





## Workplace Learning Policy

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Approved by the Board:			
Board President signature	David Ling President	Signature 	Date: 23/09/2020
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### Purpose

Workplace learning is an important component of the learning programs of VET and VCAL students at Diamond Valley Learning Centre (DVLC). This policy sets out the processes and approach taken at DVLC to effectively manage workplace learning arrangements.

### Scope

This policy applies to all DVLC staff, volunteers and students.

### Policy Guidelines

Workplace learning is a recognised form of preparing students for employment while they are still in education and training. It provides students with the opportunity to be part of a workplace for a period of time and to observe, develop and practice skills required for a job role. Workplace learning may be a specified component of a VET qualification or unit of competency, or may be included as a non-mandatory part of a VET or VCAL course.

In Victoria, three forms of workplace learning are legislated under the Education and Training Reform Act 2006 (Vic): work experience, structured workplace learning (SWL) (for secondary students), and practical placement (for post-secondary students). Minimum requirements are set out in Ministerial Orders and Guidelines issued by the Department of Education and Training Victoria.

As a registered training organisation, DVLC is responsible for organising, supervising, and monitoring workplace learning arrangements. The Chief Executive Officer (CEO) is responsible for the management of all DVLC workplace learning arrangements.

### Preparation for workplace learning

DVLC ensures that students, host employers and staff are properly prepared for workplace learning by:

- **not allowing any students to commence workplace learning prior to signing the appropriate workplace learning agreement.**  
DVLC ensures that that workplace learning agreements and arrangements meet the Victorian Department of Education and Training Guidelines, that the agreement has been co-signed by a parent / guardian (if the student is under 18 years), the host employer and CEO (or DVLC representative), and provides all parties with a copy of the workplace learning agreement.
- **developing and maintaining a relationship with host employers.**  
This includes signing an agreement with them prior to any students being hosted.
- Under the Child Employment Act 2003, ensuring that employers of work experience students aged under 15 years must obtain a Child Employment Permit. Also ensuring that in this instance that all supervisors of work experience students hold a valid Working with Children Check.

#### Please Note:

Employers of work experience or structured workplace learning students aged 15 years and over are not required to obtain a Child Employment Permit and supervisors are not required to obtain a Working with Children Check.

- Providing the host employers with the appropriate Employer Guide to workplace learning which explains the roles and responsibilities of all parties.
- Providing the host employers with a copy of DVLC Child Safe Policy.
- **visiting the workplace to conduct site safety checks and a risk assessment.**  
Important considerations include checking that students will be able to access or use equipment and resources required for assessment, and evaluating safety issues for the student cohort (such as school age students, or students with a disability).
- **providing students with clear details of workplace learning in pre-enrolment materials in relation to practical placement.**

DVLC includes workplace learning details in a range of course documents e.g. the training and assessment strategy, delivery plan and assessment documentation) to ensure that DVLC staff and the trainer/assessor are informed and prepared.

- **making students aware of their rights and responsibilities.**  
DVLC also makes sure that students have the contact details of relevant DVLC staff to facilitate communication processes during work placement.
- **providing orientation sessions for workplace learning students.**  
DVLC issues students with an Information Guide and covers a range of specific topics during training sessions. These include occupational health and safety (OHS), travel options, appropriate clothing, insurance details in case of injury, what to do if unwell, completing workplace logs and assessment during placement.
- **making sure that workplace assessors understand their training and assessment responsibilities in relation to assessing students for VET competencies in the workplace and their duty to support students during workplace learning placements.**
- **requesting permission from a student (or parent / guardian) to disclose medical information to a host employer where necessary.**  
DVLC may need to inform a host employer where a student is undergoing medical treatment during placement. If so, host employers are requested not to disclose this information unless during a medical emergency.

#### Duration of workplace learning:

##### 1. Work Experience:

The total number of work experience days for a student must not exceed:

- 40 days in a school year, and
- 10 days during any school term.

The CEO may allow a student to undertake work experience for up to 15 days per term, but the total must not exceed 40 days for the year.

##### 2. Structured Workplace Learning (SWL)

The total number of structured workplace learning days for a student must not exceed:

- 40 days during each School Year and
- 10 days during each school term.

The total number of structured workplace learning days a student may undertake with an employer must not exceed 20 days during any School Year.

