



ACT
Government

Education and Training

Experience Counts ACT Work Experience Program

Guidelines & Requirements 2012

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Glossary of Terms

ACT	Australian Capital Territory
COAG	Council of Australian Governments
DEEWR	Department of Education, Employment & Workplace Relations
Directorate	ACT Education and Training Directorate
EEO	Equal Employment Opportunity
LSA	Learning Support Assistant
OH & S	Occupational Health & Safety
RSA	Responsible Service of Alcohol
RTO	Registered Training Organisation
SHCO	Sexual Harassment Contact Officer
SWL	Structured Workplace Learning
TCVL	Transitions, Careers and Vocational Learning
VET	Vocational Education and Training
WEX	Work Experience

Clarification of titles

WEX coordinator: School based position responsible for coordination of work experience at the school level.

WEX administrator: ACT Education and Training Directorate (the Directorate) Work Placement Administrator responsible for the administration of work experience placements.

WEX supervisor or workplace supervisor: Industry based position representing the host.

Host employer: the employer or organisation providing the work experience placement

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Foreword

As training and education continue to change and adapt to the needs of a dynamic work environment, the challenge for educators is to effectively assist young people to prepare for their transition into the next phase of their lives. At the same time, education must keep pace with demands and needs of industry. The legislative change as well a range of Council of Australian Government (COAG) agreements contribute to the national agenda that includes a focus on the provision of cohesive links between schools, employers, training providers, the community and other stake holders to ensure that young people access quality education services.

It is clear that students who have access to vocational education and relevant work education programs such as Work Experience (WEX) have enhanced opportunities and options when it comes to employment post school and continued training.

In recognition of the need to link school and the world of work, pilot programs for WEX were established in the ACT in 1981. Since then, the WEX program has grown dramatically and has proven to be very successful. The range of models of WEX and other vocational education opportunities has developed to include transition programs to assist disadvantaged students and those with disabilities prepare for entry to the work force and to enable all students to integrate their school studies with the world of work.

The main purpose of the *ACT Work Experience (WEX) Program Guidelines & Requirements* (Guidelines and Requirements) is to:

- offer positive encouragement for the development of courses especially oriented towards the world of work in the ACT
- assist schools in the implementation of quality workplace learning programs
- provide guidance for those who develop, manage and coordinate workplace learning programs
- indicate how WEX complements current school curriculum developments
- describe the options available to schools for the use of workplace settings outside the school
- highlight the legal and quality assurance requirements for each option
- provide some administrative support on the operation of workplace learning programs
- provide maximum protection for all parties involved in placements.

Following these Guidelines and Requirements is an essential step towards ensuring that insurance cover is adequately provided for all participants.

Privacy

It is important to observe privacy considerations in terms of students and hosts. *The WEX database, or parts thereof, **may not be provided** to external project officers or industry groups.*

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Work Experience

The purpose of WEX is to provide guidance for students in the transition from school to working life in the community and to enable students to test tentative career choices against the realities of the workplace.

A WEX placement is a student's short-term, unpaid participation in the work place as a learner and an observer. This forms part of a student's broad career development and is not required to be linked to a specific course of study. Students gain insight into many aspects of the world of work but they do not displace employees.

Outcomes and requirements of WEX placements may include:

- students 14 years of age and over*
- provide an orientation to the world of work in a general field. This may include learning related to career planning or enterprise education
- assist students in their decision-making about future study, training and career options
- improve employment prospects and ease the transition from school to work
- broaden student awareness of, and participation in, non-traditional occupations.

*Although all students 14 years and over are eligible to participate in WEX programs, consideration should be given to their readiness to do so in terms of their vocational development and their social and emotional maturity. Students under 14 years are able to participate in WEX only as part of a specially targeted program, which has been approved by the Director General to provide WEX for students under 14 years of age. Participation in such targeted WEX programs is restricted to high school students only. Students in year 7 will normally not be permitted to participate in a WEX program.

Within the school curriculum the WEX programs:

- will constitute part of the student's career development
- may be used as a delivery mechanism for modules in any work or careers related course
- can be used as a strategy to promote enterprise education
- may be part of individual transition planning for students with disabilities
- have relevance for students of all levels of ability
- complement individual student pathways plans.

Benefits of WEX placements

For students:

- expands knowledge relating to possible career choices
- develops knowledge, skills and attitudes that are relevant to and recognised within a wide range of employment, training and further education settings
- enables students to gain insight into a broad range of aspects of life in the working world, eg: the need for accuracy, honesty, team work, adherence to deadlines and an understanding of the role of unions
- creates a network of contacts for future employment options
- enables students to appreciate the relevance of their schoolwork
- improves motivation towards study
- enhances students self esteem through acquiring a new range of skills associated with the work place
- offers the opportunity to gain information for constructive curriculum choices

- provides experience and opportunities for students to develop and demonstrate skills in a different environment
- may provide points (or part thereof) for the Year 12 Certificate requirement.

For parents/carers:

- provides opportunities to discuss workplace experiences with their son, daughter or ward
- provides opportunities to identify strengths and skills possessed by their son or daughter and assist them in their growth towards independence by fostering confidence and social development
- provides opportunities to gain an understanding of the changing nature of the workplace including training requirements.

For teachers and schools:

- enables students to share real life applications of curriculum content
- increases understanding of changes in vocational education and the world of work
- can be used as a focal point for courses of study
- improves relationships between schools and the broader community
- provides valuable feedback on student development and performance in another context.

For host employers:

- assists in the development of a better understanding of the education system and allows the opportunity for input
- expands and enhances opportunities of their own staff to oversee and participate in the education and training of young people
- provides direct contact with prospective future workers
- demonstrates their willingness to contribute to the education and training of future employees and hence the community
- gain a better understanding of young people, their concerns, needs and capabilities
- promotes closer links between schooling and work, general and vocational education.

For unions

- helps to better understand and have input into the education system
- increases students and teachers' understanding of the role of unions
- provides insight to issues associated with industry placements.

WEX placements for students with a disability or special need

An assessment should be conducted before the student selects a WEX placement. The student should be observed in the school environment in consultation with parents, care givers, counsellors, teachers etc to determine what type of support is appropriate for the student to be successful in the WEX placement.

