



NAGLE CATHOLIC COLLEGE

**OUT-OF-SCHOOL
LEARNING AND TRAINING
MANAGEMENT PLAN**

2018

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RATIONALE

Nagle Catholic College offers Workplace Learning, School Based Traineeships, and other Out-Of-School Learning and Training programs to provide students with a valuable pathway to explore their transition from school to further education, training or employment. These programs provide students with the opportunity to develop their workplace skills and knowledge in a secure and supported environment whilst continuing their secondary school education.

Workplace Learning Management plan applies to all students undertaking any sort of Workplace learning at Nagle Catholic College and complies with the Catholic Education Commission of Western Australia (CECWA) policy titled 'Out-of-School Learning and Training – Processes and Procedures for Catholic Schools in Western Australia'. This document also aligns with the Department of Education's 'Workplace Learning' Policy effective 22 November 2010.

The VET/Careers department has the overall responsibility for program facilitation within the school. This document outlines Nagle's risk management, policies and procedures for the management of our Out-of-School Learning and Training programs.

The four main programs that fall under this workplace management plan:

Workplace Learning (SCSA)

The Workplace Learning program is offered to Year 11 and 12 students to help find a suitable career pathway or to provide real world experience in their chosen career pathway. This program provides students with the opportunity to develop their work skills whilst continuing their secondary school education. Students spend one day a week, for a minimum of one semester, at their chosen place of employment and need to complete at least 55 hours to obtain credit towards their WACE.

Students are issued with a logbook which they must complete whilst on placement. They record attendance, detail the daily tasks they have completed and address the core skill areas in the Authority Developed Skills Journal.

Workplace supervisors sign their timesheet, initial the bottom of every completed task sheet and fully sign pages 15/23 in their logbook. The supervisor will also complete the 'Workplace Supervisor's Evaluation of Student Performance' which provides feedback on each student's work ethic and potential as an employee. Unless the student completes all records requested in the Log Book and attends for the entire duration of the placement period, no result will be recorded.

Prior to receiving authorisation to complete a Workplace Learning placement, the student must complete a Workplace Learning application. Within this application is the 'Workplace Learning Parent Information Booklet' listing all conditions and requirements that both the students and their parents/guardians must agree to uphold.

Work Experience

Work Experience is designed for Year 10, Year 11 or Year 12 students who are unsure of their future pathway and wish to experience certain workplaces to gain a better understanding of the choices available.

The program is run from 3 days to two weeks of unpaid work placement with a company that highlights for the student a specific area of future study.

Placements are to be found by the students with the help of their parents. If the student is unsuccessful in finding a placement then they can talk to a VET/Careers Administration officer for some suggestions. Work experience is usually completed during the school holidays and The College requires applications to be submitted 2 weeks prior to commencement. The exception is for a school supported program for students with special learning needs which is run during school Terms.

School-Based Apprenticeships/Traineeships

The School-Based Apprenticeship/Traineeship program is aimed at Year 11 students on a General Pathway as the program takes 18 months to complete. The SBA/T program allows students to attend school whilst working and studying as a trainee. SBA/T students sign a training contract stating that they will work towards completing a VET qualification, whilst being paid and getting relevant on the job training from the employer for the duration of the contract. Students attend the workplace one day a week for a minimum of 7.5 hours and attend school as usual for the rest of the week.

SBA/T program is designed for students who would like to work towards a specific career pathway. The student will select a traineeship, relevant to their career pathway, that leads towards further studies, employment or an apprenticeship/traineeship once they complete Year 12. Students and their parents/guardians are encouraged to source an employer willing to support the student as a School-Based Trainee. If assistance is required sourcing an employer, the VET Coordinator will provide the student with assistance.

Prior to receiving authorisation to complete a school-based apprenticeship/traineeship, the student must complete a letter of application and a resume. With this application is the 'School Based Apprenticeship/Traineeship Information Booklet' listing all conditions and requirements both the students and their parents/guardians must agree to uphold.

TAFE – (Vocational Education Training in Schools & Pre-Apprenticeships in Schools)

Vocational Education and Training in Schools (VETiS) and Pre-Apprenticeship in Schools (PAiS) programs provide the opportunity for students to gain a nationally recognised qualification along with workplace experience and skills, while at school. The VET sector is industry driven allowing industry to indicate the skills and knowledge needed and the qualifications are linked to job roles. Vocational Education and Training (VET) is a valuable option for students. It engages them in work-related learning that helps their transition into a broader range of post-school opportunities.

