has determined that the whole of their payment will be donated back to the organisation;
- understand that I will be notified as soon as possible in the event of illness of or accident to my child, but where it is impracticable to communicate with me I authorise the person in charge at the workplace of the employer to consent to my child receiving such medical and surgical treatment (including the administration of an anaesthesia) as may be deemed necessary by a legally qualified medical practitioner, and administer such first-aid as is judged to be reasonably necessary;
- attach details of any known medical condition which may affect my child, and any medication or treatment which may be relevant;
- give my consent to the release of any necessary health information in relation to my child by the Principal to the Employer, for which the principal or nominated person is aware of and may disclose pursuant to the *Health Records Act 2001 (Vic)*.

I understand that the principal or nominated person will determine whether or not my child will undertake Structured Workplace Learning.

Signature \_\_\_\_\_  Parent  Carer      Date    /    /

### WORKSAFE INSURANCE AND PUBLIC LIABILITY INSURANCE

The Student is covered for WorkSafe Insurance by the Department of Education (State of Victoria). The Student is covered by public liability insurance in accordance with Ministerial Order 1412 – Structured Workplace Learning Arrangements, for the arrangement taken out by the party indicated below (Principal to tick the appropriate box):

- Department of Education                       Non-Government school                       Employer

#### **NOTE: PUBLIC LIABILITY INSURANCE**

Public liability insurance of at least \$10 million cover per event must be held or taken out, prior to the Student commencing Work Experience under the Arrangement:

- i. when an Arrangement is entered into by a principal or nominated person of a Government School in respect of a Government School student, by the Department of Education with the insured being the Student and the Employer.
- ii. when an Arrangement is entered into by a principal or nominated person of a Non-Government School in respect of a Non-Government School student – either:
  - a. by that School, with the insured being the School and the Student; or
  - b. by the Employer, with the insured being the Employer and the Student, if the principal or nominated person of that School has advised the Employer at least four (4) weeks prior to the Student commencing Structured Workplace Learning that the School does not have public liability insurance as set out above.

## Structured Workplace Learning Arrangement Form

*Education and Training Reform Act 2006 – Ministerial Order 1412:*  
Structured Workplace Learning Arrangements (Schools)

### PRINCIPAL OR NOMINATED PERSON CONSENT

I, \_\_\_\_\_ of SEDA College Victoria enter into an Arrangement for the above named Student of this school to be engaged for the purpose of Structured Workplace Learning by the Employer named above in accordance with the provisions of the *Education and Training Reform Act 2006* and Ministerial Order 1412 – Structured Workplace Learning Arrangements, and on the basis of the information provided above and the Employer’s acknowledgements. I confirm that I have informed the Employer as to whether this school holds public liability insurance. I will ensure that the above named Student is undertaking occupational health and safety training that is part of their Accredited Course of Study, or has completed the occupational health and safety program as required by the Department of Education prior to commencing the placement under this Arrangement. I confirm that if the Student, or if the Student is under 18 years of age, the Parent/Carer of the Student, has provided their consent, any necessary health information in relation to the Student of which I am aware and may disclose pursuant to the *Health Records Act 2001* will be released by me to the Employer.

Signature \_\_\_\_\_  Principal  Nominated person Date      /      /

SAMPLE

# Structured Workplace Learning Travel and Accommodation Form

Education and Training Reform Act 2006 – Ministerial Order 1412: Structured Workplace Learning Arrangements (Schools)

## STUDENT DETAILS

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth / / Year Level \_\_\_\_\_

School Name and Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Structured Workplace Learning Coordinator Name \_\_\_\_\_

### IN CASE OF AN EMERGENCY, THE EMPLOYER SHOULD CONTACT THE STUDENT'S PARENT/CARER AND THE STRUCTURED WORKPLACE LEARNING COORDINATOR:

Parent/Carer Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Additional Emergency Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

**PRIVACY INFORMATION: The information provided on this form is for the administration of Structured Workplace Learning Arrangements only and is not to be used for any other purpose. This information must be kept confidential.**

## WORK PLACEMENT DETAILS

Employer (business) name \_\_\_\_\_ Tel. \_\_\_\_\_

Business address \_\_\_\_\_ Postcode \_\_\_\_\_

Employer email address \_\_\_\_\_

Student's work location address \_\_\_\_\_ Postcode \_\_\_\_\_

Workplace contact person \_\_\_\_\_ Supervisor \_\_\_\_\_

Hours \_\_\_\_\_ am / pm, to \_\_\_\_\_ am / pm; on  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

from (commencement date) \_\_\_\_\_ to (completion date) \_\_\_\_\_ Total number of days \_\_\_\_\_

If insufficient space for dates and hours, please attach additional sheet.

## TRAVEL WITH EMPLOYER

The following sections are to be completed only if the Student is required to undertake vehicle travel with the Employer and/or nominated Supervisor/s as part of this Arrangement.

### EMPLOYER ACKNOWLEDGEMENT

I, \_\_\_\_\_ [name of individual, or on behalf of the employer if employer is an incorporated body] will ensure that, if the student is required to undertake travel:

- the driver has a current and valid Australian driver's licence relevant to the vehicle the driver uses;
- the driver is not disqualified or suspended from driving;
- the driver is not subject to any other impediments to their ability to drive a motor or other vehicle (as relevant);
- the vehicle in which the Student is to be transported is comprehensively insured; and
- to the best of my knowledge the vehicle in which the Student is to be transported is roadworthy, safe for normal road use and suitable for the work-related purposes to which it will be put.

Signature \_\_\_\_\_ Date / /

### PARENT/CARER CONSENT (if Student is aged under 18 years)

I, \_\_\_\_\_, consent to my child undertaking vehicle travel with the Employer and/or nominated Supervisor/s as part of this Arrangement.

Signature \_\_\_\_\_  Parent  Carer Date / /

### STUDENT CONSENT (if aged 18 years or over)

I, \_\_\_\_\_, consent to undertaking vehicle travel with the Employer and/or nominated Supervisor/s as part of this Arrangement.

Signature \_\_\_\_\_ Date / /

## ACCOMMODATION ARRANGEMENTS

The following sections are to be completed only if the Student is required to stay at accommodation other than their normal place of residence for the purpose of this Arrangement.

### ACCOMMODATION DETAILS

Who will the Student be staying with?

- Parent/Carer
- Other family member/s (e.g. grandparent, older sibling) – please specify \_\_\_\_\_
- Friends of the family
- Employer

Name of person responsible for supervising student at accommodation \_\_\_\_\_

Accommodation address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: Business Hours \_\_\_\_\_ After hours \_\_\_\_\_ Length of stay \_\_\_\_\_

Travel arrangements to and from the workplace \_\_\_\_\_

### PARENT/CARER CONSENT (only required if the Student is aged under 18 years)

I, \_\_\_\_\_,

- consent to my child staying at accommodation other than their normal place of residence for the purposes of this Arrangement;
- confirm that the accommodation arrangements as outlined above are suitable; and
- understand that I am responsible for the control and care of my child at all times while they are not under the care and control of the Employer, or any other person.

Signature \_\_\_\_\_  Parent  Carer Date / /

### STUDENT CONSENT (only required if aged 18 years or over)

I, \_\_\_\_\_,

- agree to stay at accommodation other than where I normally live so that I can complete this Arrangement;
- agree the accommodation described above is suitable for me; and
- understand that I am responsible for my actions and for looking after myself at all times while I am not under the care and control of the Employer, or any other person.

Signature \_\_\_\_\_ Date / /