Insurance Arrangements

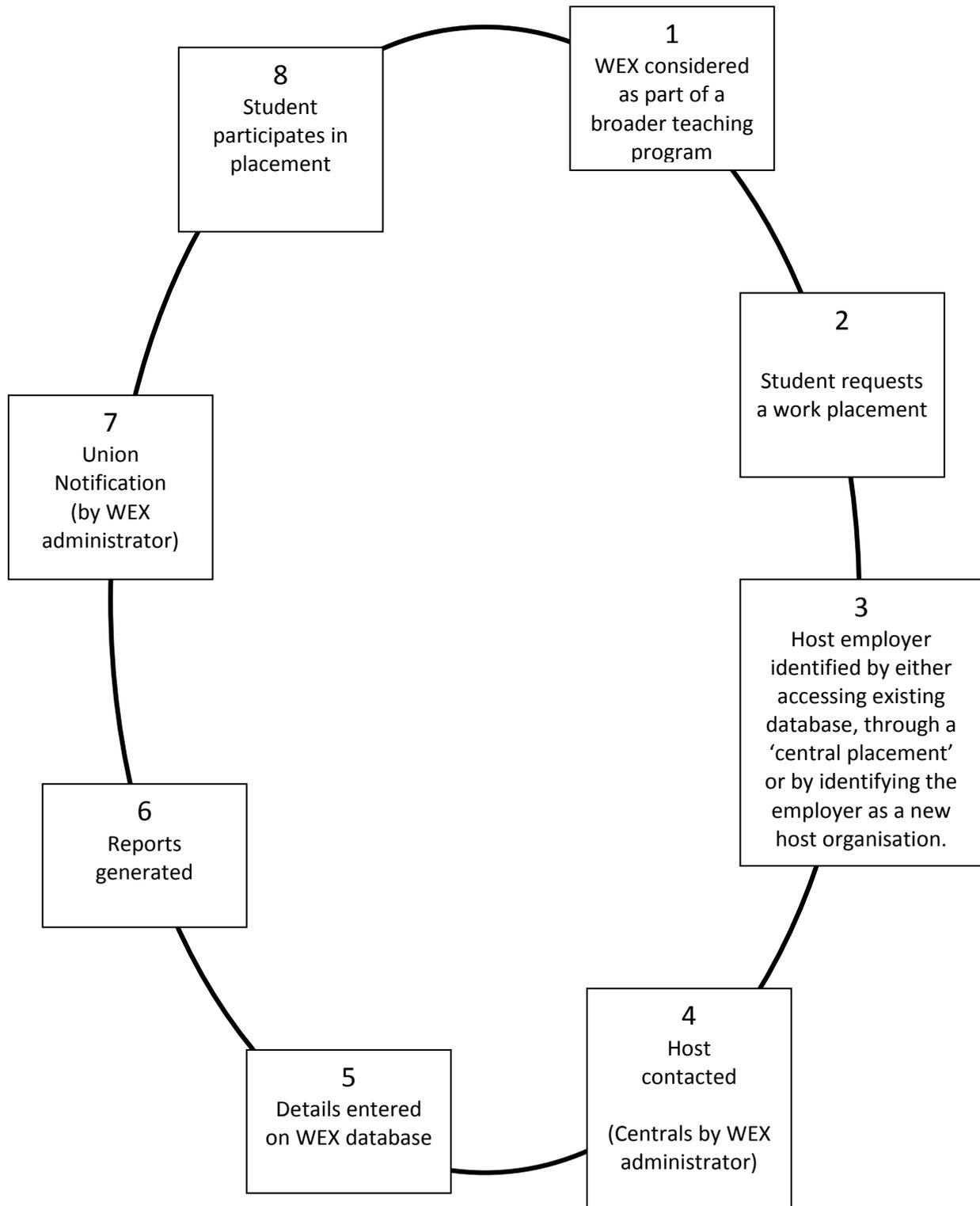
The ACT Education and Training Directorate has indemnification insurance through the ACT Insurance Authority for approved WEX placement activities.

For further information regarding these provisions contact the ACT WEX Administrator on 6205 9352 or the Manager, Risk Management and Audit Section on 6205 9450.

Prohibited Activities

Prohibited activities are listed on page 23. Insurance coverage will not apply to these activities.

The Work Experience Cycle



The Work Experience placement process

1 Work Experience and the teaching program

- WEX placements prepare students for the world of work.
- Only teachers trained in the WEX Policy and Guidelines and database entry should organise placements and enter data.
- It is important that WEX coordinators adhere to the union notification dates supplied by the WEX administrator.

2 Students applying for Work Experience placement

- students fill out a WEX application form (school based form)
- WEX Coordinator maintains a progress sheet for each student
- WEX Coordinator advises students that host employers named on the *Central Host employer List* are only to be contacted by the WEX administrator.
- No student should attend the workplace until all requirements set out in this document are met including the *4-Way Agreement* signed by the parent, the student, the employer and the school.

3 Finding a host employer

WEX coordinators and students are able to find a suitable host employer by:

- searching the computerised database or hard copy print out of host employers already identified as willing to accept WEX placements:
 - Host job list** - an alphabetical listing of host employers offering WEX including job descriptions;
 - Host job summary** - a listing of host employers offering WEX by job description;
 - Host summary for disabilities** - a listing of host employers offering WEX for students with various forms of disabilities.
- accessing "*Central host employer list*": some host employers are identified with **central status** and are **only** to be contacted by the WEX administrator. The WEX administrator will make the placement on your behalf.
- identifying new host employers: WEX coordinators/students/parents can identify a new host employer not presently listed on the WEX database. The WEX coordinator is to arrange the completion of the *Host employer details* (see forms) and *Student placement suitability check* (see forms). Both forms must be completed prior to commencement of the placement and returned to the WEX administrator for processing. The *WEX information for host employer* brochure should be sent to the new host with the letter of confirmation of the placement.

4 Contacting a host employer

It is recommended that students make the initial contact with the host employer (except those organisations on the "*Central list*").

- After a student has made contact with a host employer the WEX coordinator will confirm placement details.
- For students with disabilities careful selection of a WEX placement is very important and it may be preferable for the teacher to contact the host employer in order to:
 - ensure that the placement is realistic in terms of the student's interests and skills

- provide a good match with the student's needs e.g. travelling, work tasks, communication, social skills, support structures and supervision.
- The school must inform the host employer of any special needs of the student.

5 Variations to placements

For variations to a standard placement please refer to page 12.

6 Placement information entered on the database

- The placement details: student, host employer information and dates must be entered into the database by the WEX coordinator as soon as possible.
- The WEX administrator (6205 9352) should be contacted if difficulties arise when entering data.

7 Essential placement documentation

The following documentation needs to be generated from the database at the time of data entry.

- **Host employer confirmation letter:** this should be posted out to the host employer when generated, to confirm the placement request
- **WEX information for host employers form** (see Forms): post with above letter
- **WEX 4-Way Agreement:** two of these agreements should be printed and signed by all parties. One copy is to be maintained by the school with the student's records. The other is to be kept by the employer
- **WEX confirmation for student:** this outlines the placement details for either a student or a visiting teacher
- **Student placement summary:** this list is automatically updated after each data entry and is a record keeping system for placements.

8 Union notification

Placements must be entered on to the database no later than the Tuesday prior to the placement week. This process is a requirement by the unions before any work placement can commence.

9 Pre placement checks

Students must:

- be briefed on workplace legislation (OH&S, EEO, sexual harassment, etc.) before their placement
- visit the host employer in the week prior to the placement to introduce themselves, check details and have the 4-Way Agreement signed
- be advised to contact the school immediately if they become concerned about any aspect of their placement
- be advised to report absences to both the host employer and the school
- receive a completed 'student package'. This package may include:
 - letter of introduction from the school
 - information containing host details: contact person, telephone number, address
 - WEX log book.

WEX coordinators must:

- arrange for relevant placement information to be given to other staff members involved in visiting students. Information should also include:

- the recommendation that they use the school car for placement visits, or record details on claiming mileage through motor vehicle allowance, or on tax returns
- an evaluation form regarding the value of the placement and whether the placement is to be recommended for other students.

10 WEX Placement Week

- Contact the employer on Monday morning to confirm the student's attendance
- each student must be visited once during a placement
- provide the host employer with the work related outcome form (see Forms)
- the host employer should be encouraged to contact the school if there are any concerns.

11 Debriefing Sessions

- Students should be encouraged to complete the WEX log book and to share their work placement experience with their WEX coordinator, other students and parents.
- Report/feedback forms from students, host employers, parents and staff are valuable resources for follow-up work either in the classroom or on an individual basis.
- Many organisations appreciate students sending their own thank you (or apology) letters and students should be encouraged to do so.

If there are any concerns regarding a host employer please contact a WEX administrator. Notification may be made to Unions ACT so that they may lodge a formal objection to the placement in the case of Industrial Action or specific OH&S issues pertaining to a particular host employer.