Working in partnership with Central Regional TAFE, the College can offer a range of VET qualifications, including Pre-apprenticeships (Year 12 only), for Years 11 and 12 students. These qualifications delivered externally will involve the student attending Central Regional TAFE or Batavia Coast Maritime Institute for one or two days a week depending upon the course selected. For some qualifications students are also required to participate in work placement which is an excellent opportunity for them to showcase their skills and work readiness to potential employers. In some cases, with PAiS students work placement will need to be scheduled during the school holidays.

Prior to receiving authorisation to complete a TAFE VETiS or PAiS program, the student must complete an application form and submit a letter to the VET Department with a copy of their most recent school report. This will be used to assess the suitability of the student to enter the TAFE programs.

ASSESS RISKS

ASSESSING THE WORKPLACE ENVIRONMENT

Prior to the student commencing at a Workplace an initial visit will be made by the VET/Careers Administration officers, VET Coordinator or delegated staff to discuss the placement with the host employer and to assess the suitability of the workplace for the student's placement whether this is for **Work Experience or Workplace Learning**.

Ensuring that the work place is a safe and appropriate environment will be a continuous process for the College, supported by the employer, our student induction program and ongoing site visits and records.

The College is aware that some workplaces such as building sites, licensed premises and some government authorities will have specific legislative and other requirements which we will observe. If in any cases there is significant doubt about the safety, appropriateness or suitability of a workplace then it will not be used for work placement.

- Prior to a student commencing their work placement the VET/Careers Administration Officers, VET Coordinator or delegated staff will conduct a pre-placement visit with the employer to assess suitability of the workplace. The employer is required to complete an 'Insurance, Supervision and Occupation Safety and Health form' (*Appendix A5*) prior to the student being able to commence placement with them
- If the College is satisfied about the suitability of a workplace because of community reputation, the host employer is a **reliable ongoing employer** or similar evidence than an initial visit may not be made. The employer is required to complete an 'Insurance, Supervision and Occupation Safety and Health form' (*Appendix A5*) prior to the student being able to commence placement with them.
- Once the student has commenced in the workplace then the VET/Careers Administration Officers, VET Coordinator or delegated staff will conduct another visit to specifically determine how the student is managing within their placement and to ensure their ongoing safety and wellbeing. The employer will complete a 'Workplace Visit Feedback form' (*Appendix B*) to determine how the student is managing within their placement and to ensure their ongoing safety and wellbeing.
- Where this visit is not feasible then the host employer must submit an 'Insurance, Supervision and Occupation Safety and Health form' (*Appendix A5*) and a 'Workplace Visit Feedback form' (*Appendix B*) to determine how the student is managing within their placement and to ensure their ongoing safety and wellbeing.
- Any students with special learning needs may be visited at a more appropriate level of frequency and this will be supported by the Learning Support Learning area.

School Based Traineeship/Apprenticeship and TAFE VETiS/PAiS students will be monitored by a personal visit to the workplace/campus by a member of the supervisory team at least twice each year.

CONFIRMING TRANSPORT ARRANGEMENTS FOR STUDENTS

Included in the 'Parent/Guardian Consent for Workplace Learning' form (*Appendix C4*) is consent for students to travel to and from the workplace, and permission to leave the workplace premises for meal breaks. Transport to and from the workplace, including costs will be the responsibility of the student.

If a student is required to travel in a company vehicle as part of his/her duties while in the workplace or during lunch time for obtaining lunch, then parental permission needs to be given. Workplace supervisors are required to ensure that the vehicle is licenced, insured, road worthy and is driven by a driver with a current Driver's licence.

STUDENTS

SELECTING STUDENTS FOR WORKPLACE LEARNING OR WORK EXPERIENCE

To participate in a Workplace Learning/Experience placement, the student must demonstrate 'work readiness' through participation in our Year 10 Careers program, researching the occupation they wish to work in, have high attendance at school, display good behaviour and manage their school work accordingly.

Work Experience

Work Experience is offered to Year 10, Year 11 and Year 12 students who need to experience specific types of employment to assess their personal suitability for a career path. School supported work experience is only available for students during the school holidays, except for a school supported program for students with special learning needs which is run during school terms.

