

Work Placement Teacher Handbook 2017

Teacher

School

Work Placement Coordinator

Contact phone number

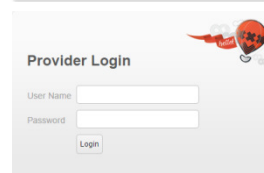
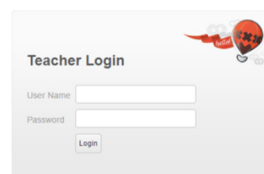
Pathways Teacher Portal

<https://www.pathwayscloud.com/Teacher/Login>

<https://www.pathwayscloud.com/Provider/Login>

User Name

Password

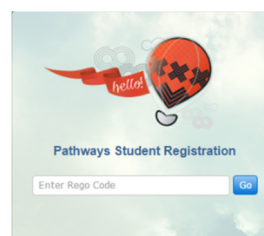


Pathways Student Portal

<https://studentrego.com/>

Class 1 Rego Code

Class 2 Rego Code



As a Work Placement Service Provider, Mid Coast Connect provides a streamlined service to support teachers by coordinating quality work placement opportunities with host employers for students who are completing mandatory work placements within the 13 HSC Industry Curriculum Framework (ICF) VET courses..

Our Commitment to You

The purpose of this Handbook is to serve as a guide to teachers. The document has been designed to ensure Mid Coast Connect provides services to its clients that are professional, fair and transparent and that maximise their learning and overall positive experience. This is in keeping with our Mission Statement.

We are committed to providing accurate, consistent and clear information to help everyone understand their rights, entitlements and obligations.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from your designated Work Placement Coordinator or the Work Placement Program Manager.

We regular revise our policies to take into account any changes to the law, program guidelines and service contract.

Jenny Fraser
Executive Officer

This publication was current at December 2016.

Table of Contents

Introduction	4
Mid Coast Connect Offices	5
Work Placement Calendar Term 1	6
Work Placement Calendar Term 2	8
Work Placement Calendar Term 3	10
Work Placement Calendar Term 4	12
Go2workplacement.com	13
Pathways Student Portal	13
Pathways Teacher Portal	13
VET Teacher Responsibilities	14
Checklist	16
Information on Preparing Students for Workplace Learning	18
Prohibited Activities and Activities that Need Special Consideration	21
Appendix: Associated Documents and Forms	24
For Teachers	
For Host Employers	
For Parents and Carers	

Introduction

Mid Coast Connect is a not-for-profit incorporated organisation governed by a local Board of Management.

The organisation was formed in 1997 by local schools and businesses to co-ordinate the industry specific work placements which are a mandatory part of the Higher School Certificate requirements for Vocational Education and Training (VET) courses. Since this time, we have successfully delivered a range of programs and activities aimed at assisting young people with their transition from school into further education, training or employment.

Mid Coast Connect operates throughout the mid north coast of NSW with offices at Taree, Port Macquarie and Kempsey. From 2017, Mid Coast Connect will provide the services currently delivered by Youth Directions and continue to operate from their Coffs Harbour office.

Work Placement Coordination

Mid Coast Connect coordinates work placements by contacting the host employer on behalf of the school/TAFE. A database of host employers is maintained and standard documentation is provided to the host employer, student and teachers.

The process for organising student work placement is outlined in this handbook. Support materials and documents may be downloaded from our website www.midcoastconnect.com.au.

Please note that it is essential for Mid Coast Connect to receive advance notification of students' choices to adequately prepare host employers and to give students sufficient time to attend pre-placement interviews.

Mid Coast Connect is funded to provide one work placement opportunity for each VET student enrolment in ICF courses for Year 11 and Year 12, as per funding guidelines.

A '*fee-for-service*' option is available to provide schools/TAFE with the opportunity to have additional placements arranged beyond the mandatory minimum requirements. This option also caters for non-ICF placements, work experience, work studies etc.

We look forward to working with you and your students to achieve successful work placement outcomes.

If you have any questions or need help, please call your designated Work Placement Coordinator. Office contact details are provided on page 5. Our website www.midcoastconnect.com.au also provides information and resources to assist.

