EMPLOYER’S GUIDE TO WORKPLACE LEARNING

Guidelines for employers providing workplace learning opportunities for school students
Section 1
About Workplace Learning

What is workplace learning?

- Workplace learning programs form part of the NSW secondary school curriculum. They enable students to spend a planned period of time in the workplace, gaining practical experience, assisting their career choices and building their industry skills.
- The programs allow employers to help young people understand the workplace as well as careers and job opportunities and directions in industry.
- Workplace learning programs are available in Years 9, 10, 11 and 12. These are voluntary work programs.
- The programs support a wide range of experiences & industry settings, often tailored to the type of work a student may be planning to do after completing their studies.
- Direct experience of a workplace helps students learn quickly and powerfully about the changing nature of work and workplaces; what attitudes and skills employers are looking for; what careers and opportunities are available and what training and further education is needed.
- It helps young people make informed decisions when planning their transition through school, and from school, to a fulfilling working life.

What kinds of workplace learning programs are there?

There are two main types of workplace learning programs:

1. Work Experience and
2. Work placement - mandatory for a range of Higher School Certificate (HSC) industry – based courses. These courses are known as vocational education and training (VET) courses.

1. Work experience programs (usually Year 9 upwards)

These programs orient students to the world of work in a field usually chosen by the student. Employers help students by allowing and encouraging the student to:

- observe a variety of work being done
- undertake supervised work appropriate to the student’s skill level
- ask questions about the workplace
- gain skills related to being at work
- learn how enterprises work and how to be enterprising
- complete course assignments relevant to the industry or workplace
- find out about training and employment opportunities
- fine-tune their school to work planning and career aspirations.

2. HSC VET Workplacement Programs

Workplacement ensures that students who elect to study an industry-based HSC vocational education and training (VET) course at school or at TAFE NSW also spend a period of time as voluntary workers in a relevant workplace to practise and develop specific industry skills related to that course.

- Workplacement is so important that it is a mandatory Higher School Certificate (HSC) requirement for a range of courses including: Automotive, Business Services, Construction, Electrotechnology, Entertainment Industry, Hospitality, Human Services, Information Technology, Metal and Engineering, Primary Industries, Retail Services, and Tourism and Events. The courses are drawn from the relevant industry training packages.

- During workplacement, employers supervise students as they participate in the workplace, practising & extending what they have learnt in their off the job training at school or at TAFE NSW or in some cases, at a private provider.

- In short, workplacement enables employers to provide the dynamic and current industry context for the delivery of vocational training to school students.

- Workplacement is used by teachers to gather evidence of student achievement of competence at industry standard.

- Student competency leads to an industry specific VET qualification that is recognised throughout Australia eg. Certificate II in Retail Operations.
How does an employer benefit from hosting students?
Hosting students allows you to:

- participate in the education, career development and vocational training of young people in your community
- talk to students about your industry, its career paths and future directions.
- promote the attitudes and skills you want in your workforce.
- identify young people with potential for your industry
- give students knowledge of the value of work and raise the quality of those coming into your industry.
- strengthen your links with the community and raise your business profile
- provide your staff with good opportunities to increase their supervisory and mentoring skills.

Section 2
How workplace learning works

Who organises the programs and work placements?
Schools generally arrange their own workplace learning programs. Employers may be approached by the school, TAFE or private or community registered training organisation to host students in their workplace.

In the case of work experience, students may make their own approach to an employer for a workplace position and then submit the position to their school for approval.

To help coordinate mandatory HSC VET workplacements incorporated bodies referred to as Workplacement Service Providers are funded to liaise between their designated schools and TAFE NSW institutes and host employers to coordinate the placements.

Each student’s program details are recorded on a Student Placement Record that must be signed by the student, the host employer and the parent or carer before final approval by the Principal.

How long are the programs?

- This varies. Students usually spend a week with an employer but shorter or longer periods are possible. Some students come to a workplace for half or one day per week for an extended period of time.
- For HSC VET workplacement, students usually complete two, week-long placements over two years, each placement usually being with a different employer.

When can workplace learning occur?