The basic requirements for completing work experience are:

- students will be required to submit an application form (*Appendix D*) to the Careers office no later than two weeks prior to the end of the Term break before their school holiday placement.
 - if a student is unable to meet the deadline of two weeks prior to the end of Term break, they will be required to use another provider for their Work Experience such as Joblink Midwest. They can collect the paperwork from the Careers office for this.
- students will be required to have an interview with one of the VET/Careers Administration officers to determine if suitable for the Work Experience program.
- all Work Experience students complete the Workplace SmartMove certificate prior to commencing their work experience to ensure they understand the occupation health & safety regulations associated with working in their industry.
- where a workplace has specific regulations such as the Building & Construction industry a student is required to ensure compliance prior to attending work experience. (i.e. must have a White Card).
- completion of the full duration of the work experience as agreed by the school and the host employer.
- completion of the 'Employer Assessment Report' (*Appendix E*) to be filled in and completed by the workplace supervisor.

Workplace Learning

- All students who participate in the Workplace Learning program will be required to attend an interview with a panel of 2-3 people. Usually an industry, career or school representatives will conduct the interview. The interview is to determine the student's suitability for the Workplace Learning program.
- All Workplace Learning students attend the College's Workplace Learning Induction and complete the Workplace SmartMove certificate (*Appendix C6*) prior to commencing placement. This ensures students are aware of all aspects of the College's Workplace Learning policy, procedures and OHS regulations.
- Each student understands that whilst on Work Placement any academic work missed from other school subjects **MUST** be completed during their study period whilst attending the College.
- Worksites selected will accommodate student's needs and capabilities, including provisions for students with special needs (e.g. intellectual or physical disability, specified health issues etc.) This is confirmed through the previously outlined work site assessment process.
- Students are to find their own work placement and then consult with the VET/Careers Administration officer as to the appropriateness of the site. The VET/Careers Administration officer will consider the following student attributes (in context to the placement) when matching the students appropriateness to the workplace:
 - The student's age, maturity, capabilities and suitability;
 - The student's prior experience and knowledge of the industry;
 - Any special needs the student may have (physical, social, emotional);
 - Cultural needs of students (including aboriginal students or students from other cultures);
 - Disabilities, special needs or health requirements (temporary or long term);
 - Preferences or interests as expressed by the student;
 - Access to transport;
 - The student must have high attendance at school (80%), display good behaviour and manage their school work accordingly;
 - Access to appropriate workplace attire, and
 - Industry/business research conducted by student.
- Students will be made aware of any legislative or organisational requirements that must be adhered to prior to commencing placement. Including any of the following areas:
 - **Industry Requirements** – In some circumstances students may be required to sign confidential declarations or complete medical or drug and alcohol testing prior to placement.
 - **Liquor licensing requirements** – Where a student is interested in work placement on a licensed premise, approval from the Director of Liquor Licensing is required. A letter will be sent to the Department of Racing, Gaming and Liquor with the name of the student asking for permission to complete placements in licensed premises.
 - **Mining Industry requirements** – Students who wish to participate in Workplace Learning in the mining and associated industries are bound by the regulations described in the Mines Safety and

Inspection Regulations 1995. The College will view such applications on an individual basis to ensure that all aspects of the above regulations are applied.

- **Electrical Placement Requirements** – Regulation 19 prohibits electrical work being carried out by non-licensed persons. VET students can carry out limited work experience tasks under the supervision of licensed electricians. An electrician training licence is issued to a person upon entering an electrical pre-apprenticeship course (only valid for the length of the course), however an electrician training licence is **not** available to VET Students on work experience.
 - **Construction Industry Placement requirements** (*incl. engineering, electrical, automotive and other building and construction industry sites*) – Prior to commencing placement in the construction industry students will be required to complete the ‘Work Safely in the Construction Industry’ Induction training (White Card). Students will not be permitted to begin work placement until this is completed.
- Once selected and placements are organised the following are attached:
- Parent information sheet about the placement (*Appendix C2*)
 - A signed insurance form (*Appendix C3*)
 - A student Health Form (Blue sheet) (*Appendix C7*)
 - Parental Consent Form (Green sheet) (*Appendix C4*)
 - Student Declaration (*Appendix C5*)
 - Worksafe Induction Form (to be completed before placement commences) (*Appendix C6*)

SELECTING STUDENTS FOR SCHOOL-BASED APPRENTICESHIP/TRAINEESHIP.