Variations to placements

Placements for students with special needs

While discretion will always be exercised to ensure privacy concerns of students are met, it is essential for employers to be aware of any special needs to ensure student safety in the workplace. In addition it is essential to have the correct documentation and disclosure to access insurance arrangements in the event of a workplace accident. See page 13 for further information.

Interstate placements

Placements in NSW

An 'Application for interstate placements in NSW' will need to be completed after the placement has been confirmed with the host. This form is to be signed by the parent or guardian as well as the school principal before it can be sent to the WEX administrator via fax or scan/email. It will then be considered for approval by the NSW Department of Education (NSW DET). If approved by NSW DET the process will then continue as for any other placement.

Other interstate placements

No WEX placements may be undertaken in any other state/territory without contacting the SWL administrator.

Standard Hours: What do I do if the placement is outside standard hours?

The student placement can only occur between **7:00 am and 7:00 pm** school days unless the required form has been completed and the placement has been approved by the WEX administrator. The '*WEX placement outside standard hours*' form needs to be signed by the parent or guardian, supervising teacher, and principal and faxed or scanned/emailed to the WEX administrator who will sign off and approve the placement. The placement will then follow the same processes as any other placement.

Insurance Arrangements

The Directorate has indemnification insurance through the ACT Insurance Authority for approved WEX placement activities.

For further information regarding these provisions contact the ACT WEX administrator on 6205 9352 or the Manager, Risk Management and Audit Section on 6205 9450.

Procedures for Accidents Involving Students

- 1 Ensure that the Workplace Supervisor has taken appropriate medical measures.
- 2 Contact parents/guardians/carers of the student concerned and let the principal know what has happened and what is being done about it.
- 3 Contact the ACT WEX Placement Administrator for required documentation. Where possible written, dated and signed statements should be gathered from
 - the Workplace Supervisor
 - the student, witnesses (if available)
 - medical personnel
 - and school staff.

Note: private insurance providers will not pay compensation where an injured person does not consult a qualified medical practitioner nor follows suggested treatment.

- 4 Forward appropriate documentation within 10 working days to the ACT WEX Placement Administrator, Transitions, Careers and Vocational Learning, ACT Education and Training Directorate, by facsimile (6207 2980).
- 5 Schools to retain copies of all documentation (irrespective of any immediate claim being made).
- 6 Seek advice from the ACT WEX Placement Administrator as to any additional steps to follow.

In the event of accident or injury or property damage staff may acknowledge the existence of insurance arrangements, however they are *not* to comment on liability. This is a legal matter for insurance providers to decide.

Policy and Procedures for Sexual Harassment

The following includes extracts from the Directorate's *Policy and Procedures for the Elimination and Resolution of Sexual Harassment of/among students in ACT Government schools, 1991*.

The Directorate, through the WEX administrator and WEX coordinators, attempts by all possible means to provide positive and useful work placement opportunities for students. In accordance with *"The Guidelines and Requirements"* schools will monitor student placements and ensure that work environments provide adequate supervision. Students must be informed to contact their school's WEX coordinator should they encounter problems of harassment of any kind.

In accordance with the Directorate's *Sexual Harassment Policy* relating to students each principal has a responsibility to ensure that students understand what constitutes sexual harassment and recognise that it is unlawful and detrimental to those who experience it. As part of the preparation for work placements, coordinators must discuss sexual harassment with students, especially preventative strategies and strategies for dealing with such behaviour if they experience it during their placement.

If students, during their WEX placement, encounter sexual harassment they must immediately inform:

- their WEX coordinator
- the principal
- a Sexual Harassment Contact Officer (SHCO) for students at their school
- the workplace supervisor
- their parents/guardian/carer
- the Directorate's WEX administrator.

The school must immediately:

- contact the host employer
- consider withdrawing the student from the placement
- inform the Directorate's WEX administrator who will seek advice from the Directorate's Governance and Legal Liaison Section.

Officers of the Directorate are unable to investigate complaints of sexual harassment from students on placements. This responsibility belongs to the school and host employer concerned.

Non-government schools

The Directorate's *Guidelines and Requirements* may provide a model for action to be taken by non-government schools.

Procedures for dealing with harassment relating to race, culture, disability or age

If students find themselves in a situation of harassment during a placement they must take one or more of the following steps:

- tell the harasser straight away that they do not want her/him to behave in that way
- inform the workplace supervisor
- contact the school Principal or WEX Coordinator who will contact the Department WEX Administrator who may seek advice from the Directorate's Governance and Legal Liaison Section
- inform parent/guardian/carer.

WEX Placements for students with a disability/special need

This section is a guide ONLY. It is not intended to be prescriptive as each student is a unique individual and each placement must be judged as the most suitable for that student. Information in this section has been compiled for the school WEX coordinator to use at their discretion in organising a WEX placement. It also contains information for host employers/workplace supervisors willing to accept students with a disability/special need in managing WEX placements.

WEX coordinators and hosts/workplace supervisors should be aware that risk taking (and the management thereof) and high expectations are part of the educational philosophy behind all WEX placements.

Strategies for schools

Students with a disability/special need often require additional support to succeed in a WEX placement. The level of support needed will vary greatly between students and work environments.

Below are a number of provisions that individual schools may wish to explore. Host employers must understand that a support worker (if available) is provided as a support for the student and not as an “extra worker”.

It must be noted that these are suggestions only and individual schools must decide how each of their students will be assisted. The school will provide the time from its own resources.

- Use of a teacher on the staff: teachers can provide support to the students in the work place.
- A teacher providing support for a number of students in a given workplace.
- Use of Learning Support Assistants (LSA).

Strategies for WEX placement coordinators

Important questions about the student’s capabilities to consider before approaching a host employer for a WEX placement:

- Is the student capable of attending a full day with the organisation?
- Is the student capable of only attending half or partial day with the organisation?
- Is the student capable of attending a five-day block?
- For a half-day placement would the organisation consider a placement over 10 working days?
- Would the organisation consider a placement one day per week for a period of five weeks?

Support strategies for WEX workplace supervisors

Teachers may wish to suggest some of the following strategies to SWL supervisors:

- focus on the skills and abilities of the student
- make sure the student is attentive before instructions and directions are given
- use simple language, short instructions and have the student repeat information
- define and explain regular routines and rules
- allow the student time to process information and complete tasks
- demonstrate and use concrete examples when providing instructions
- break more complex tasks into a series of smaller, simpler steps
- assist the student with organisational procedures and time management
- set realistic goals and provide frequent praise
- outline the limits of acceptable conduct and discuss inappropriate behaviour
- always address the student directly even if the support worker is present
- recognise the need for rest breaks and give students the opportunity to drink fluids frequently
- encourage co-workers to assist where necessary and include students in group tasks
- ensure your face is well lit and that lip readers are not facing into the light
- read aloud written material and have it suitably enlarged
- recognise the need for wheelchair accessibility and space for specialised equipment
- be honest and up front - don't pretend to understand them if you don't. Suggest the student say it again, write it down or use their communicators or visuals
- be aware of medication needs and recognise the need for medication breaks. Also students may need extra time and privacy for toilet procedures
- identify yourself by name, in case the student does not recognise your voice
- reserve front row seating for a student with low vision.

If you have any concerns or need further information please contact the school WEX coordinator or the WEX administrator (6205 9352).