- Workplace learning is usually scheduled on weekdays during school or TAFE NSW terms. This can be varied on occasion for individual students with the approval of the school.
- Placements usually reflect the hours of the industry.
- Students aged 14 and/or in Year 8, who are undertaking any workplace learning require permission from the Principal

Who is responsible for the student?
Schools, TAFE NSW institutes and private providers

- Schools, TAFE NSW institutes and private providers have a duty of care to their students when they undertake workplace learning programs. Elements of that duty of care are summarised here and include:
  - reviewing the suitability of proposed placements
  - deciding to approve, or not, the proposed placement for the individual student
  - preparing students for workplace learning, including ensuring students are informed of their right to be safe in the work environment and sources of help.
  - making a supervisory visit or telephone contact with the host employer or supervisor and with the student during the placement and following up with the student immediately after the placement
  - communicating as appropriate with the host employer to provide information that the host employer needs to optimise the safety and success of the placement
  - Initiating planning to support the students with additional needs, including disability, and ensuring that the students, parents and carers are aware and agree with any adjustments.

Employers and supervising staff

- Employers play a critical and valued role in hosting students. You and your supervisory staff set the tone for the success of the placement and this will influence both the student and your staff.

- Employees are to respect the rights of students to a safe and healthy host workplace, free from harassment and discrimination and any conduct that is unacceptable in terms of child protection.

- Some students have considerable employment experience, confidence and maturity. Others have little or no personal or immediate family experience of participating in the workplace.

- It is a good idea for an appropriate and willing member of staff to act as a mentor or advisor for students during placements. Ideally, this is in addition to the nominated workplace supervisor.

- Planning a variety of tasks and activities that the student can manage safely; focusing on what the student can learn and the skills they can develop, and providing good instruction and supervision go a long way to eliminating and minimising risks to students.

- If a student does become ill or is injured in the workplace, as well as the appropriate first aid response, you are advised to notify the school, or where relevant the TAFE NSW college or campus or the private provider as soon as possible.

Contact details will be on your copy of the Student Placement Record. If the student has a significant injury during the day, they should also phone their parents or carers. If the student is on HSC VET workplacement, it may also be appropriate to notify your Workplace Service Provider and follow local arrangements previously advised.
If the student is absent without explanation or behaving inappropriately, you are asked to notify the school, or where relevant the TAFE NSW college or campus or the private provider as soon as possible. Examples of ‘behaving inappropriately’ include not following your reasonable instructions; rudeness or encouraging friends to congregate around the worksite.

Parents and carers
- Parents and carers play an important role in supporting the student before, during and after workplace learning placements. Advice is provided for parents and carers in the school’s information pack: Parents and Carers Guide to Workplace Learning.
- If a student is injured during the placement during normal business hours, it may, depending on the seriousness of the injury, be appropriate for the employer to also contact the student’s parents or carers as well as the school, or where relevant the TAFE NSW college or campus or the private provider. After normal business hours, contact the student’s parents or carers or the person nominated to be the contact on their behalf. Check the details about hours and contact numbers on your copy of the Student Placement Record.
- Where placements extend outside normal business hours, parents and carers might be contacted by a student if the student genuinely believes they are at risk during that time but do not feel confident to bring the matter to the attention of the host employer or supervisor. The parents or carers are not to investigate or resolve any matters but simply to collect the student or arrange for the student to get home safely and then inform the school, or where relevant the TAFE NSW institute or the private provider as soon as possible to allow the school or TAFE NSW institute or private provider to follow up the matter.

Students
- Students understand that the opportunity to learn with a host employer on their staff in the workplace is important and valued. They will have a purpose and focus for their learning.
- Students must participate in the pre-placement activities organised by the school, or where relevant organised by the TAFE NSW institute or the private provider to optimise the student’s safety and achievement during their placement.
- Students are to behave with courtesy and respect, follow all reasonable instructions and not do anything that would jeopardise the safety of themselves or others in the workplace.
- Students are to inform the host employer and the contact from the school, or where relevant from the TAFE NSW college or campus or from the private provider if they are not able to attend the workplace. Students also need to inform the host employer of any concern about their personal or workplace safety, and advise any injury, accident or incident.
- Students must respect workplace confidentiality at all times. They are not to convey any knowledge or information of this kind to any person outside the host employer’s workplace. This responsibility must be agreed to by the student on their section of the Student Placement Record.