- All students who participate in a school-based apprenticeship or traineeship program will be required to attend an interview with a panel of 2-3 people. Usually an industry, career or school representative will conduct the interview. The interview is to determine the student’s suitability for the SBA/T.
- All School-Based Apprenticeship or Traineeship students attend the College’s Workplace Learning Induction and complete the Workplace SmartMove certificate prior to commencing placement. This ensures students are aware of all aspects of the school’s Workplace Learning policy, procedures and OHS regulations.
- Each student understands that whilst at their on the job training they may miss out on school work from other classes, any academic work missed from other school subjects **MUST** be completed during their study period whilst attending the College.
- Worksites selected will accommodate student’s needs and capabilities, including provisions for students with special needs (e.g. intellectual or physical disability, specified health issues etc.) This is confirmed through the previously outlined work site assessment process.
- Students are to find their own employer for their SBA/T and then consult with the VET Coordinator as to the appropriateness of the site. If a student is having trouble finding an employer, they can speak with the VET Coordinator. The VET Coordinator will consider the following student attributes (in context to the placement) when matching the students appropriateness to the workplace:
- The student’s age, maturity, capabilities and suitability;
 - The student’s prior experience and knowledge of the industry;

- Any special needs the student may have (physical, social, emotional);
 - Cultural needs of students (including aboriginal students or students from other cultures);
 - Disabilities, special needs or health requirements (temporary or long term);
 - Preferences or interests as expressed by the student;
 - Access to transport;
 - The student must have high attendance at school (80%), display good behaviour and manage their school work accordingly;
 - Access to appropriate workplace attire, and
 - Industry/business research conducted by student.
- Students will be made aware of any legislative or organisational requirements that must be adhered to prior to commencing placement. Including any of the following areas:
- **Industry Requirements** – In some circumstances students may be required to sign confidential declarations or complete medical or drug and alcohol testing prior to placement.
 - **Liquor licensing requirements** – Where a student is interested in work placement on a licensed premise, approval from the Director of Liquor Licensing is required. A letter will be sent to the Department of Racing, Gaming and Liquor with the name of the student asking for permission to complete placements in licensed premises.
 - **Mining Industry requirements** – Students who wish to participate in Workplace Learning in the mining and associated industries are bound by the regulations described in the Mines Safety and Inspection Regulations 1995. The School will view such applications on an individual basis to ensure that all aspects of the above regulations are applied.
 - **Electrical Placement Requirements** – Regulation 19 prohibits electrical work being carried out by non-licensed persons. VET students can carry out limited work experience task under the supervision of licensed electricians. An electrician training licence is issued to a person upon entering an electrical pre-apprenticeship course (only valid for the length of the course), however an electrician training licence is not available to VET Students on work experience.
 - **Construction Industry Placement requirements** (incl. engineering, electrical, automotive and other building and construction industry sites) – Prior to commencing placement in the construction industry students will be required to complete the ‘Work Safely in the Construction Industry’ Induction training (White Card). Students will not be permitted to begin work placement until this is completed.
- Once selected and placements are organised the following are attached:
- Parent information sheet about the placement (*Appendix F2*)
 - A student Health Form (Blue sheet) (*Appendix C7*)
 - Parental Consent Form (Green sheet) (*Appendix F3*)
 - Student Declaration (*Appendix F4*)
 - Worksafe induction Form (to be completed before apprenticeship/traineeship commences) (*Appendix F5*)
- A school-based apprenticeship or traineeship is not official until a National Training contract is signed. SBA/T students sign a training contract stating that they will work towards completing a VET qualification, whilst being paid and getting relevant on the job training from the employer for the duration of the

contract. This must be co-signed by the parent/guardian as it is a legal document and the student is under 18. Once this is signed the School-Based Traineeship or Apprenticeship can officially commence.

- After signing the National Training contract students will receive training from a Registered Training Organisation (RTO) who will either come to them at school or at work, to assess them for progress towards their qualification. Students are expected to complete all off the job training with the RTO.

SELECTING STUDENTS FOR THE VETiS OR PAiS TAFE PROGRAM

- Students who wish to participate in the either the Vocational Educational Training in School or Pre-Apprenticeship in Schools programs are first required to complete an application form to express their interest in participation. Attached to the letter their must be the following supporting documents:
 - a letter addressed to the VET Coordinator about why they wish to participate in a program. Include in the letter the skills and experience you will be bringing into the program and how this program is going to benefit you in your future goals for employment or further study.
 - a copy of most recent school Report (must have at least 85% attendance at school)
 - any Work Experience references or Part-time Job References
 - any Awards that they might have received
 - application letter to be signed off by parent/guardian.
- The application pack should be handed into the VET Coordinator will consider the following student attributes when matching the students to their intended TAFE program:
 - The student's age, maturity, capabilities and suitability;
 - The student's prior experience and knowledge of the industry;
 - Any special needs the student may have (physical, social, emotional);
 - Cultural needs of students (including aboriginal students or students from other cultures);
 - Disabilities, special needs or health requirements (temporary or long term);
 - Preferences or interests as expressed by the student;
 - Access to transport;
 - The student must have high attendance at school, display good behaviour and manage their school work accordingly.
- The VET coordinator will sign off on behalf of the College to support the student's placement in the TAFE program.
- Each student must agree to and understand that whilst on their TAFE training days they may miss out on school work from other classes, any academic work missed from other school subjects MUST be completed during their study period whilst attending the college.
- Once the selections have been made by TAFE the student will receive a letter notifying them if they have been successful or not. Feedback is available to those students who have not been successful. The programs offered under the PAiS and the VET in Schools profile are very popular and due to limited spaces only students most suited to the program with the strongest applications will be accepted.