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Models of Work Experience

To a large extent, the needs of the participating students will determine the nature of the WEX program. The models presented here are not exhaustive and schools have the flexibility to devise their own. A WEX placement could focus on:

1. **'Job sampling'**: students do WEX in areas in which they believe they may later wish to find employment.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Tests vocational preferences • Students perform tasks in an adult environment 	<ul style="list-style-type: none"> • May strengthen stereotyping • May result in student performing menial range of tasks

2. **'Negotiated'**: students and host employers negotiate WEX contracts that detail particular projects the students will be expected to complete within the duration of their placements, as well as those work tasks they will be expected to perform as part of their day-to-day responsibilities. Possible tasks could be to write an article for an industry journal, prepare a visitors' guide to the work place, speak to a community group about the work, etc.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Task can be valued and worthwhile • Students can define their personal responsibility • Students can feel that they make a contribution 	<ul style="list-style-type: none"> • Can be time consuming to organise and supervise

3. **'Research'**: schools base their program around inquiry-orientated goals and select their student placements on the basis of their ability to generate useful data about an issue of concern to a class or an individual student. Using this model, the placements need not be at venues that students would necessarily choose if they were sampling possible future careers.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Placements are less likely to reflect gender-role or other stereotyping • Can extend students 	<ul style="list-style-type: none"> • Can be time consuming to organise and supervise

4. **'Work Shadowing'**: enables students to observe individuals at work. Students participating in such programs would be able to do WEX in areas that involve analysis or highly sophisticated skills. They may blend their role of observers with that of interviewers.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Students could visit more than one location • Students can access WEX placements which otherwise would be difficult (eg senior management) • Can engender positive role models 	<ul style="list-style-type: none"> • No hands-on experience

The implementation of WEX into a school curriculum

Workplace learning refers to programs and initiatives that provide a continuum of student experiences in the workplace. The educational value of the program for students is the prime consideration and to be effective there needs to be a 'whole of school' commitment to the concept of workplace learning.

Areas for consideration in implementing and assessing the appropriateness and effectiveness of workplace learning programs include:

- a shared school philosophy about the value and the relevance of the workplace as a context for learning
- integration into the total school curriculum
- informed communication and collaboration between schools and the workplace
- a clear understanding of the expected outcomes for all participants
- thorough preparation of all participants
- development of teachers' skills in negotiating with industry and managing workplace learning programs
- a commitment of resources and a willingness to negotiate a flexible school organisation to support workplace learning programs
- coordination of demand and supply of workplace learning opportunities
- support and direction for host employers
- identifying criteria for evaluating workplace learning programs.

Who should be involved?

Students

All students 14 years of age and over are eligible to participate in programs involving WEX placement. Students less than 14 years are able to participate in WEX only as part of a specially targeted program which has been approved by the Director General to provide WEX for students less than 14 years of age. Participation in such targeted WEX programs is restricted to high school students only. Students in Year 7 will normally not be permitted to participate in a WEX program.

Although students may be legally eligible to participate in experiential workplace situations, consideration should be given to their readiness to do so, in terms of integration of off-the-job and on-the-job training for specific courses, the vocational development of students, their social and emotional maturity and their ability to travel independently. The potential numbers of students wishing to be involved and limitations on community resources may make some kind of selection process necessary. Schools may wish to consider the following in their selection process:

- students undertaking vocational courses that have a mandatory SWL placement*
- Year 11 students who find themselves unable or unwilling to cope with senior work
- students undertaking school to work planning
- students at risk of not completing Years 10 or 12
- students who are considering entering non-traditional occupations.

*Please refer to the ACT Structured Workplace (SWL) Guidelines

Staff

Experience has shown that the most successful programs have significant staff support with staff needing to be kept fully informed about activities. The broad involvement of teachers not only spreads the organisational workload but also provides them with the opportunity to gain:

- an appreciation of workplace learning and its potential for enriching classroom learning activities
- an increased understanding of community and host employer expectations
- a different perspective on the performance of individual students
- a greater awareness of the links between curriculum areas and the world of work.

Ways in which staff can assist in the organisation of workplace learning programs include:

- maintaining and updating the WEX database
- selecting and placing students (the school counsellor, year adviser and careers adviser may provide valuable advice on students, local employers and business enterprises)
- monitoring and/or supervising students in the workplace
- evaluating the outcomes of the program.

Parents/guardians/carers

Parents/guardians/carers need to be involved and fully informed about workplace learning programs. This involvement can promote greater discussion between parents and their children on specific issues such as study, training and career choices and can facilitate communication between the school, parents and students.

The community

The concept of workplace learning is community-based and it is important to establish early and continuing links with the various groups and organisations that may be involved in the programs.

The employers

The employer is responsible for ensuring the student has the opportunity to experience a variety of tasks whilst being adequately supervised. The employer needs to comply with all OH&S requirements and advise the student of the correct procedures.

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Compulsory Procedures

The principal and the school personnel responsible for WEX placements need to ensure the wellbeing of students. Schools must consider the suitability of the various types of employment and the appropriateness of particular hosts to participate in the school's WEX program. They need to ensure that students will not be involved in hazardous activities or work conditions.

Approval for WEX placement programs

- a) WEX placements must be approved in writing by:
 - the parent or guardian, except in the case of students over 18 years of age, whose parents/guardians, if possible, should be notified
 - the school
 - the relevant WEX coordinator or the WEX administrator
 - the host employer.
- b) All students must sign the *4-Way Agreement for WEX placements*. These agreements confirm that the student has followed all aspects of the Directorate's *Guidelines and Requirements for WEX placements* and is covered by the Directorate's Personal Accident Cover and Public Liability Insurance. The school must keep their copy with the student's records.

Schools' duty of care

Since a placement is a school activity, the school/student relationship applies throughout the entire placement.

The school must take reasonable steps to ensure that:

- students are not placed in a work situation where a hazard exists because of the student's age, capacity and maturity in respect to the working conditions
- students undertaking building and construction placements on building sites have completed the Construction Induction 'White Card' training (page 28)
- the working conditions are free from all types of harassment and unlawful discrimination
- students are not placed with an organisation without adequate supervision by the host employer management or the school.

In selecting and approving a WEX placement for a student the following criteria shall apply:

- in general, students should not be placed with a parent or close relative. Exceptional cases may be considered. Application should be made to the WEX administrator.
- the school needs to ensure that the host employer/workplace supervisor:
 - understands and supports the educational objectives of WEX placements
 - will provide an appropriate learning opportunity for the student
 - will ensure a planned program of activities so the student receives maximum educational benefit
 - will provide adequate supervision to ensure that the student complies with all the necessary safety precautions

- will assist the student to understand the nature of the operation and the type of work performed.

WEX coordinators must ensure that information on the WEX 4-Way Agreement that is sent to the host employer is correct. This will assist work place supervisors in the event of a student being involved in an accident. Should such an accident or other problem occur, teachers should be available to respond immediately, and if required leave the school. The WEX coordinator should request that their executive teacher arrange substitute supervision of classes if required.

Prohibited and Restricted Activities

Insurance arrangements will not be provided for placements in hazardous occupations or activities including but not limited to:

Abattoirs	Professional boxing
Air travel on charter flights and aircraft (other than those providing a regular transport service to the public or Department of Defence aircraft	Quarry work
Building demolition	Racing of any kind other than on foot
Canyoning	Saw milling
Caving	Scaffolding and rigging
Circuses	Scuba/underwater activities
Clearing contracting	Security guards
Competitive snow or ice sports	Sideshow
Farriery/horse breaking	Ski jumping
Fishing in open water	Tattoo parlours (unless 18 years)
Football playing	Timber getting
Guns or firearms, except as part of an approved and supervised Australian Defence Force activity	Transport service outside the ACT
Motor cycling other than on pastoral property as a passenger	Trapping wild/feral animals
Polo/horse jumping	Travel by helicopter
	Travel outside the 12 nautical-mile (approx 22 kilometres) limit at sea
	Use of prescribed or dangerous machinery
	Water skiing

Please note the following additional information:

The WEX administrator should be consulted regarding other potentially hazardous occupations or activities (Non-government schools please check your insurance cover for unusual placements).