A Structured Workplace Learning Exemption Form can be completed by the CEO to grant additional structured workplace learning days to students who have a demonstrated **learning need** for further time in the workplace and ensure that they comply with Ministerial Order 723. Categories for exemptions and the SWL Exemption form can be found at:

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

##### 3. Practical Placement

The recommended maximum duration for a practical placement is 240 hours in total, with a maximum of 38 hours to be worked in one week.

## Workplace Learning Occupational Health and Safety (OHS) Preparation

### 1. Work Experience

Students must complete one of the following occupational health and safety programs developed prior to undertaking their work experience:

- ❖ safe@work, which is designed to help students improve their knowledge and understanding of OHS matters before they enter a workplace. It consists of a general module and a number of industry-specific modules and is available at <http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx>; or
- ❖ A Job Well Done, which has been developed to provide students with disabilities with a general awareness of workplace health and safety and expose them to issues relating to the world of work and is available at <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/welldone.aspx>

### 2. Structured Workplace Learning (SWL)

- ❖ Where a student is undertaking structured workplace learning as part of a VET program within VCE or VCAL, the student must be undertaking or has completed the OHS training unit of competency within the VET program.
- ❖ Where a student is in VCAL and undertaking structured workplace learning which is not part of a VET program, the student must complete Work Related Skills Unit 1 and safe@work.

### Construction Induction Training – Work Experience and Structured Workplace Learning

Under the Occupational Health and Safety Regulations 2007, an employer must ensure that anyone employed to do construction work (including students placed with an employer under a workplace learning arrangement made under the Education and Training Act 2006) has completed construction induction training before they start work. The construction training must be provided by a Registered Training Organisation (RTO) and a Construction and Induction (CI) Card is issued by WorkSafe Victoria following successful completion of the training.

### Prohibited or Restricted Industries – Work Experience and Structured Workplace Learning

Students are not allowed to be placed in industries or businesses where there is an unacceptable risk to their health, moral or material welfare, safety or wellbeing. Please refer to the Department of Education's Work Experience Manual and the Structured Workplace Learning Manual for lists of these industries.

## During workplace learning

DVLC supports student learning and welfare during periods of workplace learning by:

- **monitoring student participation and progress –**

#### 1. Practical Placement

DVLC ensures that training plans, attendance rosters and workplace logs are updated, that scheduled workplace visits and assessments occur, and maintains regular contact with workplace supervisors.

#### 2. Work Experience and Structured Workplace Learning (SWL)

DVLC must contact the employer at least once during the work placement. If the placement includes days during more than one school term, at least once during each of those terms.

Contact may be made by either visiting the workplace or telephoning and speaking with the employer and the student.

- **monitoring the workplace environment for work experience/SWL students.**  
DVLC responsibly checks that workplaces meet the requirements specified in the relevant Ministerial Orders, and monitors conditions including maximum hours of work, periods of work, supervision, and minimum student payments of \$5.00 per day (secondary students only).
- **maintaining a good working relationship with the host employer**  
DVLC conducts workplace assessments by pre-arrangement with the employer and updates the workplace learning agreements as needed. In the event that a student jeopardises the welfare and safety of other staff, students or clients, or behaves in a seriously inappropriate way, DVLC will immediately terminate the student's workplace learning agreement.
- **investigating any complaint notified by a host employer or a student on work placement**  
DVLC will document each complaint and resolve issues through mediation or by termination of the work placement.
- **lodging a claim as soon as possible where a student has been injured on a workplace learning placement**

### On conclusion of workplace learning

#### 1. Practical Placement

DVLC updates and completes all workplace learning records as soon as possible by:

- **checking if students have completed the required workplace learning hours**  
DVLC arranges for students who have not fully completed their workplace learning hours to do so or complete additional learning activities to demonstrate that the required skills have been developed.
- **determining whether students have demonstrated competency in the practical placement units of competency**  
DVLC arranges for students deemed not yet competent to undertake the placement again with additional support and extra supervision (with or without an additional theory component). DVLC only allows one repeat of practical placement hours in the enrolment period. If the

student is still unsuccessful, he/she will be marked as Not Yet Competent (NYC) for the units connected to the practical placement.

- collecting feedback from students and host employers to ensure continuous improvement
- finalising student results and advising students of their outcomes.