Work placement Service Providers
- These local organisations provide the on-going effective linking of employers to schools and TAFE NSW institutes and on occasion to private providers in their communities.
- As well as coordinating quality HSC VET workplacements, they support host employers with information and advice about managing issues that may arise during HSC workplace programs.
- Before you host a student, the Workplacement Service Provider will clarify who you will need to contact should particular circumstances arise.
- If an incident or situation were to arise during a workplace, the Workplacement Service Provider will be there to assist you.
- However, the school, or where relevant the TAFE NSW institute or the private provider has the duty of care for their students and has responsibility for the welfare and conduct and performance of the student. Any injuries to students, child protection matters or damage to property must be brought to the attention of the school, or where relevant to the TAFE NSW institute or the private provider for them to follow up.

Section 3
Legal Requirements

Are students paid?
- NO. Students are voluntary workers and should not be paid. As volunteers they are covered by the school’s insurance for personal and public liability.
- There is one exception: where a student uses their current part-time employment to fulfil a mandatory HSC VET workplace requirement. This arrangement must be negotiated with the employer and approved by the school and where relevant by the TAFE NSW institute or the private provider. In this case, the student is not a voluntary worker and the insurance arrangements of the employer apply to the student.
- Please note that SBATS are paid employees and are therefore covered by the employers insurance policies.

What insurance and indemnity is provided to students?
- Insurance and indemnity requirements are arranged by the Catholic Education Commission in Sydney for all NSW dioceses. The two separate policies providing work placement cover are:
  - CCI School Care Personal Accident and Disability or Students’ Work Experience Personal Accident Policy with Catholic Church Insurances (CCI) (or equivalent).
  - Work Experience/Workplacement Public Liability Policy with QBE Insurance (Australia) Limited.
- As long as you follow the requirements in this Guide, you do not need to change your insurance or WorkCover arrangements when taking on a student under a Workplace Learning Program. However, you are expected to have current public liability coverage as is standard business practice.
Is there paperwork? Do I have to sign anything?

- Yes. Each student is issued with a Student Placement Record to document the placement arrangements. Along with the parent/carer and the student, you will be asked to provide some information and sign the Record.
- The school, or where relevant the TAFE NSW institute or the private provider has to approve the placement described on the Record before the student can start. The approval activates the school’s insurance and indemnity arrangements for you and the student.
- A full copy of the Student Placement Record with the approval will be provided to you before the placement starts by the school, TAFE NSW institute or private provider.
- Work placement Service Providers will support you with a streamlined service to help coordinate your part of the Placement Record for mandatory HSC VET work placements.

Are there any special industrial conditions?

- Yes. Students must be aged 14 years or over.
- Students under 15 years of age must not undertake workplace learning before 7.00 am or after 6.00 pm.
- No student is to be directed to work on any dangerous machine.
- Students must not be used in place of regular employees.

**NOTE:** All relevant safety, health and welfare legislation that protects employees also protects any student, and where relevant any support staff, engaged in a workplace learning program

How do I ensure my workplace is safe for students?

It is important that host employers and their staff supervising students are aware of and are prepared to do the following while hosting students:

- provide a safe and positive environment compliant with the NSW Occupational Health and Safety Act 2000 and anti-discrimination legislation
- More information is available from WorkCover NSW on telephone 02 4321 5000 or web: www.workcover.nsw.gov.au and the NSW Office of Industrial Relations on telephone 131 628
- provide activities and skill development tasks appropriate to the student’s skill level under supervision of a capable and trustworthy employee briefed for the task
- Ensure any special needs of students, including students with a disability, are appropriately supported in the workplace. Some adjustments may be needed to accommodate their special needs. This should be done in consultation with school, and where relevant, TAFE NSW institute personnel and the Work placement Service Provider and parents or carers
- Identify areas of risk and implement strategies to eliminate or minimise risk associated with activities undertaken by the student. These are to be identified on the Student Placement Record
- provide appropriate information, instruction, training and ongoing supervision to ensure the student’s safety during the placement
- Provide a workplace induction including relevant safety matters to orientate students at the beginning of the placement. Advice on inducting school students is provided in Section 4 later in this Guide
- Provide personal protective equipment (PPE) where required and training in its correct use.

