



## CHILD WORKPLACE LEARNING POLICY

### PURPOSE

Standard 6 of Ministerial Order 870 requires schools to have strategies in place to ensure child safety in school environments. 'School environment' extends to learning environments where students undertake work experience, structured workplace learning and school based apprenticeships and traineeships with the authorisation of the school governing authority.

**This policy is designed to be consistent with the provisions of the following Ministerial Orders and Acts:**

- *Child Safe 870*
- *Structured Workplace Learning 55*
- *Work Experience 382*
- *The Education Training and Reform Act 2006*

### WORK EXPERIENCE AND STRUCTURED WORKPLACE LEARNING

As defined by the Department of Education and Training (DET), work experience is part of the schools' educational program where students experience the world of work. It is the short-term placement of secondary school students with employers, to provide insights into the industry, and the workplace in which they are located. Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

Structured Workplace Learning provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of the VCE or the VCAL, VCE Industry and Enterprise units.

Ministerial Orders 382 & 55 must be complied with and provide an operational framework for the provision of work experience and structured workplace learning. Mount Waverley Secondary College complies with these Orders by:

- Ensuring that prior to the commencement of a work experience or structured workplace learning placement the correct Arrangement Forms are used and are signed by all parties; the employer, student, parent/carer and the Principal. Employers are provided with a copy of the signed Arrangement Form prior to the student commencing his/her placement, as are the students.
- The Work Experience and Structured Workplace Learning forms require that the employer sign to indicate that they comply with occupational health and safety legislation and standards and will treat the student as if he/she were an employee. Additionally, they sign to indicate that risk assessment and management has been undertaken, including to provide the necessary induction and training and to only assign tasks to the student that are



appropriate given their level of competency, maturity and physical capabilities. The employer must also nominate a supervisor who is the student's main contact in the workplace and who is responsible for the direct supervision of the student. Students and their parents/carers and the employer cannot vary the details on the Work Experience Arrangement Form or Structured Workplace Learning Arrangement Form without consultation with the College. Similarly, an Arrangement cannot be cancelled without consultation.

- Students are not permitted to attend a workplace without having had their Arrangement Form signed by all parties.
- Employers will be provided with a copy of the completed Arrangement Form prior to the commencement of the placement, together with a copy of the 'Work Experience Guidelines for Employers: Ministerial Order 382, or the 'Structured Workplace Learning Guidelines for Employers: Ministerial Order 55, which outline the duty of care of employers and the requirements regarding safety and supervision of students. As a result of the implementation of the Child Safe Standards, employers will also be sent a copy of the fact sheet for employers, which has been developed by the Department of Education and Training (attached to this policy).
- Any Mount Waverley Secondary College student aged under 15 years of age is permitted to undertake work experience or structured workplace learning only if the employer has a Working with Children Check. Any Mount Waverley Secondary College student who does not attend Work Experience will participate in a school based alternate program instead.
- Students can only enter into work experience arrangements with states with which Victoria has a Reciprocating Arrangement.
- Students cannot exceed the limitations on the number of days of Work Experience permissible per term and per school year as outlined in Ministerial Order 382.
- Students will not be permitted to undertake Work Experience or Structured Workplace Learning in any of the restricted industries outlined in the 'Revised Health and Safety Guidelines for Work Experience Students Aged 15 Years and Over' (DET January 2011).
- The Careers Coordinator and Careers Support will be available for students, employers and parent/carers to contact during the work experience and structured workplace learning placements.
- Staff at Mount Waverley Secondary College will contact the student prior to Work Experience and on the first practical day during this time where possible. The student will have the contact details of the Work Experience Coordinator should he/she need to report any potential risk or an incident in the workplace.
- No student will be permitted to undertake workplace learning where there is any concern that the health, education and moral and material welfare of the student will suffer under the proposed arrangement or that the student will be subjected to any form of exploitation, harassment or unlawful discrimination during the course of the proposed arrangement.
- Students can only undertake workplace learning when the college is satisfied that the student has the capacity to undertake workplace learning without exposing themselves or



others in the workplace to any unreasonable level of risk, students are encouraged to speak up if they feel unsafe during Work Experience or on a Structured Placement.

- The working hours of students undertaking Work Experience must not extend beyond the number of hours in a day which are normal working hours for a standard shift without overtime, for the industry in which the employer is engaged or fall between the hours of 11.00 pm and 6.00 am, or, beyond a time which is ten hours before the start time of a placement day or a school day which the student is expected to attend.
- The Careers Education Manager will ensure that all students undertaking Work Experience undertake and satisfactorily complete an OHS program prior to commencing the placement; and, with respect to a student with a disability or impairment, that where required, appropriate modifications to the delivery of an OHS Program will be made to ensure that the OHS Program meets the needs of the relevant student. At Mount Waverley Secondary College students are required to complete the Safe@Work General Module test and an Industry Specific Module test prior to commencing Work Experience or Structured Workplace Learning.
- Students undertaking Structured Workplace Learning must be doing so as part of a VET Program within an accredited course of study and the student must have undertaken OHS training relevant to the workplace where the student will be engaged.
- Any Work Experience taken by an international student enrolled at Mount Waverley Secondary College will comply with the requirements of the student's visa.
- Work Experience will only be permitted to occur at times in the school year or over school holidays where the Careers Education Manager is satisfied that the timing will not have a negative impact on the student's educational program at school and where there is a designated member of staff available to be contacted. Students are not permitted to undertake Work Experience or Structured Workplace Learning over the December/January school holidays, as per the relevant legislation.
- Students and their parent/carers are responsible for travel to and from workplace learning and Work Experience Placements.

## FURTHER INFORMATION

[Fact Sheet for Employers](#)

*Adapted to meet Child Safe Standards – November 2016*

## REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for reviewed in June 2024.