## 2. Work Experience and Structured Workplace Learning (SWL)

DVLC will provide students with the opportunity to debrief after their placement. This will involve reflecting on:

- their learning in the workplace;
- the impact of the placement on their career planning;
- how their experience can assist them to prepare their pathway plans or portfolios and assist in senior school subject selection;
- their work readiness; and
- comments made by the employer/supervisor on the evaluation form.

### Procedure for making an insurance claim after a workplace injury

#### 1. Practical Placement

A post-secondary student who is injured while on practical placement may make a claim for compensation under the Victorian Department of Education and Training's workers' compensation insurance policy.

In the event of student injury, DVLC will process the claim as follows:

1. The injured student completes a Worker's Injury Claim form (available from the Worksafe Victoria website), with the assistance of the host employer and / or DVLC.
2. DVLC signs and completes the Employer section of the Worker's Injury Claim form and the Employer Injury Claim Report (available from the Worksafe Victoria website), in consultation with the host employer.
3. DVLC clearly marks both forms with the words 'VRQA practical placement claim';
4. DVLC uses the following numbers on both forms:

Employer scheme registration number	1624618
Employer reference number	9573347

5. DVLC scans and emails the following documentation to Gallagher Bassett at [educlaims@gbtpa.com.au](mailto:educlaims@gbtpa.com.au) :
  - a. Worker's Injury Claim form.
  - b. Employer Injury Claim Report.
  - c. A certified copy of the practical placement agreement.
  - d. Certificates of capacity.

- e. A completed incident notification form; and
  - f. Medical accounts.
6. DVLC forwards the originals of the documentation to:
- Gallagher Bassett  
2/333 Collins Street  
Melbourne 3001;
7. DVLC continues to forward all ongoing documentation relating to the claim to Gallagher Bassett at [educlaims@gbtpa.com.au](mailto:educlaims@gbtpa.com.au) ;
  8. DVLC retains duplicates of the documents (refer 5 above) and creates a secure workers' compensation file.
  9. Gallagher Bassett notifies the Department when claims are received.
  10. DVLC directs enquiries on eligibility for insurance or other matters to Workers' Compensation Advisory Service on (03) 9637 2441 or emails [workers.compensation.corporate@edumail.vic.gov.au](mailto:workers.compensation.corporate@edumail.vic.gov.au)

## 2. Work Experience and Structured Workplace Learning (SWL)

WorkSafe claim forms can be accessed at:

- Worker's Injury Claim Form: <http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/worker-s-injury-claim-form>
- Employer Injury Claim Report Form: <http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/employer-injury-claim-report>

### STUDENT

1. Complete and sign the Worker's Injury Claim Form with the assistance of the employer and/or DVLC
2. Provide the Worker's Injury Claim Form to the employer.

### EMPLOYER

1. Complete their details in the 'Incident and Worker's Injury Details' and the 'Worker's Employment Details' sections of the Worker's Injury Claim Form.
2. Complete the Employer Injury Claim Report Form.

NOTE: On the Employer Injury Claim Report Form:

- a. The Department of Education and Training's details should be entered in Section 1 – Employer Details. The employer's scheme registration number is 1624618 and the employer's reference number is 9573347.
  - b. Sections 3 and 4 do not need to be completed.
3. Send both the Employer Injury Claim Report Form and the Worker's Injury Claim Form back to the student's school.

### DVLC

Must ensure that:

1. The injury is recorded on eduSafe (if the student is from a government school).



2. The Worker's Injury Claim Form is dated and signed and the Employer Lodgement Details section of the form is completed.
3. The words '**Work Experience**' or '**Structured Workplace Learning Student**' (whichever is applicable) are inserted in the top left hand area of the Worker's Injury Claim Form.
4. On the Worker's Injury Claim Form, the Department of Education and Training's employer's scheme registration number (1624618) is entered in the Employer Lodgement Details section.
5. On the Employer Injury Claim Report Form, the Department of Education and Training's details are entered in 'Section 1 – Employer Details', the number 1624618 is entered as the employer's scheme registration number, and the number 9573347 is entered as the employer's reference number.
6. Copies of the Worker's Injury Claim Form and the Employer Injury Claim Report Form along with copies of the Structured Workplace Learning Arrangement Form, copies of medical accounts and other relevant documents are emailed to Gallagher Bassett within 10 calendar days from the date on which the employer received the Worker's Injury Claim Form from the student at [educlaims@gbtpa.com.au](mailto:educlaims@gbtpa.com.au)
7. Copies of all forms sent to Gallagher Bassett are retained on a file at the school.