SUPERVISOR/SUPERVISORY TEAM

Nagle Catholic College will use College staff and the VET/Careers Administration Officers for each workplace to monitor and supervise students on work placements. Nagle has a shared responsibility with the host employer of ensuring a duty-of-care during the work placement is maintained for the student. In some circumstances other College staff will be requested to conduct student monitoring visits, these staff will be allocated in liaison with the Vice Principal to ensure they are appropriate.

Supervisory Team			
Name	Position	Contact Details	Role
Janet White	VET/Careers Administration Officer	Janet.White@cewa.edu.au 08 9920 0523	<ul style="list-style-type: none"> ➤ WPL Coordinator ➤ Workplace site visits ➤ Student monitoring visits
Natalie Cope	VET/Careers Administration Officer	Natalie.Cope@cewa.edu.au 08 9920 0585	<ul style="list-style-type: none"> ➤ WPL Coordinator ➤ Workplace site visits ➤ Student monitoring visits
Kaylla Broad	VET Coordinator	Kaylla.Broad@cewa.edu.au 08 9920 0535	<ul style="list-style-type: none"> ➤ SBT Coordinator ➤ Work Exp site visits. ➤ Student monitoring visits
Muneen Niemeyer	Director of Teaching & Learning	Muneen.Niemeyer@cewa.edu.au 08 9920 0602	<ul style="list-style-type: none"> ➤ Oversees VET programs
Jo Clune	Education Support Team	08 9920 0532	<ul style="list-style-type: none"> ➤ Student workplace monitoring visits for students with special needs.

SUPERVISION STRATEGY

Nagle Catholic Colleges uses the following supervision strategy to ensure student placement is in a safe and secure environment.

- The school will discuss with the host employer or authorised workplace representative supervisory requirements for the student upon initial placement visit. This discussion will take into consideration the following aspects.
 - age of the student
 - experience and ability of the student
 - supervisor(s) competence and experience
 - number of students on placement at the one workplace
 - type of activity to be undertaken
 - nature of the environment and
 - location of the activity

- Where practicable, every work placement will be visited to monitor how the student is managing within their placement and to ensure their ongoing safety and wellbeing by a member of the Supervisory Team.
- School Based Traineeship students shall be monitored as required by a personal visit by the school supervisor when needed, but no less than two times annually. The registered training organisation identified in the training contract may send a lecturer to visit as needed.
- Workplace Learning Students will be required to attend a weekly check in at the Careers Office with their logbook and discuss their progress and any emerging issues with the VET/Careers Administrations Officers during school hours.
- Students who require visits for placements that occur during the school holidays and after school hours will be visited by the College's VET Coordinator during that time.
- The supervision strategy for meal breaks that are unsupervised and when travelling to and from meal providers during meal breaks is to obtain parental consent for the student to be unsupervised during that time using the 'Parent/Guardian consent form for Workplace Learning'. (*Appendix C4*)

COMMUNICATION STRATEGY

A representative from Nagle Catholic College will contact each workplace early in each placement. While a student is in the workplace, all contact with the employers is made only by the VET/Careers Administration Officers. Parents/Guardians are not to make direct contact with employers to discuss the progress of their son/daughter. Parents/guardians can contact the VET/Careers Administration officers to discuss any concerns they have with their child's placement.

The VET/Careers Administration Officers, VET Coordinator or other delegated college staff will visit employers and students during placements to check on the student's progress and welfare.

Students are encouraged to contact the VET/Careers Administration officers or VET Coordinator at any time in case of an emergency and if they have any concerns about their placement. Students are provided an opportunity at the weekly check-ins during school hours to provide this feedback to the VET/Careers Administration Officers.

EMERGENCY RESPONSE STRATEGY

Nagle Catholic College emergency response strategy is as follows for Host Employers and Parents/Guardians.