Likewise, students are expected to comply with the employer’s workplace safety requirements and procedures and not to act in any way that could jeopardise the safety of themselves or others.

**Working with children and young people**

- Providing opportunities for children and young people is a wonderful thing to do. However, to participate in this program you must provide a safe and non-threatening work environment and comply with child protection laws.
- You need to ensure that all staff are aware that they must conduct themselves appropriately with children and young people at all times. For example, unacceptable conduct by employers or their employees would include any initiation activities or horseplay directed at or involving the student; physical or verbal abuse of students; physical assault or exposure of students to violence; inappropriate conversations of a sexual nature; suggestive remarks; jokes of a sexual nature; showing sexually suggestive publications, electronic media or illustrations; unwarranted and/or inappropriate touching; personal correspondence with students regarding sexual feelings for the student.
- Employers with staff engaged in child-related employment in NSW as defined in the Child Protection (Working With Children) Act 2012, are required to observe mandatory obligations for background checks through the relevant approved screening agency.
- You are asked to indicate on the Student Placement Record that as far as you are aware there is nothing in the background of any staff member or other person who will have close contact with the student that would make them unsuitable for work with children and young people. Your judgement is made in good faith, based on your day to day knowledge of the conduct and services of the people with whom the student will be working.

Host employers must report any allegations against an employee in the area of child protection to the Principal of the school, or where relevant to the responsible TAFE NSW Institute Manager. On completion of an investigation into an allegation of reportable conduct the school is also required to determine if a report to the Commission for Children and Young People is required.

- students participating in vocational work placements/ work experience in a child-related sector or role, prior to turning 18 years of age are not required to undertake a Working With Children Check.

**Section 4**

A Quality Workplace Learning Experience

What makes a good workplace learning experience? How can this be made a really positive experience for host employers, their staff and students?
Workplace learning enables students to learn powerfully in a different environment and to meet a range of people beyond their usual circle. But as a host employer, you are not left on your own. There is plenty of guidance and appropriate contacts for each step along the way.

- As well as the information in this Guide, the Department has helped produce Workplacement Made Easy!, a set of easy to follow materials developed by an experienced employer for fellow employers hosting HSC VET students.

The resource is available at www.ezwp.det.nsw.edu.au and is endorsed by a number of peak employer organisations. Your Workplacement Service Provider coordinator can advise you further about these resources.

- In Working Order is a tool kit for educators, employers, supervisors and parents of young workers. The website contains resources and useful links with information regarding injury prevention and the promotion of workplace safety. Go to www.inworkingorder.com.au/

Before students start their workplace learning placement:

- Consult with staff and draw up a list of activities that can be achieved and safely managed by students. These should:
  - be varied, safe, interesting and sometimes Challenging
  - give insight into the industry and the workplace
  - promote practise of relevant specific skills such as VET course competencies appropriate to the level of the qualification, and not contravene the Insurance’s Prohibited Activities indicated in Section 5 of this Guide.

**NOTE:** For HSC workplacements, see also Suggested Student Activities in the relevant Student Journal at www.ezwp.det.nsw.edu.au

- Consider when it will be convenient to host students, the duration of each placement, and how and when applications from students should be made.

- Ensure that employees, including union representatives, understand the purpose of the workplace learning activity. Emphasise:
  - students are to be treated with respect and courtesy, just as they should treat you and your staff
  - the special responsibilities of working with young people relating to their safety, welfare and well-being
  - students must not be used in place of regular paid employees.

- Appoint an experienced staff member to coordinate the workplace learning program for students. A timetable of proposed student activities and the staff who will be supervising them is recommended.

- Ensure that students have an appropriate and willing adviser or workplace mentor to turn to for advice and information. Where possible, a work space for the student should also be identified.