Mid Coast Connect Offices

Port Macquarie Office

Address Level 1 101A Hastings River Drive
 PO Box 1064
 Port Macquarie NSW 2444

Telephone: 02 6583 5910

Facsimile: 02 6583 4022

Kempsey Office

Address 58 Sea Street
 PO Box W3019
 West Kempsey NSW 2440

Telephone: 02 6562 5314

Facsimile: 02 6562 5723

Taree Office

Address Level 1 142 - 144 Victoria Street
 PO Box 200
 Taree NSW 2430

Telephone: 02 6551 5463

Facsimile: 02 6551 4452

Coffs Harbour Office

Address 82 Mildura St
 Coffs Harbour NSW 2450

Telephone: 02 6653 2900

Facsimile: 02 6658 9566

Office Hours: Monday to Friday 8.30am - 4.00pm

Enquiries can also be directed to
admin@midcoastconnect.com.au
www.midcoastconnect.com.au

Work Placement Calendar Term 1

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
1	<p>Special Note - HSC Port Macquarie Campus Entertainment throughout the year</p> <p>Special Note - St Columba Anglican School- Entertainment throughout the year</p> <p><i>Partial week</i></p>	23/1	24/1	25/1	26/1 Australia Day	29/1
2	Newman Senior Technical College - Year 12 - continuation of 2016 PLC (Thursdays only)	30/1	31/1	1/2	2/2	3/2
3	Newman Senior Technical College - Year 12 - continuation of 2016 PLC (Thursdays only)	6/2	7/2	8/2	9/2	10/2
4	Newman Senior Technical College - Year 12 - continuation of 2016 PLC (Thursdays only)	13/2	14/2	15/2	16/2	17/2
5	Newman Senior Technical College - Year 12 PLC 1 - commencement (Thursdays only)	20/2	21/2	22/2	23/2	24/2
6	<p>HSC Westport Campus - Hospitality Kitchen Operations - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 - block week</p>	27/2	28/2	1/3	2/3	3/3
7	<p>HSC Westport Campus - Hospitality Kitchen Ops - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 2-subjects commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 - (Thursdays only)</p>	6/3	7/3	8/3	9/3	10/3
8	<p>Newman Senior Technical College - Year 11 PLC 1 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 - (Thursdays only)</p>	13/3	14/3	15/3	16/3	17/3
9	<p>Newman Senior Technical College - Year 11 PLC 1 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 (Thursdays only)</p>	20/3	21/3	22/3	23/3	24/3
10	<p>Newman Senior Technical College - Year 11 PLC 1 2 PLC 1 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 (Thursdays only)</p>	27/3	28/3	29/3	30/3	31/3

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
11	<p>Newman Senior Technical College - Year 11 PLC 1 2 PLC 1 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 1 (Thursdays only)</p>	3/4	4/4	5/4	6/4	7/4
	<p>TAFE Electrotechnology -Year 11 & 12 - week 1 of 6 (2 required in total)</p> <p><i>Autumn Holidays</i></p>	10/4	11/4	12/4	13/4	14/4 Good Friday
	<p><i>Autumn Holidays</i></p>	17/4 Easter Monday	18/7	19/4	20/4	21/4

Work Placement Calendar Term 2

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
1	<p>Special Note - HSC Port Macquarie Campus - Entertainment throughout the year</p> <p>Special Note - St Columba Anglican School - Entertainment throughout the year</p>	24/4	25/4 Anzac Day	26/4	27/4	28/4
2	<p>Newman Senior Technical College - Year 11 PLC 1 - 2-subjects (block week)</p> <p>Newman Senior Technical College - Year 11 PLC 1 - 3-subjects (block week)</p>	1/5	2/5	3/5	4/5	5/5
3	<p>HSC Westport Campus – Metal & Engineering – Year 12</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 3-subjects - commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	8/5	9/5	10/5	11/5	12/5
4	<p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	15/5	16/5	17/5	18/5	19/5
5	<p>HSC Westport Campus - Construction - Year 12</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	22/5	23/5	24/5	25/5	26/5
6	<p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	29/5	30/5	31/5	1/6	2/6
7	<p>HSC Port Macquarie Campus - Metal & Engineering - Year 11 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Retail - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	5/6	6/6	7/6	8/6	9/6
8	<p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	12/6 Queen's Birthday	13/6	14/6	15/6	16/6
9	<p>HSC Port Macquarie Campus - Metal & Engineering - Year 11 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Retail - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects</p>	19/6	20/6	21/6	22/6	23/6