Host Employers: - We know that despite strict health and safety regulations in the workplace, students may be exposed to an emergency* or critical incident**. We respect the policies and procedures in your workplace, but to reduce stress and trauma please contact the school on 99200500 if any student is exposed to an emergency or critical incident. An alternative mode of communication in case of the failure of the primary communication method would be to email NagleVETEmergencyResponse@cewa.edu.au

The Host employer will be provided a 'Student Details & Emergency/Accident procedure' (*Appendix A2*) prior to the student commencing work placement which will outline school contact numbers & parent/guardian contacts.

Parents/Guardians: - In the event of any emergency* or critical incident** in or around the workplace or at TAFE, the school will notify you as soon as the relevant authority has contacted the school. Despite strict health and safety regulations, students in the workplace may be exposed to accident and injury situations. As part of the ongoing care of our students, counselling will be offered to any student who has been exposed to a traumatic situation.

**Emergency defined as: 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. For example, fire or bomb threats, hazardous materials spillage, prolonged loss of a utility (for example, water or power), cyclone and floods*

***Critical Incident defined as: An incident in which there is a high likelihood of traumatic effects. A critical incident evokes unusual or unexpectedly strong emotional reactions which have the potential to interfere with the ability of the individual, group or system to function either at the time or later. For example, an on-site accident causing death or serious injury, student or staff suicide, major vandalism, sexual assault or intruders on a site who cause harm to people or damage property.*

ACCIDENTS IN THE WORKPLACE

In the event of an accident where a student has been injured in the workplace first aid will be administered immediately and medical advice sought as priority. Then the parents/guardian and school will be contacted immediately after.

Once the student's medical needs have been met, the school request that they complete a work place incident/accident report as soon as possible to record all details as accurately as possible.

The school will contact our insurer before any action is taken in making an insurance claim. This is to ensure the correct procedures are followed for making a claim. To claim for insurance, the school requests the parents/guardians that they provide a copy of:

- all medical certificates and receipts retained and
- appropriate health insurance forms to be completed for reimbursement of expense from Medicare or private health insurance organisations.

Parents will be provided a copy of Nagle's insurance coverage held for Workplace Learning and Work experience students. (*Appendix C3*)

Employer will be provided with a letter indication the details of insurance cover, held by the school, on behalf of the student. (*Appendix A4*) A copy of the letter must be signed by the employer or authorised delegated officer and held by the college.

Students who are involved in School-Based Traineeships/Apprenticeships are employees and any medical expenses are therefore, covered under the Employer's Workers' Compensation Insurance, not the school's insurance.

BULLYING OR HARASSMENT IN THE WORKPLACE

Students are not expected to tolerate any form of bullying, harassment or sexual harassment whilst on their work placement. If they do experience this, it is important that they advise their parents/guardians and the VET/Careers Administration Officer immediately.

The VET/Careers Administration Officer:

- advises any staff member (who becomes aware of any bullying, harassment or sexual harassment of the student in the work placement) to inform the principal and the VET/Careers Administration Officer or the VET Coordinator;
- provides relevant information about the work placement to the Principal upon notification of sexual harassment in the workplace; and
- advises students that if they find themselves in a situation where they experience bullying, harassment or sexual harassment during work placement they should immediately inform:
 - their parent/guardian; and/or
 - the principal, or any teacher.

Upon notification of an incident, which may include bullying and harassment in the work placement the following steps should be followed.

- withdraw the student from the placement;
- inform the student's parents/guardians that the incident has occurred;
- alert relevant parties of concerns regarding this workplace as an appropriate placement for student;
- alert the Principal upon notification of sexual harassment in the workplace as per Mandatory Reporting guidelines.
- document incident and actions taken in line with established school processes.

For further information, see Catholic Education Western Australia's 'Child Protection Procedures for Catholic Schools in Western Australia' policies.

EMPLOYERS

SELECTING HOST EMPLOYERS FOR WORKPLACE LEARNING OR WORK EXPERIENCE

Employers who have agreed to participate in the Workplace Learning/Work Experience program are assessed to determine whether they are and appropriate work placement for the student.

The College will:

- Assist in locating a prospective employer willing to offer student work placement(s) when a student is unable to obtain a host employer on their own accord.
- Assess the suitability of the workplace in which the student is to be placed in terms of program requirements and occupational health and safety. This will require a pre-visit and completion of 'Insurance, Supervision and Occupational Safety and Health' form.
- The VET/Careers Administration officer will induct the employer to clarify and explain the workplace learning program. The 'Employer Information Booklet' (*Appendix G*) will be provided to support this and will include:
 - Rights and responsibilities of host employer including health and safety, duty of care, workplace induction and emergency/critical incident procedure
 - Structure of workplace learning program and student responsibilities
 - Communication strategy and other processes relating to the program.
- Provide in writing to the Employer details outlining the insurance cover provided by Catholic Church Insurance (*Appendix A3/A4*) and obtain a signed acknowledgement and acceptance of these details.