- Decide who will be responsible for inducting the student into the workplace and document what topics will be covered and how the induction will occur. Guidance about inducting students is provided later in this Section.

- Complete the employer section of the Student Placement Record. Your detailed answers will help the school, or where relevant the TAFE NSW institute or the private provider to manage their duty of care to the students. The details also support you by helping you satisfy relevant workplace obligations.

- This Record will be provided to you by the school, or where relevant by the TAFE NSW institute or the private provider well before the placement.

Your completion of the host employer section will become a record of your agreement to host the student and your compliance with the relevant responsibilities. Once you have completed the host employer section, please return it to the school, or where relevant to the TAFE NSW institute or the private provider, usually for them to pass on to the parent or carer for their permission. The Record details must be finally approved by the school, or where relevant by the TAFE NSW institute or the private provider and a completed copy provided to you before the placement starts. This should be stored safely in case of an emergency and to prevent unauthorised access to the student’s personal details.

- Ideally your supervisory staff should be capable and trustworthy employees with good communication, delegation and interpersonal skills; briefed for the task; positive about supervising the student and with sufficient time to instruct and monitor the student and to provide constructive feedback. An experienced older employee or one used to supervising trainees may well be appropriate to supervise students.

During the placement:

Ensure that students:

- are regarded as voluntary workers, not visitors

- complete a first day induction and orientation tour.

You may wish to include relevant parts of the safety induction that you already provide to new workers. As we know, a quality induction sets up the best chance for a successful placement for you and the student. Remember that students are young people and for some, this might be their first experience of the workplace.

The following points are very important from a student’s perspective:

- a welcoming introduction to the business and supervising staff, mention of key managers and advice about who will support them in the workplace

- opportunities for questions from students

- a brief outline of what the business does, key clients and relationships, its mission and value statements and what you believe the business provides to customers, clients and the community.

This helps students feel proud to participate and keen to contribute to the enterprise

- an outline of the planned activities including any variations or choices and any related safety issues, any required personal protective equipment, no-go areas and excluded activities

- the overall importance of taking safety seriously in the workplace, relevant safety concerns including manual
handling and safety requirements in the organisation, and importantly, reasons for these
- expectations about behaviour, attitude and dress
- working hours, break times and other applicable work routines
- location of toilets, change rooms, exits, other workplace facilities and food outlets
- a clear explanation of supervision arrangements for the student
- what to do if first aid is required, emergencies occur or evacuations are required
- a brief outline of the organisation’s policies on bullying, harassment and discrimination and what the student should do if any safety or other issues arise
- other relevant company policies, for example, confidentiality, use of mobile phones
- any medical or other circumstances that need to be noted
- any adjustments or additional support for the student that are provided.

Also ensure that students:
- work the normal hours of the industry (except where there are age restrictions)
- have a range of appropriate and interesting work tasks and are encouraged to ask questions
- are always supervised in the workplace. Do not assume previous experience are trained and closely supervised if the student is expected to operate equipment or machinery. A simple checklist for the safe operation and handling of the equipment should be provided to the student and used in the training and supervision of the student
- do not undertake any prohibited activities. Please refer to Section 5 in this Guide for information on Prohibited Activities and some higher risk placements
- do not undertake any activities requiring a licence, permit or certificate of competence unless the student already has the relevant licence, permit or certificate; the activity is relevant to the placement and the activity has already been approved by all parties before the placement
- are given appropriate feedback and encouragement
- have sufficient time to complete diaries, workplace journals or research projects provided by the school, TAFE NSW institute or the private provider
- return to their school, or where relevant to their TAFE NSW college or campus or private provider if the workplace is affected by industrial action.

If there are any difficulties during workplace learning programs, immediately contact the school, or where relevant the TAFE NSW college/campus or the private provider.

For workplace, contact with the Workplacement Service Provider might also be appropriate. They will advise you beforehand of arrangements.

**Before students conclude their placement please:**
- complete the student report or evaluation form supplied by the school or by the TAFE NSW institute or the private provider
- ensure that any identification cards or property on loan have been returned
- take time to provide the student with helpful and encouraging feedback.