Butchers

The Australasian Meat Industry Employees' Union is opposed to placements of students on the grounds of safety. The only condition on which they will approve placements with butchers is if the butcher agreeing to place a student writes to them undertaking to abide by the Guidelines and Requirements for WEX placements, as agreed by Unions ACT. There are two letters relating to butcher placements, one to the butcher explaining the union requirement and one from the butcher to the union agreeing to abide by the Guidelines and Requirements. (see Forms)

Alcohol

The ACT *Liquor Act 2010* advises that it is prohibited for a young person (ie: under 18) to supply liquor in an adults only area of licensed premises. For example, it is an offence for a person under the age of 18 years to work behind a bar or serve drinks to tables if that area is deemed an adults only area. The young person can be engaged to clear glasses or serve food; however can have no duties involving the service of alcohol. These provisions do not apply in instances where the area is not classified as 'adults only'. For example, if the young person is engaged in the service of alcohol in a restaurant that is not identified as an 'adults only' area, the service of alcohol is not an offence.

Tattoo Parlours

Students under the age of eighteen may not be placed in a WEX placement at a tattoo parlour. Students eighteen years and over may be placed in WEX placements at a tattoo parlour as long as they do not handle or come in contact with any needles during their work experience placement.

Interstate Placements

An agreement has been negotiated to allow for placement of government school students across the NSW/ACT border. The agreement aims to balance the needs of students with the supply of supervisory personnel and to ensure WEX placement arrangements of the host State/Territory are not adversely affected by placements from outside its borders.

The agreement provides that:

- students from each jurisdiction have priority in their own state/territory
- placement can be arranged in NSW provided it does not disadvantage NSW students and suitable placements are not available in the ACT
- reciprocal insurance arrangements for host employers, their employees, students and teachers apply to ACT/NSW placements
- interstate placements will be limited to five days
- for interstate placements other than NSW, there are limited opportunities for students. As these are made on a case by case basis, please contact a WEX administrator.

Supervision of students still applies.

Cancellation of a placement

A WEX placement arrangement may be cancelled by:

- the workplace supervisor informing the principal/WEX coordinator of a school*
 - the principal/WEX coordinator of the school informing the host employer*
 - in exceptional circumstances, the student *
- *where any of these events occurs the school should advise the WEX administrator of such cancellation prior to the scheduled date
- the WEX administrator who will notify the school and/or host employer.

Substitution of a student

If a student is unable to attend his/her placement but another student can, provided that the host is happy with this substitution **and time permits**, contact the WEX administrator as a new *4-Way Agreement* **must** be generated for insurance purposes.

Industrial dispute or stand down

Should any industrial dispute or stand down occur affecting the placement, the school shall postpone the planned placement. If the placement is underway, the school will immediately withdraw the student until the matter is settled.

Hours of operation

The attendance of students engaged in a placement should be for the full working day rather than school hours and not exceed working hours as specified by the relevant Act or Industrial Award.

The involvement of students in WEX placements shall be subject to the following conditions:

- *WEX placements shall only occur on school calendar days.* Requests for WEX placements to occur on public holidays, weekends or during vacation periods may be considered. The 'WEX placement outside school hours' form must be completed and scanned/mailed to det.wex@act.gov.au or faxed to 6207 2980 to the WEX administrator.
- *WEX placements shall be made between the hours of 7.00 am and 7.00 pm.* Requests for placements outside these hours due to the unique nature of an industry may be considered. The 'WEX placement outside school hours' form must be completed and scanned/mailed to det.wex@act.gov.au or faxed to 6207 2980 to the WEX administrator.
- A student may be placed up to a total of 30 days (240 hours) during any school year (with no more than the equivalent of 10 working days during any school term). Normally, not more than six arrangements shall be made on behalf of the same student during any school year (and not more than two of these arrangements shall be made for involvement in any school term). The time allowance may be used in a variety of ways, for example:
 - a block release for up to 2 weeks
 - 1 day per week for up to 10 weeks
 - 2 days per week for 5 weeks
 - 2 half days per week for 10 weeks.

Exceptions to these conditions will only apply for students with a disability/special needs or disadvantage when the length of placement shall be determined in consultation with the ACT WEX administrator.

Conduct of students on WEX placements

Throughout the period of a WEX placement students shall have the status of attending school, and therefore be accountable to the school as well as to their workplace for their conduct and behaviour.

While on a placement students should attend the place of work under the same conditions as those that apply to ordinary workers.

Recruiting and selecting host employers

When a WEX coordinator is informed of a new host willing to participate in the WEX program, it is necessary to ensure that the workplace is safe for students before the coordinator sends the student out. The WEX coordinator shall forward the '*WEX new host details*' and '*Student placement suitability check and workplace information*' forms to the new host employer to complete. The completed forms are sent by the school to the WEX administrator. The WEX coordinator is encouraged to visit the workplace prior to the placement. (See Forms)

Contact the ACT WEX administrator on 6205 9352 immediately if you have any concerns about the suitability of a placement.

Supervision of students

The principal or WEX coordinator shall arrange for a teacher or suitably trained school representative to visit each student at least once during a five-day placement.

Preparation of students

Schools must ensure that sufficient time is made available to prepare students for their placement. The following issues in particular must be covered:

- what will be expected of them in the workplace
- Construction Induction 'White Card' training for students attending building sites
- procedures to be followed when WEX placement concerns arise
- sexual harassment
- unlawful discrimination
- Equal Employment Opportunity

Schools must ensure that students are aware that they are expected to make their own transport arrangements.

Special considerations for WEX placements

Host employers with "Central" status

A number of host employers have requested that placement requests should only be organised through the WEX administrator.

Placements with confidentiality requirements

Some organisations require that students complete confidentiality forms before undertaking WEX placements.

Equal Employment Opportunity and work

All WEX coordinators are expected to challenge their students to approach their work as a means of broadening their career horizons and as a mechanism for encouraging the exploration of non-traditional occupations. WEX placements also assist disabled and disadvantaged students in their transition from school to work or further training.

Occupational health and safety (OH&S)

Prior to commencement of a placement all participants must be made aware of their responsibilities and rights under OH&S legislation and OH&S should form part of the student's educational plan.

The WEX coordinator arranging the placement must:

- ensure that the student is not placed in a situation where hazards exist due to working conditions or the student's age, ability and maturity, and
- arrange for students to attend Construction Induction "White Card" training, prior to attending a placement on a building or construction site.

Workplace conditions

Students shall not be paid in any way while on a WEX placement. Any remuneration made by a host employer will mean that the student is now considered to be a 'worker' and responsibility now rests with the host employer to provide workers' compensation and insurance cover for accident or injury.

There should be no reduction in work or job opportunities available to paid employees or prospective employees as a result of work experience.

Special industrial requirements for building and construction placements

All safety, health and welfare legislation shall apply to any work site and to any student engaged in a WEX placement (including the Construction Induction “**White Card**”).

An induction checklist is to be completed by the host before commencement of the placement and it is suggested that this is completed when the *4-Way Agreement* is signed. (See Forms) and on

http://www.det.act.gov.au/school_education/vocational_learning_in_schools/work_experience

It is the student’s responsibility to obtain a Construction Induction “White Card” prior to their WEX placement. The WEX coordinator is required to sight the “White Card” and remind the student to carry it at all times whilst on their WEX placement.