	<p>(Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p> <p>TAFE (EVET) Electrotechnology - Year 11 & 12 - week 4 of 6 (2 required in total)</p>					
10	<p>Heritage Christian College - Hospitality Kitchen Operations - Year 12</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p> <p>St Joseph's Regional College - Hospitality Kitchen Ops - Year 11</p>	26/6	27/6	28/	29/6	30/6
	<p>TAFE Electrotechnology -Year 11 & 12 - week 3 of 6 (2 required in total)</p> <p><i>Winter Holidays</i></p>	3/7	4/7	5/7	6/7	7/7
	<p><i>Winter Holidays</i></p>	10/7	11/7	12/7	13/7	14/7

Work Placement Calendar Term 3

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
1	<p>Special Note - HSC Port Macquarie Campus - Entertainment throughout the year</p> <p>Special Note - St Columba Anglican School- Entertainment throughout the year</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 - 3-subjects commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	17/7	18/7	19/7	20/7	21/7
2	<p>HSC Westport Campus - Metal & Engineering - Year 11</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 - 3-subjects commencement (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	24/7	25/7	26/7	27/7	28/7
3	<p>HSC Port Macquarie Campus - Hospitality Kitchen Operations - Year 11 (three weeks allocated)</p> <p>HSC Port Macquarie Campus - Construction - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (block week)</p> <p>Newman Senior Technical College - Year 11 PLC 3 - 3-subjects (block week)</p>	31/7	1/8	2/8	3/8	4/8
4	<p>HSC Westport Campus - Construction - Year 11 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Hospitality Kitchen Ops - Year 11 (three weeks allocated)</p> <p>HSC Port Macquarie Campus - Construction - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p>	7/8 Bank Holiday	8/8	9/8	10/8	11/8
5	<p>HSC Westport Campus - Construction - Year 11 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Hospitality Kitchen Ops - Year 11 (three weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	14/8	15/8	16/8	17/8	18/8
6	<p>HSC Westport Campus - Hospitality Kitchen Ops - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	21/8	22/8	23/8	24/8	25/8

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
7	<p>HSC Westport Campus - Hospitality Kitchen Ops - Year 11 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	28/8	29/8	30/8	31/8	1/9
8	<p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)</p>	4/9	5/9	6/9	7/9	8/9
9	<p>Newman Senior Technical College - Year 11 PLC 2 - 2-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 11 PLC 3 3-subjects (Wednesdays only)</p> <p>Newman Senior Technical College - Year 12 PLC 2 (Thursdays only)TAFE Electrotechnology - Year 11 & 12 - week 6 of 6 (2 required in total)</p>	11/9	12/9	13/9	14/9	15/9
10	<p>Heritage Christian School - Hospitality Kitchen Operations - Year 11</p>	18/9	19/9	20/9	21/9	22/9
	<p>Special Note - HSC Port Macquarie Campus - Entertainment throughout the year</p> <p>TAFE Electrotechnology - Year 11 & 12 - week 5 of 6 (2 reqd in total)</p> <p><i>Spring Holidays</i></p>	25/9	26/9	27/9	28/9	29/9
	<p><i>Spring Holidays</i></p>	2/10 Labour Day	3/10	4/10	5/10	6/10

Work Placement Calendar Term 4

Week	DETAILS	Mon	Tue	Wed	Thu	Fri
1	<p>Special Note - HSC Port Macquarie Campus - Entertainment throughout the year</p> <p>Special Note - St Columba Anglican School- Entertainment throughout the year</p> <p>Newman Senior Technical College - Year 12 (Wednesdays only)</p>	9/10	10/10	11/10	12/10	13/10
2	Newman Senior Technical College - Year 12 (Wednesdays only)	16/10	17/10	18/10	19/10	20/10
3	Newman Senior Technical College - Year 12 (Wednesdays only)	23/10	24/10	25/10	26/10	27/10
4	Newman Senior Technical College - Year 12 (Wednesdays only)	30/10	31/10	1/11	2/11	3/11
5	<p>HSC Port Macquarie Campus - Hospitality Kitchen Operations - Year 12 (three weeks allocated)</p> <p>HSC Port Macquarie Campus - Metal & Engineering - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 12 (Wednesdays only)</p>	6/11	7/11	8/11	9/11	10/11
6	<p>HSC Port Macquarie Campus - Hospitality Kitchen Operations - Year 12 (three weeks allocated)</p> <p>HSC Port Macquarie Campus - Metal & Engineering - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 12 (Wednesdays only)</p>	13/11	14/11	15/11	16/11	17/11
7	<p>HSC Port Macquarie Campus - Hospitality Kitchen Operations - Year 12 (three weeks allocated)</p> <p>HSC Port Macquarie Campus - Retail - Year 12 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Construction - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 12 (Wednesdays only)</p>	20/11	21/11	22/11	23/11	24/11
8	<p>HSC Port Macquarie Campus - Retail - Year 12 (two weeks allocated)</p> <p>HSC Port Macquarie Campus - Construction - Year 12 (two weeks allocated)</p> <p>Newman Senior Technical College - Year 12 (Wednesdays only)</p>	27/11	28/11	29/11	30/11	1/12
9	Newman Senior Technical College - Year 12 (block week)	4/12	5/12	6/12	7/12	8/12
10		11/12	12/12	13/12	14/12	15/12
11	<p>Newman Senior Technical College - Year 12 - continues into February 2018</p> <p><i>Partial week</i></p>	18/12	19/12	20/12	21/12	22/12