### Section 5
Insurance Requirements and Related Information

#### 1. Policies
For NSW Catholic diocesan schools and most congregational schools, two separate policies provide work experience/placement cover for students and their host employers:

- CCI School Care Personal Accident and Disability or Students’ Work Experience Personal Accident Policy with Catholic Church Insurances (CCI) (or equivalent)

Under Commonwealth legislations, these policies cannot pay for any Medicare services including the Medicare gap. These services should be claimed through Medicare and or private health insurance where available. Workplacement students are not eligible for coverage through workers compensation.

1.1 CCI School Care [Personal Accident and Disability] Policy or Student Work Experience Personal Accident Policy

Each school or Diocese purchases these policies or equivalent. School staff organising workplacements need to confirm the nature of their particular policy with their diocesan office or school bursar and provide advice to employers / brokers. These policies cover students for personal injury sustained whilst engaged in Work Experience/Placement activities. Students are covered whilst directly travelling to and from work places.

**The Policies Cover:**

a) Death by accident;

b) Permanent disablement compensation dependent on injury of up to maximum e.g. $750,000 or $275,000 depending on SchoolCare policy chosen (please refer to your policy to confirm extent of your coverage)

c) Non Medicare expenses - e.g. dental, counselling, emergency transport, travel expenses or lump sum payments for certain injuries such as fractures, burns and dislocations (limits apply)

d) Damage to student’s clothing or artificial aids resulting from an injury (limits apply).

Catholic Church Insurances (CCI) advised on 24/01/2011 of an endorsement to the NSW SchoolCare Policies to allow certain students to use motor bikes as follows:

It is hereby noted that Exclusion 2 (e) is deleted in respect of students undertaking accredited vocational education and training (VET) courses in the HSC Primary Industries Framework for their Higher School Certificate (HSC) only.

1.2 QBE (Australia) Insurance Work Experience/ Workplacement Public Liability Insurance Policy

Catholic Education Commission NSW (CEC NSW) purchases this policy on behalf of participating Catholic Schools. For further details and documentation, including the Certificate of Currency
and participants, please contact CEC NSW as listed below or online at: http://www.cecsnsw.catholic.edu.au/dbpage.php?page=programs&id=37

This policy provides indemnity for the student, the employer and participating schools involved in Work Experience/Placement activities.

The Policy Covers:

a. Indemnity for legal liability of students and employers for Personal Injury caused to a Third Party (limit $20,000,000 any one occurrence);
b. Indemnity for legal liability of employers for Personal Injury to students (limit $20,000,000 any one occurrence)
c. Indemnity for legal liability of Property Damage to an employer’s property (limit $20,000,000 for any one occurrence)
d. Indemnity for legal liability of Errors and Omissions (E&O) in relation to the participation by students in Certificate II in Sports (Coaching) Certificate II in Outdoor Recreation and Certificate III in Sports Fitness only (Limit $1,000,000 any one Occurrence and in the aggregate in respect of claims made, costs inclusive). Any E&O claim or incident which might result in a claim must be reported through CEC NSW to QBE as soon as the school becomes aware of it during the current Period of Insurance, and some additional exclusions apply.

For each claim the QBE Insurance policy has set a deductible cost (i.e. excess) of $1,000 except for E&O cover where the deductible remains at $5000. The policy requires that CEC NSW, acting for the Catholic sector of schools, will provide for the payment of any deductible cost. The CEC NSW reserves the right to recover the cost of the excess from a diocese or independent school.

Conditions and Exclusions

2.1 Some Key Exclusions

The school, the student and the employer will not be insured for the following activities:

2.1.1 Travel by Private and Charter Aircraft other than those providing a regular Public Transport Service (CCI provides cover as a passenger in a fully licensed commercial aircraft operated by a licensed airline over an established air route)
2.1.2 Travel by helicopter
2.1.3 Radioactivity/Nuclear material/Fuel/Ionising Radiations
2.1.4 Scuba/deep sea diving
2.1.5 Attendance at abattoirs (killing areas)
2.1.6 Driving any registered or unregistered motor vehicle (and engaging in motor cycling whether as driver or passenger) except as part of the BOS HSC Primary Industries Curriculum Framework (and then only when students have been appropriately instructed and supervised and the vehicle is properly maintained). See also Section 2.4.5.
2.1.7 Activities involving guns or firearms except as part of an approved and supervised Australian Defence Force activity
2.1.8 Watercraft exceeding 20 metres in length
2.1.9 Travel outside the 12 nautical mile limit at sea
2.1.10 Results from AIDS or HIV (direct or indirect)