The following activities require the student to hold a Construction Induction “White Card”:

- all building trades on commercial sites and including repairs carried out in a house (ie plumbing, electrical, carpentry and joinery, roof tiling, wall tiling, painting, plastering, concreting, paving)
- landscaping
- surveying related to a construction site (surveying prior to commencement of construction is exempt)
- maintenance work
- installation of air-conditioning, security systems, fire sprinkler systems, fire doors, glass
- installation of kitchens and cabinets etc on a construction site (however a student may assist in the manufacturing of cupboards)
- installation of vertical blinds etc and
- fencing undertaken by a contractor.

You can visit the WorkSafe ACT website at

<http://www.worksafe.act.gov.au/page/view/1832>

to view Registered Training Organisations (RTOs) that are authorised to deliver Construction Induction training in the ACT.

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These documents are also available from

http://www.det.act.gov.au/school_education/vocational_learning_in_schools/work_experience

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These documents are available from

http://www.det.act.gov.au/school_education/vocational_learning_in_schools/work_experience

*Leaflets have been produced for students and these have been delivered to all schools.
If more leaflets are required, please contact the WEX administrator.*

Student guide

1. What is work experience (WEX)?

A WEX placement is a student's short-term, unpaid participation in the workplace as a learner and as an observer. This forms part of a student's broader career development and is not required to be linked to a specific course of study.

What are the benefits of WEX?

WEX allows you the opportunity to gain knowledge of an industry and understanding of the variety of roles and responsibilities in the workplace. This will help you to plan your future career pathway and to make more informed career decisions.

Getting started

If you are thinking about participating in WEX the first step is to talk to your Careers Advisor or classroom teacher at your school. They will provide sound advice for various programs that may be suitable for you. There are a number of ways that you can choose an employer (host).

These are:

1. you may choose a suitable employer
2. your teacher may suggest a suitable employer for you
3. your teacher notifies the ACT WEX administrator who will place you with a suitable host employer.

2. The 4-Way Agreement

Once an employer has confirmed that they are willing to host you, your WEX coordinator will provide you with a *4-Way Agreement*. The Agreement must be signed by you, your parent/guardian, your principal or coordinator, and the host employer. You will need to contact the employer at least one week prior to the placement to confirm your arrival time and what you are expected to wear. This is a good opportunity for you to introduce yourself and arrange for the *4-Way Agreement* to be signed. This should be completed and returned to the school before you commence your placement.

The Agreement **MUST** be signed by the four parties for you to be able to participate in your work experience placement. If the *4-Way Agreement* is not signed by all four parties, you cannot attend the placement as you will not be covered by insurance.

3. During the placement

If you are doing a WEX placement, your WEX coordinator, Careers advisor or your teacher will contact the employer to check on your attendance and address any issues that the employer may have. If applicable, you must remember to bring your student log book with you each day. You are responsible to obtain your student log book from your WEX coordinator, Careers Advisor or teacher.

An appropriately qualified person from your school will visit you during your WEX placement to ensure that both you and your employer are happy with the way the placement is progressing and to address any issues that may arise.

Student responsibilities

You should be aware that you are expected to:

- attend the workplace on the required days, at times negotiated with the workplace supervisor
- observe the rules and regulations of the host
- ensure that behaviours do not endanger your own health and safety and that of fellow workers or others
- wear appropriate safety clothing and abide by OH&S procedures
- notify your school of any grievance or dispute with the placement
- notify your school and the host of any absence from the workplace before the absence.

4. After the placement

Once you have completed the WEX placement, you may be required to fill out a feedback form provided by your school.

You are also encouraged to talk to your WEX coordinator, careers advisor or teacher about your work placement and in the context of your pathways plan.

For Further Information and assistance please contact one of the following:

Your school/college Careers advisor or teacher.

Or

Education and Training Directorate

ACT WEX administrator

Phone: (02) 6205 9352

Fax: (02) 6207 2980

Leaflets have been produced for host employers and these have been delivered to all schools. If more leaflets are required, please contact the WEX administrator.

Host employer guide

What is work experience (WEX)?

WEX is a short-term, unpaid participation in the workplace as a learner and observer. This forms part of a student's broad career development and is not required to be linked to a specific course of study. If the student undertakes a WEX placement while they are in years 11 and 12, it can contribute to the requirements for their *ACT Year 12 Certificate*.

What are the benefits of WEX?

As an employer there are many benefits in hosting WEX students. These include:

- assisting with the selection of potential recruits
- expanding and enhancing your own training programs by giving suitably qualified staff the opportunity to oversee and participate in the training of young people
- taking an active role in the education of young people
- contributing to the development of a committed and skilled workforce
- educating students and the community about the role and function of the industry
- promoting closer links between schooling and work
- building partnerships with Canberra schools.

1. Getting started

If you wish to host WEX students your details need to be recorded on the ACT Education and Training Directorate's database. Host forms can be found at www.det.act.gov.au or you can contact the ACT WEX administrator on 6205 9352 or det.wex@act.gov.au. When a student wishes to participate in a WEX placement the student, the student's school or the ACT Education and Training Directorate will contact you about a potential placement for the student. You, as the employer, have the right to accept or decline the request.

2. The 4-Way Agreement

Once you have confirmed that you are willing to host a student, and a student has indicated a desire to be placed in your business, a *4-Way Agreement* is generated. The Agreement must be signed by the student, the student's parent/guardian, the principal or coordinator and you, the employer. The student will contact you approximately one week before the placement to organise the signing of the *4-Way Agreement*. Once the Agreement has been signed by the four parties the student is covered by the appropriate insurance*. If the *4-Way Agreement* is not signed by all four parties, the student cannot attend the placement as they will not be covered for insurance purposes. Before each placement, schools will negotiate and confirm details of the placement including the name of the student to be placed and emergency contact details.

** The ACT Education and Training Directorate has liability insurance through its arrangements as an ACT government agency that incorporates cover for ACT public school students undertaking approved work experience for which they may become legally liable, and personal accident cover with Marsh Pty Ltd for specific costs associated with injuries incurred as a work experience student. Non-government schools have their own insurance arrangements.*

3. During the placement

An appropriately qualified person from the student's school may visit the student during the WEX placement to ensure that you are satisfied with the student and to address any issues you may have.

How to supervise a student on a placement

- students should always be supervised
- students must be advised about any safety risks
- students should experience as many aspects of your work as possible and be provided with meaningful and work related tasks
- students have been told to notify the workplace supervisor and the school if they are unable to attend the placement. If the student is absent or if their attendance is irregular, please contact the school immediately
- if for any reason it is inappropriate for a student to attend on a particular day/s please notify the student and the school in advance.

Student responsibilities

Workplace Supervisors should be aware that students are expected to:

- attend the work place on the required days, at times negotiated with the workplace supervisor
- observe the rules and regulations of the host
- ensure that behaviours do not endanger their own health and safety and that of fellow workers or others
- wear appropriate safety clothing and abide by OH&S procedures
- notify their school of any grievance or dispute with the placement
- notify their school and the host of any absence from the workplace before the absence.

For further information and assistance please contact:

ACT Education and Training Directorate

ACT WEX administrator

Phone: (02) 6205 9352

Fax: (02) 6207 2980

Email: det.wex@act.gov.au

Website: http://www.det.act.gov.au/school_education/

The parents, guardians and carers guide can be downloaded from our website
http://www.det.act.gov.au/school_education/vocational_learning_in_schools/work_experience

Parents, guardians and carers guide

What is work experience (WEX)?

A WEX placement is a student's short-term, unpaid participation in the workplace as a learner and as an observer. This forms part of a student's broader career development and is not required to be linked to a specific course of study.

What parents can do to help?