www.go2workplacement.com

Go2workplacement assists students enrolled in HSC VET courses to get the most out of their work placement. By completing the online modules they will identify specific skills and competencies to focus on during their work placement. On completion of the modules students are awarded a Work Placement Ready Certificate which informs the host employer that they have prepared for work placement.

Pathways Student Portal

Mid Coast Connect's Pathways database includes a student portal that allows students to register their basic details with Mid Coast Connect for work placement. This self-service portal allows Mid Coast Connect to directly access information relevant to each student to coordinate successful placements. A unique 5 digit code will be provided for each class by Mid Coast Connect's Work Placement Coordinator.

Pathways Teacher Portal

Mid Coast Connect's Pathways database includes a teacher portal that allows Mid Coast Connect to provide teacher access to placements, students and classes. Teachers can only access placements and classes for their linked school. This self-service portal allows teachers to view and approve each student registering in their classes, including providing comments on student skills, issues and other directives to Mid Coast Connect where required. The teacher user name and password will be provided individually by Mid Coast Connect's Work Placement Coordinator.

VET Teacher Responsibilities

In the interests of providing quality work placement opportunities for students, maintaining host employer support and avoiding problems, it is important to follow the Work Placement Policy guidelines.

Mid Coast Connect can coordinate one work placement for each VET course enrolment in Year 11 and Year 12. Please note that variations to the guidelines can only occur in exceptional circumstances, with the approval of the Work Placement Coordinator in consultation with the VET Coordinator at the respective school/TAFE.

Work Ready

As per school/TAFE policy, it is the teacher's responsibility to ensure students are work ready. Mid Coast Connect's Work Placement Coordinators are available to visit classes to assist in preparing students for work placement.

Teachers must ensure that the work placement is appropriate to the student's needs and that it satisfies obligations associated with Work Health and Safety (WHS) and child protection.

Notification of Work Placement Requests

Mid Coast Connect schedules placements on the work placement coordination calendar, in consultation with VET Coordinators in the preceding year. It is an expectation that schools/TAFE will adhere to their booked dates. The student work placement choices must be provided to the Work Placement Coordinator **a minimum of six weeks before placement commences** (excluding school holiday period).

Work placement requests received less than six weeks before the anticipated start date will not be accepted. In this event, the work placement/s will need to be rescheduled, with a **minimum of six weeks** lead-in time.

It is unfair to expect host employers to agree to host students at short notice. Students also experience difficulty in arranging interviews and returning signed paperwork without adequate preparation time.

Student Withdrawal, Non-Attendance and Cancellation of Work Placement

It is the VET Teacher's responsibility to ensure that students understand that work placement is a mandatory component of their HSC VET course.

Students need to be aware that cancellation or withdrawal from a work placement can jeopardise future student placement opportunities.

- If a student does not phone the host employer to arrange an interview, with adequate notice, cancellation of the work placement may occur, and the student would then be responsible for arranging a second work placement.
- If a student does not complete the required hours for work placement, without proper consultation with the course teacher and host employer, the student is responsible for organising a partial or second work placement.

- If the work placement is interrupted due to illness or other issues and the student is unable to complete the work placement, it is the teacher's responsibility to ensure that both the host employer and the Work Placement Coordinator receive notification. An opportunity to make up the incomplete hours may exist in consultation with the Work Placement Coordinator.
- If a student withdraws from a VET course or leaves the school, teachers are required to notify both the host employer and Work Placement Coordinator at the time of the cancellation.