- Ensure that students are only placed in a workplace with the appropriate amount of Public Liability Insurance and Confirm the placement in writing. (*Appendix A5*)
- When a pre-visit is not possible the school will forward the 'Insurance, Supervision and Occupational Safety and Health' form (*Appendix A5*) and the 'Employer Information Booklet' (*Appendix G*) to the employer for signing and acknowledgement. The VET/Careers Administration Officer will induct the employer over the phone or via video conference with a conversation to clarify and explain the workplace learning program.
 - Employers who agree to a student being placed at their organisation agree to provide a safe workplace for a specific period and under supervision, provide opportunities for students to learn and/or demonstrate skills required for the course.
 - Once selected and placements are organised the following are attached:
 - Student details & emergency/accident procedure (*Appendix A2*)
 - A copy of insurance certificate of currency for students' personal accident insurance (*Appendix A3*)
 - A copy of insurance certificate of currency for School's public liability insurance (*Appendix A3*)
 - Insurance Information Form (to be signed and completed). (*Appendix A4*)

SELECTING EMPLOYERS FOR SCHOOL-BASED TRAINEESHIP/APPRENTICESHIP

The College will:

- Locate a prospective employer willing to offer student a school-based apprenticeship/traineeship when a student is unable to obtain an employer on their own accord.
- Assess the suitability of the workplace in which the student is to be placed in terms of program requirements and occupational health and safety. This will require a pre-visit to the workplace.
- The VET Coordinator and Australian Apprenticeship Support Network (AASN) provider will induct the employer to clarify and explain the school-based apprenticeship/traineeship program.
- When a pre-visit is not possible the VET Coordinator will induct the employer over the phone or via video conference with a conversation to clarify and explain the school-based apprenticeship/traineeship program
- Once the placement is finalised the school will arrange a meeting for the Australian Apprenticeship Support Network provider to officially sign up the apprentice/trainee (with their parent/guardian present) for their School-Based Apprenticeship/Traineeship. The AASN provider will bring a National Training Contract to the meeting and the employer, student and their parent/guardian must sign and agree to the terms and conditions of the Training Contract which for an employer includes:
 - make sure the apprentice/trainee receives on-the-job training and assessment in accordance with the Training Plan.
 - provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in the Contract
 - pay the apprentice/trainee the appropriate wages to attend any training and assessment specified in the Training Plan, noting that any time spent by the apprentice/trainee in performing his or her obligations under the contract whether at the employer's workplace or not, is to be taken for all purposes (including the payment of remuneration) to be time spent working for the employer.
 - meet all legal requirements regarding the apprentice/trainee, including but not limited to, occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangement.

PARENT/GUARDIAN CONSENT

Students cannot participate in any of the out-of-school learning programs without Parent/Guardian consent to participate. To ensure the parents/guardians of the student are completely aware of their child's intentions to join an out-of-school learning program, all programs have an application process in which the parent/guardian must sign their consent.

WORKPLACE LEARNING

- Parent will initially receive the 'Workplace Learning Parent Information Booklet' (*Appendix H*) which will outline the requirements, policies and procedures of the program. Parents must sign the declaration on the last page of the book to say that they have read and agree to the conditions within the book.
- The student must bring the declaration form to the Careers office along with a copy of their 'Application Form' (*Appendix C9*) which is also signed by the Parents/Guardians.
- Once the placement is confirmed the parents are sent a workplace learning pack which includes:
 - Parent information sheet about the placement (*Appendix C2*)
 - Insurance Information (*Appendix C3*)
 - A student Health Form (Blue sheet) (*Appendix C7*)
 - Parental Consent Form (Green sheet) (*Appendix C4*)
 - Student Declaration (*Appendix C5*)
 - Worksafe induction Form (to be completed before apprenticeship/traineeship commences) (*Appendix C6*)
 - 'Work Safely in the Construction Industry' information sheet (where applicable). (*Appendix C8*)
- The relevant forms must be completed and signed by the parents/guardians confirming their approval for their child's participation with the parameters set for the placement.