2.1.11 Asbestos and tobacco or tobacco smoke
2.1.12 Activities involving service of alcohol unless the student is aged over 18, and the activity is essential to the placement and it has been agreed to by the school and TAFE NSW Institute and the student has completed the Responsible Service of Alcohol (RSA) Training Course
2.1.13 Sporting activities/events except as part of the Certificate II in Sports (Coaching) Certificate II in Outdoor Recreation and the Certificate III in Sports Fitness (and then only under instruction and supervision)
2.1.14 ‘High risk construction work’ as defined in the NSW OHS Regulation (2001): i.e. construction work involving the use of explosives; work near traffic or mobile plant; and work in and around major gas and electrical installations
2.1.15 Any excavation work at a depth of one metre or more; at a depth under one metre without direct supervision by a competent person; near utilities
2.1.16 Work on a roof, unless all safety conditions are met, including the use of harnesses.
2.1.17 Work on caissons or coffer dams (permanent or temporary structures respectively, used to enable construction and excavation work)
2.1.18 Fines or penalties, and/or liquidated, punitive, aggravated, exemplary and/or multiple damages imposed by law
2.1.19 Occurrences as a result of the insured person being under the influence of intoxicating liquor or any narcotic or drug unless taken in accordance with the direction and prescription of a legally qualified medical practitioner
2.1.20 Total exclusion of claims arising from sexual and/or child molestation
2.1.21 Claims arising from repair, replacement or recall of products
2.1.22 Damage to insured premises/property in the physical and legal control of the insured (property not belonging to the insured may be covered up to a limit of $1,000,000 for any one occurrence)
2.1.23 Professional Indemnity for negligent advice given by any student (except for those in Sports Coaching, Outdoor Recreation and Fitness courses for which separate E&O cover has been negotiated)
2.1.24 Any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurgency or military or usurped power of confiscation, nationalization, requisition, destruction of or damage to property by or under the order of any government or public or local authority.

2.2 Activities Requiring Special Approval

The following activities are excluded unless specially approved for each placement. Please contact CEC NSW to request approval.

2.2.1 Activities involving the handling of animals, other than exempted sites and/or participation in BOS Stage 6 Primary Industries Course. For further information refer to CEC Diocesan Directors’ memo 99/09 at: CEC Memos
2.2.2 Mining/Quarrying/Tunnelling;
2.2.3 Demolition;
2.2.4 Timber getting/Sawmilling.
2.2.5 Abattoirs and meat processing plants (other than killing areas)

2.2.6 Placements outside the territory of the Commonwealth of Australia. Overseas placements are not advised. Placements in the USA or Canada and countries subject to their jurisdiction are not permitted. Any considerations of overseas placements should take into account the federal government website www.smarttraveller.gov.au and also consider the insurance regulations of the proposed country. Any proposed placement must be referred to the insurer QBE through CEC NSW prior to approval.

2.3 Scope and Conditions of Cover
If the following requirements are not observed, a vailable insurance may be rendered void.

2.3.1 Students must be at least 14 years of age and be participating in a school approved activity/placement. Students under 15 years of age must not undertake workplace learning before 7.00am or after 6.00pm.

2.3.2 Cover is available throughout school holiday periods, provided the workplace is arranged and supervised by the school. Year 12 students cease to be insured by their school once they complete their last HSC examination.

2.3.3 Interstate placements are permitted, if arranged and supervised by the school. Placements outside the territory of the Commonwealth of Australia require special approval from the insurer, through CEC NSW and are not encouraged. (See 2.2.6)

2.3.4 Insurance cover may be voided (lost) by serious and wilful misconduct by a student while attending a work site.

2.3.5 The employer must have in all cases provided appropriate and reasonable instruction and/or supervision with respect to each Work Experience/Placement student.