Duty of Care/Pre-placement Interviews

Mid Coast Connect would like to remind Teachers that they maintain responsibility for student safety, welfare and supervision during the work placement, ie the school/TAFE has '*duty of care*'.

Teachers need to support students in making contact with host employers as soon as the student placement paperwork is received. **It is essential that students arrange an interview and meet the host employer before the placement to confirm their suitability. Host employers are under no obligation to accept a student.** Students are not to make the assumption of placement acceptance before the interview. Placement confirmation occurs when the host employer approves the student at interview and signs the *Student Placement Record*. An interview with the host employer is to occur at least one week before the commencement date.

Note: The *Student Placement Record* must be completed and returned to the teacher before the placement commences. Students will not have insurance cover if all parties do not sign the *Student Placement Record*. In some cases, teachers will be asked by the host employer on the *Student Placement Record* to provide further student information to them before the placement commencing. (see tick box on page 3 of the form)

When supervising students, Mid Coast Connect expects teachers will make a first-day phone call to ensure that students have commenced their work placement as well as visit the place of employment during the placement period. Teachers must communicate any problems, absences, etc to the Work Placement Coordinator for coordination purposes.

Checklist

Schedule	Action	Work Placement Coordinator	Teacher	
Pre placement week	Start of year	1. Distribute <i>Work Placement Teacher Handbook 2017</i>	✓	
		2. VET/TAFE (EVET) teacher information session	✓	✓
		3. Liaise regarding class size/s, scheduled placement week/s, and other class specific requirements	✓	✓
		4. Coordinate <i>Work Placement Readiness</i> session	✓	✓
	9-12 weeks	1. Assist students complete www.go2workplacement.com		✓
		2. Confirm students not requiring placement		✓
		3. Coordinate with host employers on program participation	✓	
		4. Provide potential host employer opportunities	✓	
	8-10 weeks	1. Identify appropriate host employer opportunities/choices per student		✓
		2. Prepare students for placement		✓
		3. Distribute <i>Parent and Carers Guide to Workplace Learning</i> (DoE publication)		✓
		4. Provide student <i>Work Placement Readiness</i> session	✓	
		5. Assist students complete registration at www.studentrego.com	✓	✓
	Minimum 6 weeks	1. Confirm student-host employer matches at www.pathwayscloud.com/Teacher/Login or www.pathwayscloud.com/Provider/Login		✓
		2. Confirm all students have a placement or alternate	✓	✓
	4-6 weeks	1. Liaise on any specific student requirements (eg learning support)	✓	✓
		2. Liaise with host employers to allocate students	✓	✓
	2-4 weeks	1. Provide <i>Student Placement Record (SPR)</i> and supporting documents	✓	✓
		2. Provide class placement confirmation checklist	✓	
		3. Confirm specific placement details to host employer	✓	
4. Assist students with host employer contact			✓	
1-2 weeks	1. Confirm all <i>SPRs</i> are completed with all signatories in place		✓	
	2. Contact host employers if requested on <i>SPR</i>		✓	
	3. Provide <i>SPR</i> copies for all signatories		✓	
	4. Provide Emergency Contact Card and logbook/journal		✓	

Schedule	Action	Work Placement Coordinator	Teacher
During placement	1. First Day - Confirm attendance with host employer and discuss any issues		✓
	2. Subsequent Days - Conduct workplace visits and assessments		✓
	3. Advise host employer and Work Placement Coordinator on any changes (eg absences)	✓	✓
Post placement	1. Complete student evaluation at www.midcoastconnect.com.au/evaluation.php		✓
	2. Collect Emergency Contact Cards and log books/journals		✓
	3. Advise on any incomplete placements		✓
	4. Provide <i>Work Placement Certificates</i> for students	✓	

Information on Preparing Students for Workplace Learning

Developing student work readiness

- Aim to develop student work readiness through preparatory activities. Work readiness helps increase the benefit of workplace learning for both student and host employer
- Work readiness can be critical to the successful placement of HSC VET students, particularly if the student is to be assessed on the job
- Many schools and TAFE NSW institutes schedule work placement for Year 11 VET students in Terms 3 or 4 to allow maximum time to develop student work readiness
- Work readiness can be viewed as both a process and a goal that involves developing a student's workplace-related attitudes, values, knowledge and skills. This enables students to become increasingly aware and confident of their role and responsibilities, usually as entry-level workers in enterprises where customer satisfaction, operational performance, and frequently financial return, are vital

Assessing a student's 'work readiness'

Before undertaking placement, teachers need to consider individual student work readiness to ensure the placement benefits both students and host employers.