WORK EXPERIENCE

- Once a work experience placement has been confirmed for the student, they will bring back an application form to the VET/Careers Office. A VET/Careers Administration Officer will confirm the placement with the employer and send forms home for the Parent to complete.
- Once the work experience placement is confirmed the parents are sent forms which include:
 - 'Parent Information about Student Work Experience Placement'; (*Appendix C2*)
 - 'Insurance Information form'; (*Appendix C3*)
 - 'Nagle College Camp/Excursion Student Medical and Permission Form' (*Appendix C7*)
 - 'Worksafe Induction' information sheet and; (*Appendix C6*)
 - 'Work Safely in the Construction Industry' information sheet (where applicable). (*Appendix C8*)
- The relevant forms must be completed and signed by the parents/guardians confirming their approval for their child's participation with the parameters set for the placement.

SCHOOL-BASED APPRENTICESHIP/TRAINEEESHIP

- Parent will initially receive the School-Based Apprenticeship/Traineeship Information Booklet' (*Appendix I*) which will outline the requirements, policies and procedures of the program. Parents must sign the declaration on the last page of the book to say that they have read and agree to the conditions within the book.
- The student must bring the declaration form to the Careers office along with a copy of their resume & letter of application.
- Once the placement is confirmed the parents are sent a school-based apprenticeship/traineeship pack which includes:

- ‘Parent Information about Student Work Placement’; (*Appendix F2*)
 - ‘Nagle College Camp/Excursion Student Medical and Permission Form’ (*Appendix C7*)
 - ‘Parent/Guardian consent for School-Based Apprenticeship/Traineeship form’ (*Appendix F3*)
 - ‘Student Declaration form’ (*Appendix F4*)
 - ‘Worksafe Induction’ information sheet and; (*Appendix F5*)
 - ‘Work Safely in the Construction Industry’ information sheet (where applicable). (*Appendix C8*)
- The relevant forms must be completed and signed by the parents/guardians confirming their approval for their child’s participation with the parameters set for the placement.
 - Once the placement is finalised the school will arrange a meeting for the Australian Apprenticeship Support Network provider to officially sign up the apprentice/trainee (with their parent/guardian present) for their School-Based Apprenticeship/Traineeship. The AASN provider will bring a National Training Contract to the meeting and the employer, student and their parent/guardian must sign and agree to the terms and conditions of the Training Contact. As the student is under 18 they are not allowed to sign a legal document without a parent/guardian present.

VETIS/PAIS TAFE PROGRAMS

- Parent’s will have to sign off on the relevant Vocational Education Training in Schools or Pre-Apprenticeship in Schools application form to give their consent to their child participating in the program.

VETIS/PAIS PROGRAM – DUTY OF CARE

Teaching Staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in Vocational Education and Training (VET) for School Students (VSS) programs. TAFEWA college lecturers also have a duty of care for these students. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

In discharging their duty of care responsibilities, staff must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities. When support staff, volunteers and external providers agree to perform tasks that require them to personally care for students in the absence the TAFE lecturer, they will also owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

A Vocational Education and Training (VET) for School Students (VSS) program which is conducted in part at a TAFEWA college is classified as an off-school-site student -learning activity. The program is organised jointly by a member of teaching staff and a member of the TAFEWA college staff.

The minimum level of approval for all programs is that of the Principal. The approval of the Managing Director of the TAFEWA college is also required for a student to attend a college. Parents, guardians and independent minors must be given sufficient detail about the program and the nature of the TAFEWA college learning environment to make informed choices and parental consent for participation of their children must be obtained before commencing a program, except in the case of independent minors.

Principals and Managing Directors of the TAFEWA colleges are responsible for ensuring that the management plan for a program addresses the risk factors that may exist for both students and staff.

RETAIN RECORDS

Nagle Catholic College will maintain detail records relating to students' participation in Out-of-School Learning and Training programs. Files will be retained by the college for 7 years from the day on which the student enrolment ceases at the school.

The following records will be kept:

- Signed approval forms from parents.
- Details of visits to the workplace by the school.
- Records of any comments about safety or otherwise of the workplace
- Student workplace learning records used for evidence of successful completion. (e.g. Logbook/Skills Journal)
- Any critical incident reports and any medical records or insurance claims.

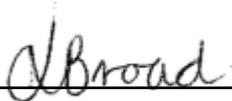
EVALUATION

Nagle Catholic College will review and evaluate the out-of-school learning program and this plan annually.

- The school executive (Principal, Vice Principal, Deputy of Teaching & Learning) and the VET Coordinator will review the College's Out-of-School Learning Management Plan annually during school planning meetings.

Latest Review:

Changes:

Please sign the Out-of-School Learning Management Plan	
VET Coordinator  _____	Date 21/9/18 _____
<i>I am satisfied that the management plan for this program meets Duty of Care for Students policy requirements.</i>	
Principal  _____	Date 21/9/18 _____