- ensure documentation is completed, signed and returned to school
- discuss work place experience with their children and within the school community, including the students pathways plan
- explore the relationship between school and work
- emphasise the importance of meeting workplace expectations
- consider providing WEX for a student (other than their own child) at their workplace.

Aims and objectives

This opportunity will help students to:

- foster their personal career development
- understand career and training pathways and the role of work in society
- relate school learning to life outside the school in an authentic learning environment
- assist the transition from school to work.
- Consider their pathways plan

Guidelines and requirements

'The ACT Education and Training Directorate's Guidelines and Requirements on WEX Placements' have been designed to provide direction for participants in WEX placement programs while maximising the educational benefits for students 14 years of age or over (with written consent of a parent/guardian/carer).

Timing and duration of placements - WEX placements usually occur on school days. Special consideration may be made for placements during school holidays and weekends.

Work environment - Students should only be placed in work environments where adequate supervision is provided by host employers to ensure effective learning and the protection of students.

Hours and conditions - Attendance should be for the full working day rather than school hours and not be outside the working hours of 7 am – 7 pm, unless otherwise approved, as specified by the appropriate Act or Industrial Award.

Payment - *Students must not be paid.*

Job displacement - There should be no reduction in work or job opportunities available to paid employees or prospective employees as a result of WEX placements.

Industrial dispute - If an industrial dispute occurs during the placement then the student will be withdrawn immediately.

Equal Employment Opportunity - Work experience broadens the career horizons of both boys and girls and encourages the exploration of non-traditional occupations and assists disabled and disadvantaged students in their transition from school to work or further training.

Transport – Students are expected to make their own transport arrangements.

Insurance arrangement

Public liability and personal accident cover for students on work experience placement

The ACT Education and Training Directorate has made arrangements with the ACT Insurance Authority to indemnify ACT public school students undertaking approved work placement activities for which they may become legally liable and personal accident cover with Marsh Pty Ltd Chubb Insurance for specific costs associated with injuries incurred as a work placement student.

For Further Information Contact

ACT WEX Administrator
Transitions, Careers & Vocational Learning
ACT Education and Training Directorate
PO Box 158
Canberra ACT 2601
Phone: 6205 9352
Fax: 6207 2980

OR

WEX coordinator
in high schools and colleges

OR

Careers advisor

Contacts

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Work Experience (WEX)

Manager	Pene Butt penelope.butt@act.gov.au	6205 7873
Careers and Transitions Officer	Melanie Selems melanie.selems@act.gov.au	6205 3601
ACT Work Placement Administrator	Deb Sullivan deborah.sullivan@act.gov.au	6205 9352
Facsimile Number		6207 2980
Mail box	det.wex@act.gov.au	



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Induction Checklist

Building & Construction Industry

Student's name:

Name of person carrying out induction:

Position of person carrying out induction:

Date of induction:

GENERAL OH&S INDUCTION

Provide knowledge on the basic principles of health and safety in the construction industry in order to assist in the prevention of injury/illness at work.

- Student's White Card seen by host
- Health & safety information at the workplace (e.g. safety notice board, health & safety representatives)
- Understanding of safety signs
- How to report accidents, incidents and dangerous occurrences
- How to report hazards or unsafe work practices
- How safety issues and disputes are resolved
- Emergencies and first aid requirements
- What to do if injured or suffer illness
- Overview of common industry hazards including at least the following:
 - Manual handling
 - Hazardous substances
 - Noise
 - Operation of plant
 - UV radiation
 - HIV and blood borne infection
 - Electrical work
 - Working near traffic
 - Working at heights
 - Hazards associated with drugs and alcohol
- Personal protective equipment (PPE)

SPECIFIC WORK ACTIVITY OH&S INDUCTION

Provide knowledge of the health and safety issues that are relevant to the specific construction work activities undertaken.

- Common hazards, risks and control measures involved in carrying out the work activity
- How to identify a hazard, assess the risks and control them
- Work methods to be used including control measures to prevent injury/illness
- Correct use, handling, storage and transport of plant (including tools, equipment and personal protective equipment) in accordance with the manufacturer’s recommendations
- Correct use, handling, storage and transport of materials and hazardous substances, including provision and use of Material Safety Data Sheets (MSDS)
- Electrical safety

SITE SPECIFIC INDUCTION

Provide knowledge of the OH&S procedures, risks and hazards specific to a particular workplace or site.

NOTE: Site specific induction must be provided for every site.

- Any site specific hazards and control measures involved in carrying out the work
- Site orientation including location of safe access, amenities, first aid etc
- Site specific safety rules, policies or procedures including notification of changes to the work site
- Accident/incident/dangerous occurrence procedures
- Emergency and first aid procedures

Signature of student:

Signature of person carrying out induction:

NOTE: This form will be collected by a teacher from the student’s school and must be stored on the student’s personal file at school.

Dear

(Butcher's name)

I am writing to thank you for agreeing to take a student for a work experience placement and to tell you that in your industry there is an extra step to take when arranging such placements. I hope this will not cause you too much inconvenience.

You may know that before the ACT Education and Training Directorate can approve work experience placements for students, each application for a placement has to be sent to the relevant union for approval. Only if the placement has this approval can it go ahead. If any placement went ahead without proper authorisation, our Insurance arrangement would not apply.

The Australasian Meat Industry Employees Union has advised that they are opposed to work experience placements for school students in the meat industry on the grounds of safety. Given, however, the arrangements under which work experience placements are conducted in the ACT, they have agreed to approve placements if they are received from each butcher agreeing to take a work experience placement student, a letter assuring them that they abide by the ACT Education and Training *Work Experience Program Guidelines and Requirements 2012*.
http://www.det.act.gov.au/data/assets/pdf_file/0005/19652/Work_Experience_Guidelines.pdf

To facilitate this, attached is a letter you may use when you agree to accept a student for a work experience placement. The letter simply states the conditions under which Unions ACT approves work experience placements in the ACT. All it requires is your business name and signature.

Once your letter of agreement is received, by the Directorate WEX administrator, the placement will go ahead. The Directorate's Insurance will cover the student and your business. Thank you for your cooperation in this matter.

Yours faithfully,

Work Experience Coordinator

Mr C Donzow
Secretary/Treasurer AMIEU, NSW Branch
Unit 3, 190 George Street
Parramatta NSW 2150

Dear Mr Donzow,

I understand that the AMIEU has serious concerns about the participation of school-aged students in work experience placements with butchers' shops. Your concerns are essentially about the safety and supervision of students, and that no job displacement occurs as a result of work experience.

I have undertaken to provide a period of work experience for an ACT student, under the ACT Education and Training *Work Experience Program Guidelines and Requirements 2012*, as agreed by Unions ACT.

The guidelines specify that:

- the student is to be supervised at all times by a host employer/workplace supervisor
- the student is not to perform work
- the relationship between the student and host employer is to be that of the student being an observer and learner
- a teacher will visit the student during the time of the placement
- each placement must be approved by the relevant union before it begins.

I am familiar with the policy document on Work Placements including its concerns that the following issues are properly dealt with in relation to work experience:

- consultation and agreement
- job displacement
- insurance arrangement
- award and legislative rights
- supervision
- occupational health and safety.

I intend to provide the student with a work experience placement in accordance with these considerations.

Yours truly,

ACT Education and Training Directorate
Work Experience (WEX) Agreement

Below is the 4-Way Agreement that needs to be signed prior to the WEX placement taking place. All parties, students, parents, school and host employers should be fully aware of the ACT WEX Guidelines & Requirements 2012. These guidelines, including information on insurance, can be found at http://www.det.act.gov.au/school_education/vocational_learning_in_schools/work_experience . For further information please contact the WEX administrator on 62059352 or via email at det.wex@act.gov.au .