Work readiness involves students having what host employers call ***the right attitude***. At the most fundamental level this means the student has:

- a positive attitude to appropriate personal presentation, being reliable and punctual, the work being done and to spending some days in the workplace
- realistic expectations of the work that an entry-level student will be able to do, or of the work that needs to be done for the level of the VET qualification the student is preparing to attain
- willingness to learn
- the willingness to be supervised, follow instructions and wear personal protective equipment (PPE) as directed
- the capacity to function and communicate appropriately in an adult environment without the support of other students
- the confidence to ask questions to clarify instructions
- completed preparatory activities that include WHS awareness and practices, acceptable behaviour and student conduct in the workplace (including child protection issues) and the circumstances for using emergency contact procedures

In addition the student should:

- organise travel arrangements that they can safely manage to and from the workplace. This will require support from the school or TAFE NSW institute or P/C RTO and parents/carers
- make arrangements to ensure their attendance for the duration of the work placement
- understand their individual responsibility for providing and completing relevant paperwork
- understand and demonstrate willingness and capacity to meet host employer expectations and priorities

- have some knowledge of how to serve customers, as appropriate. For example, see Customer Service Institute of Australia <http://www.csia.com.au/>
- know how to deal with being really busy in the workplace, and what to do when things appear quieter in the workplace
- understand that for HSC VET students, work placement is a compulsory part of the student's HSC VET course and their performance in the workplace provides evidence to their teacher and host employer of the student's developing competency and progress towards reaching industry standards. The placement may also involve assessment of competencies on the job
- understand the consequences of unsuccessful work placement

Developing readiness

A range of strategies can assist in developing and improving student work readiness, including:

- detailed briefings of students by the relevant teacher such as the careers adviser or KLA teacher and for VET students, by the VET teacher and where appropriate, the Local Community Partnership (LCP) workplace learning coordinator
- workshops and/or breakfasts led by guest speakers, for example, host employers, successful ex-students
- researching potential host employer/s and documenting findings in the research pages in the workplace learning section of their Employment Related Skills Logbook
- developing individual action plans to prepare for placement
- considering various workplace-related scenarios, for example, safety issues, workplace culture, child protection issues and ethical dilemmas and devising appropriate strategies and dialogue to deal with these
- reflecting on relevant experiences in casual and part-time employment
- learning about work, workplace culture and career options in a specific subject area
- participating in formal programs of career and work education
- undertaking additional courses, for example, on customer service or first aid
- undertaking enterprise education programs and activities e.g. Young Achievement Australia (YAA) programs. See also Section 5.3 in Vocational Education in the relevant KLA booklets, 2005
- providing opportunities for demonstration and practise of desired skills and attitudes, for example, simulations and role plays
- visits to relevant work sites
- mock interviews, preferably involving a person not too familiar to students
- mentoring by successful students or supportive adults
- pre-placement visit to the workplace and induction by the host employer
- building from one day per week work placement in Year 11 to block placement in Year 12, where appropriate

For further information and ideas on developing student work readiness, consult with your vocational education consultants in regions, TAFE NSW institute consultants - TVET, VET teacher networks, careers advisers in schools, School to Work team members and the Local Community Partnership.

Anticipating and preventing student disengagement

Some students may become disengaged from their courses. This may involve not completing their mandatory HSC VET work placement.

Strategies that may support students at risk of disengagement and their parents or carers include:

- ensuring Year 10 subject selection information sessions are well-publicised to support the informed selection of HSC courses. Consider making interpreting services available. As well as including requirements of HSC VET courses with a mandatory work placement, students (and parents) can be invited, beforehand, to relate their experiences of HSC work placement to those attending, for example, through a question and answer format
- ensuring prospective VET students and their parents/carers also attend a short sub-session at the event that highlights the mandatory HSC requirement for VET work placement and the consequences of failure to complete
- ensuring parent/carer and student both sign an acknowledgement of their respective 'responsibilities' regarding mandatory HSC VET work placement, for example, using a document developed by the school for this purpose and translated if needed. This may be in effect a local requirement for course entry
- identifying potential problems as soon as possible, for example, by identifying and applying pressure, where appropriate, to students who postpone or cancel work placement opportunities
- being alert to the deadline for notifying a student of intention to issue an N determination, and working backwards to set local dates for completion of HSC VET work placements. These dates must take account of the need to provide **at least two warning letters** to the student about the prospect of an N determination and time for the student to rectify matters. Refer to the NSW Board of Studies Event Timetable, for example http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/hsc_event_timetable_05.pdf
- **providing an early warning letter** regarding likely N determination to students that have not completed work placement by the locally set date. This brings matters to a head, provides a reality check and provides a reason to alert parents/carers to potential problems. The N determination can be lifted if the placement for the Preliminary course is completed in Year 12 and can be rescinded if the Year 12 placement is subsequently completed within the appropriate timeframe
- documenting conversations, encouragement, warning letters, meetings with parent/carer/executive to demonstrate 'pressure and support' for the student
- buddying the student in question with a suitable and willing student who provides a good role model for developing work readiness
- checking with the Local Community Partnership (LCP) to see if there is a host employer willing to coach or mentor the student. Some host employers identify with disengaged students who remind them of similar experiences at school. They may be happy to assist
- starting small with a carefully supervised successful few hours or half day in the workplace, building up to a full day, two days and so on to reach the required hours

Prohibited Activities and Activities that Need Special Consideration

Young workers can lack the experience, knowledge, confidence and skills to identify and deal with potential hazards. Inexperience and a lack of awareness can increase the likelihood of a young worker being injured. There are some activities that are not suitable for students (young workers) in an approved workplace learning program and there are others where special consideration needs to be given to addressing risks.

Students cannot undertake the following:

- use of machinery or equipment which may be dangerous for new or young workers to operate is prohibited **unless** each of the following occurs:
 - the activity is first risk-assessed as suitable and safe for student operation by the host employer, along with the following:
 1. the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
 2. the equipment is in safe working order, complete with required safety devices or guards
 3. a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
- the service of alcohol where the student is under 18 is prohibited; if the student is over 18 years, the activity must be essential to the placement and have been agreed to by the school or TAFE NSW Institute and the student must have completed the Responsible Service of Alcohol (RSA) Training Course
- any work of a sexual or explicit nature is prohibited
- travel by helicopter is prohibited
- air travel on charter flights and aircraft other than those providing a regular public transport service (ie on a regular route with paying passengers) is prohibited
- travel outside the 12 nautical mile limit at sea is prohibited
- scuba and deep-sea diving are prohibited
- the following 'high risk construction work' as defined in the *NSW WHS Regulation 2011* Chapter 6 is prohibited: construction work in tunnels, confined spaces or involving the use of explosives or work in and around pressurised gas distribution mains or piping and energised electrical installations or services; near traffic or mobile plant, or demolition work other than simple stripping of walls etc.
- any excavation work at a depth greater than one metre or near utilities is prohibited
- any excavation work at a depth under one metre without direct supervision by a competent person, is prohibited
- work on permanent or temporary structures used to enable construction work in marine environments is prohibited
- working on a roof or in a roof cavity is prohibited
- working where asbestos is present is prohibited
- any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity are prohibited

- attendance at a site while chimney stacks or buildings are being demolished is prohibited
- scheduled work as set out in Chapter 4 of the *NSW WHS Regulation 2011* is prohibited, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification
- any activity requiring a licence (eg. a driver's licence), permit or certificate of competence is prohibited unless:
 - the student already has the relevant current licence, permit or certificate
 - the activity is directly related to the learning outcomes of the placement
 - the activity is included in the Student Placement Record prior to approval.
- driving any old or unregistered vehicles commonly known as 'bush bashers' is prohibited.

Placements involving the driving of golf carts, quad bikes, tractors or similar farm vehicles

Placements involving the student operation of golf carts, quad bikes, tractors or other farm vehicles **must be carefully considered**, even where these activities are considered to be essential to achieving the outcomes of the placement.

For these placements to be approved, the vehicle must be adequately risk assessed as being safe for a student to operate. Students must have successfully completed an accredited formal training course or related course competencies or have demonstrated substantial experience in the safe operation of these vehicles. Students riding quad bikes must be at least 16 years of age and wear an approved helmet with the strap in place. Required PPE other than helmets include:

- eye protection e.g. goggles
- hand protection e.g. gloves
- long sleeve shirt and full length pants
- sturdy footwear e.g. boots.

The student still needs to be closely supervised.