## Procedure for dealing with complaints arising on workplace learning placement

DVLC responds in a timely matter to any complaints it receives.

### Complaint from a host employer

In order to resolve the complaint, DVLC will:

1. notify the student that a complaint has been made;
2. meet with the host employer and the student's workplace supervisor to document the circumstances of the complaint;
3. meet with the student to record any concerns;
4. assess the severity of the complaint and determine the impact on the student and the employer;
5. determine if the complaint can be resolved, or if the placement must be discontinued; and
6. advise both parties in writing of the outcome.

### Complaint from a student

In order to resolve a student complaint, DVLC will:

1. notify the host employer that a complaint has been made;
2. meet with the student to document the circumstances of the complaint and follow the processes identified in DVLC's *Student Complaints and Appeals Policy and Procedure*;
3. meet with the host employer and the student's workplace supervisor to record any concerns;
4. assess the severity of the complaint and determine the impact on the student and the employer;
5. determine if the complaint can be resolved or if the placement must be discontinued;



6. arrange an alternative placement position where required, and provide additional support and/or extra supervision (with or without an additional theory component); and
7. advise both parties in writing of the outcome.

## Definitions

**Work Experience** is considered part of a Victorian student's general secondary education, and is not considered a requirement of any subject or course. It typically provides short placements for secondary aged 14 years or older with an employer, during which the student primarily observes workplace activities. The student is not expected to participate in any activities that require extensive training or experience. Work Experience conditions and arrangements are set out in Amended Ministerial Order 724 under the Education and Training Reform Act 2006 (Vic). Student work experience arrangements must be documented on the Department of Education and Training Victoria Work Experience form found at <https://www.education.vic.gov.au/training/providers/rto/Pages/workplacelearn.aspx>.

**Structured Workplace Learning (SWL)** provides on-the-job experience and training for secondary students aged 15 years or older who are undertaking a VET or VCAL program as part of their studies. SWL conditions and arrangements are set out in Amended Ministerial Order 723 under the Education and Training Reform Act 2006 (Vic). Student SWL arrangements must be documented on the Department of Education and Training Victoria SWL form found at <https://www.education.vic.gov.au/training/providers/rto/Pages/workplacelearn.aspx>.

**Practical Placement** refers to on-the-job training undertaken by post-secondary VET students as part of a VET course. Practical placement may be a mandatory requirement of the VET qualification; in this case its duration and content are specified within the Implementation Guide of the relevant training package. If non-mandatory, practical placement may still be included in a VET qualification on advice from industry or relevant employers. Practical placement arrangements are subject to Guidelines issued by the Department of Education and Training Victoria.

## Related Policies

- P-1 Risk Identification and Management Policy
- P-3 Assessment policy
- P-8 Student Services and Welfare Policy
- P-12 Industry Consultation Policy
- P-16 Student Complaints and Appeals Policy and Procedure
- P-22 Partnering Agreements Policy
- P-31 Student Safety and Security Policy
- P-40 Child Safe Policy
- P-42 Consumer Protection Policy
- P-43 Privacy Policy
- P-44 Student Engagement Policy

## Related Documents

- Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements as at 10 April 2017
- D-002 Practical Placement Employer Information
- D-003 Practical Placement Student Information
- F-004 Practical Placement Agreement
- Department of Education and Training Work Experience Manual for Victorian Secondary Schools
- Department of Education and Training Structured Workplace Learning Manual for Victorian Secondary Students
- Work Experience Arrangement Form
- Structured Workplace Learning Arrangement Form
- Department of Education and Training Guide for Schools – Child Safety Standards and Workplace Learning
- Work Experience Guidelines for Employers
- Structured Workplace Learning Guidelines for Employers

## Mapping Information

- AQTF Condition 3
- AQTF Standards 1.2, 2.3, 2.4, 2.5, 3.1
- VRQA Guidelines 2.5
- VRQA Non-school Senior Secondary Education Providers: Minimum Standards for Registration, Standards 3 and 5

## Legislation and Regulation

- Education and Training Reform Act 2006 (Vic)
- Amended Ministerial Orders 723 and 724 (Education and Training Reform Act 2006)
- Fair Work Act 2009
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)