2.4 Special requirements for higher risk industries and occupations

2.4.1 All students proceeding to a construction workplace for workplace or work experience must hold a construction industry induction card (CIC) issued by WorkCover in accordance with Clause 220a OHS Regulation 2001. To be issued with the certificate, students must provide evidence to WorkCover from a registered provider of satisfactory completion of the National Unit of Competency CPCDOHS1001A Work Safely in the Construction Industry.

2.4.2 The employer and school must comply with all Department of Industrial Relations and WorkCover requirements (including reporting requirements) for Work Experience/Placement Programs and observe any prohibited activities or WorkCover regulations (including any age restrictions and requirements for safety equipment / personal protective equipment e.g. helmets and harnesses).

2.4.3 Prescribed or dangerous machinery must only be used in accordance with WorkCover requirements, and only then in the context of appropriate training, supervision and risk assessment. Particular care is needed to comply with the OHS requirements for scheduled work as set out in Chapter 9 of the NSW OHS Regulation (2003), to be replaced by the model code of practice Managing risks in construction work when endorsed by the Minister.

2.4.4 Any electric, oxy-acetylene or similar welding or cutting and allied processes must be done in full compliance with Australian Standard 1674 “Safety in Welding and Allied Processes”.

2.4.5 Placements involving student operation of golf carts, tractors or farm vehicles such as motor bikes/quad bikes are permitted only for students enrolled in the BOS HSC Primary Industries Framework. If the student does take part, he or she must have successfully completed a relevant formal training course or the related course competencies or have demonstrated substantial experience in the safe operation of such vehicles. The student still needs to be closely supervised.

2.4.6 Workplace supervisors of students on work placements are not required to have the Check.

“a worker who is a co-worker of a child or who is a work supervisor or work placement supervisor of a child” is exempted from the Check (Part 4, 21 1(c) of the Regulation).

Having a school student on work placement or work experience does not involve any requirement for co-workers to have the Check.

2.4.7 You are advised to clarify any such student placement requirements with the Catholic Commission for Employment Relations and/or your child protection “Head of Agency”.

2. When an Incident Occurs
Any incident which may result in a claim against the employer or the school in respect of a work experience/placement student must be immediately notified (within 7 working days) in writing to the student’s school. The school then notifies CEC, NSW either directly or through the school’s Diocesan Office. Suspected spinal injuries must be notified to CEC NSW within 24 hours.

- The Insurer must have full conduct and control of the claim against the employer and or the school. The employer and the school must fully co-operate with the Insurer in the conduct of any such action.

- When an incident occurs no undertaking or promise of settlement/payment may be made, since compensation decisions are a matter for assessment by the insurance company (ie). It may be possible in certain circumstances to make an apology but advice must first be obtained from the insurer through CEC NSW.

**Catholic Education Commission, NSW CONTACT:**

Gerard Delany, State Coordinator VET, CEC NSW
PO Box A169, Sydney South NSW 1235
Phone: (02) 9287 1549 | Fax: 9264 6308

Refer to the following website for further details:

http://www.cecnsw.catholic.edu.au/
Section 6
Important Contacts and Links

Thank you for considering the opportunity to provide a student with a workplace learning opportunity. We hope you find this a rewarding experience, not just for the student but for you and your staff. You are well-supported throughout the entire process. If you have any queries, please get in touch with one of the contacts or follow the links provided below:

- the VET coordinator or careers adviser at the student’s school
- the Vocational Learning Manager at the Catholic Education Office, Bathurst Diocese 63383041
- the School Principal
- WorkCover Assistance Service, telephone 13 10 50
- NSW Commission for Children and Young People, telephone 02 9286 7219
- NSW Office of Industrial Relations, telephone 131 628
- For HSC VET workplacements, also see your Workplacement Service Provider.
- For information regarding injury prevention and workplace safety for young workers, go to the In Working Order website www.inworkingorder.com.au

You are also welcome to visit the Parents and Community section of the School to Work site at www.schooltowork.com.au