Students with **little or no experience must not operate these vehicles. The only exception is where** the school or relevant TAFE is satisfied before the placement is approved that the host employer can satisfactorily manage the activity for the student and has substantial experience in providing the appropriate quality training and on-going close supervision.

In order to ensure the school or TAFE is satisfied that the activity is safe; the risk assessment by the host employer must be documented and sighted by the school principal/TAFE Institute manager or nominee prior to approval.

Placements in meat processing plants

Placements in **meat processing plants** are subject to **mandatory requirements**. The Australian Meat Industry Council can be contacted on telephone (02) 9086 2200 for the information package to support school student workplace learning in meat processing plants or refer to <https://www.det.nsw.edu.au/vetinschools/worklearn/meat.html> .

Placements involving equine work

No matter how experienced or competent a student may be in riding or working with horses, there are still potentially extreme risks. Extreme caution is needed to avoid injury or disability. See [Guide to managing risks when new and inexperienced persons interact with horses](#).

Placements in the construction industry

All workplace learning in the construction industry requires as a pre-requisite that the student completes Work Health and Safety induction training for construction work and holds the construction induction training card (CIC or 'white card'). Where a student has independently undertaken induction training for construction online through a registered training organisation in another state or territory, they must complete additional safety training arranged by the school to ensure they are fully prepared for their workplace learning in construction.

Workplace supervisors must make students aware of the risks associated with handling and operating all tools and equipment the student is to use and how to manage those risks.

While some tools and equipment common in industry are not permitted for use by students in a school setting, the construction teacher will indicate the appropriate tools and equipment that the individual student could use on work placement. Further advice is available from the student's school or TAFE NSW Institute and in some cases from the Work Placement Service Provider.

There should always be close supervision of a young worker when there is a risk of a fall. For example; where a student is on an elevated level, near an opening or in the vicinity of an edge. Minimising the risk of a fall may include physical restraints or barriers.

Can students drive vehicles during the placement?

No. Students are not expected to drive their own vehicles whilst undertaking activities on behalf of the host employer. They are also not expected to drive the hosts' employer's vehicles nor the client's vehicles whilst on placement. Any driving of vehicles is expected to be rare, and must be detailed on the Student Placement Record prior to placement approval. Students need to be reminded that it is against the law to use a mobile phone whilst driving.

Who can I contact for more advice?

If you are concerned about safety risks for an activity proposed for a placement, please contact the Workplace Learning Adviser in Senior Pathways on (02) 9244 5425 for further advice.

*Advice from Department of Education & Communities Secondary Education - Senior Pathways
Version 2, March 2015*

Associated Documents and Forms

Mid Coast Connect utilises a range of documents, forms and resources to assist teachers and host employers in the provision of safe, successful work placement opportunities for students. These include, but are not limited to, the following documents and forms that are available for download from our website at www.midcoastconnect.com.au.

For Teachers

- Student Placement Record
- Student Placement Record - TAFE NSW
- Student Placement Record - Using Current Employment for Mandatory Work Placement
- Authority to Publish
- Teacher Evaluation on Work Placement
- Work Placement Student Choices
- Work Placement Teacher Handbook 2017

For Employers

- Workplace Learning Guide for Employers
- Additional Information for Employers
- Workplace Supervisor's Evaluation Report
- Student Attendance Record

For Parents and Carers

- Workplace Learning Guide for Parents and Carers
- Additional Information for Parents and Carers
- Student Guide to Workplace Learning

Acknowledgments and copyright

Mid Coast Connect would like to thank the NSW Department of Education, Catholic Diocese of Lismore and Independent schools for their contribution to this publication.

The coordination of structured workplace learning is funded by the State of New South Wales through its Department of Education in conjunction with schools administered by the Catholic Education Commission NSW and the Association of Independent Schools of NSW.

© State of New South Wales 2016.

This work is copyright of the State of New South Wales (Department of Education). It may be reproduced in whole or part for study or training purposes, subject to the inclusion of an acknowledgement of the source and no commercial usage or sale. Reproduction for purposes other than those indicated above requires the written permission of the NSW Department of Education. Requests and enquiries concerning reproduction and copyright should be addressed to Senior Pathways, Level 1, 1 Oxford Street, Darlinghurst NSW 2010, or by phone on 02 9244 5425.

This Handbook was funded by the State of New South Wales through the Department of Education under the Structured Workplace Learning Program.

Disclaimer

The views expressed herein do not necessarily represent the views of the State of New South Wales or the NSW Department of Education, which accepts no responsibility, therefore.