School Name:
School Address:
School Contact: Phone
Student Name:
Name of Organisation:
Nature of Work/Industry:
Address:
Phone: Dates of Placement: from to

Student

I agree to attend the WEX placement with the above mentioned business from to
I will inform my workplace supervisor and WEX coordinator, within half an hour of starting time, if I am unable to attend on any of the days.

Signature (Student) Date

Parent/Guardian/Carer

I give permission for to undertake a WEX placement with the above mentioned business from to I have read and understand the Directorate's arrangements for WEX placements.

requires the following medication/s:

The emergency phone contact during work experience will be

Signature (Parent/Guardian/Carer) Date

Host Organisation

I agree to accept for WEX placement from to under conditions set out in the Directorate's Guidelines for WEX placements.

Signature (Workplace Supervisor/Coordinator) Date

School

I give permission for to undertake a WEX placement with the above mentioned business in accordance with the Directorate's Guidelines.

Signature (Principal/WEX coordinator) Date

The ACT Education and Training Directorate collects this information in order to administer the WEX program. The information you are asked to give on this form will be used only to confirm your child's work placement. The participating host employer will be given a copy of this information. The relevant trade union will also be advised of the placement. Information contained on this form includes personal information and will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988, Health Records (Privacy and Access) Act 1997 and the Freedom of Information Act 1989.



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CENTRAL PLACEMENT REQUEST – Work Experience (WEX)

Requesting school:	WEX co:	Phone no:
Student name:		Year:

Host preference:		
1 st preference:	Host Id:	Job code:
2 nd preference:	Host Id:	Job code:
3 rd preference:	Host Id:	Job code:

Date preference:		
	Start date:	End date:
1 st preference:		
2 nd preference:		

Placement has been arranged by school – (In exceptional circumstances placements may be organised by the school.) If so please complete the section below.	
Host has been contacted and placement confirmed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business name:	Business contact person:
Business phone no:	

Additional forms you may need :	
These can be downloaded from: http://www.det.act.gov.au/school_education/Vocational_Learning_in_School/Work_Experience	
<ul style="list-style-type: none"> • Out of standard hours (standard hours are from 7am to 7pm weekdays in school terms) • Interstate (if the placement is outside of the ACT) • Special needs (if the student has a medical condition or disability) 	
White Card:	The student requires a Construction Industry White Card if working in the Building & Construction industry
RSA	The student may require a Responsible Service of Alcohol (RSA) certificate in some workplaces.

Does the student have any other commitments which may affect the placement?	
E.g. Apprenticeships or ASBA, exams, assessment etc? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details:.....	

Office use only:		
Host contacted awaiting response:		Date:
Position no:	Email sent:	Date:

Please return to: WEX administrator
 Phone: (02) 6205 9352 | Fax: (02) 6207 2980 | Email: det.wex@act.gov.au
 Transitions, Careers and Vocational Learning | Education and Training | ACT Government
 Level 5 220 Northbourne Avenue | GPO Box 158, Canberra ACT 2601 | www.det.act.gov.au



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Emergency Procedures Card – Work Experience (WEX)

An Emergency Procedures Card must be issued to each student undertaking a WEX placement.

Students should be provided with appropriate out-of-school hours contact information where:

- The placement hours of work extends beyond the hours of 7.00am to 7.00pm
- The placement involves weekend work that has been specially approved by the Directorate
- The placement occurs out of school term time that has been specially approved by the Directorate.

Work experience (WEX) emergency procedure

For emergencies during school hours

Name of teacher in charge, (eg. careers adviser, WEX coordinator):

.....(Please print)

Telephone no: Mobile phone no:

For emergencies out of school hours (where applicable)

After hours contact person:

After hours contact number:

This card is to be returned to the school at the completion of the WEX placement

Procedures for accidents involving students

- 1 Ensure that the workplace supervisor has taken appropriate medical measures.
- 4 Contact parents/guardians/carers of the student concerned and let the principal know what has happened and what is being done about it.
- 5 Contact a WEX administrator to notify them of the incident or accident. They will tell you what documentation for the accident/injury is required. Seek advice from your insurance company as to any steps to follow.
- 6 Where possible, written, dated and signed statements should be gathered from:
 - the workplace supervisor
 - the student, witnesses (if available)
 - medical personnel
 - and school staff.

Note: private insurance providers will not pay compensation where an injured person does not consult a qualified medical practitioner nor follows suggested treatment.

- 5 Forward appropriate documentation within 10 working days to the WEX administrator, Transitions, Careers and Vocational Learning, ACT Education and Training Directorate, by email (det.wex@act.gov.au) or by facsimile (6207 2980).
- 6 Schools to retain copies of all documentation (irrespective of any immediate claim being made).
- 7 Seek advice from the WEX administrator as to any additional steps to follow. All major claims (for example relating to death, total permanent disability, loss of or damage to property or other legal matters) should be referred to the respective system indemnity providers as soon as possible. Respective system indemnity providers will take charge of proceedings and have full conduct and control over all claims.
- 8 In the event of accident or injury or property damage staff may acknowledge the existence of insurance arrangements, however they are *not* to comment on liability. This is a legal matter for insurance providers to decide.

For further information regarding these provisions contact the WEX administrator on 6205 9352 or the Manager, Risk Management and Audit Section on 6205 9450.

HOST ORGANISATION LOCATIONS

Use this as a guide to assist your students when selecting suitable areas to travel to for their WEX placement.

Location	Suburbs
BELCONNEN	Town centre
BELCONNEN NORTH	Charnwood, Dunlop, Evatt, Flynn, Fraser, Giralang, Lawson, Kaleen, McKellar, Melba, Spence
BELCONNEN SOUTH	Aranda, Bruce, Cook, Florey, Hawker, Higgins, Holt, Kippax, Latham, Macgregor, Macquarie, Page, Scullin, Weetangera
CANBERRA CENTRAL	Barton, Capital Hill, City, Deakin, Forrest, Griffith, Kingston, Manuka, Narrabundah, Parkes, Red Hill, Yarralumla
CANBERRA SOUTH	Harman, Hume, Pialligo, Oaks Estate, Symonston.
CANBERRA NORTH	Acton, Ainslie, Black Mountain, Braddon, Campbell, Canberra Airport, Dickson, Downer, Hackett, Lyneham, O'Connor, Reid, Russell, Turner, Watson
COUNTRY NSW	e.g. Batemans Bay, Dubbo
FYSHWICK	Fyshwick
GUNGAHLIN	Amaroo, Casey, Crace, Forde, Franklin, Gungahlin, Hall, Harrison, Kenny, Kinlyside, Mitchell, Moncrieff, Nicholls, Ngunnawal, Palmerston
QUEANBEYAN	Queanbeyan, Bungendore, Braidwood
SYDNEY	Sydney Region
TUGGERANONG	Town centre
TUGGERANONG NORTH	Fadden, Gowrie, Greenway, Kambah, Macarthur, Monash, Oxley, Wanniasa.
TUGGERANONG SOUTH	Banks, Bonython, Calwell, Chisholm, Conder, Gilmore, Gordon, Isabella Plains, Richardson, Tharwa, Theodore.
WODEN	Chifley, Curtin, Farrer, Garran, Hughes, Isaacs, Lyons, Mawson, O'Malley, Pearce, Phillip, Torrens
WESTON	Chapman, Duffy, Fisher, Holder, Rivett, Stirling, Waramanga, Weston
YASS	Yass



Host Employer Details

Work Experience (WEX) and Structured Workplace Learning (SWL)

Requesting school:

Public or Non-government (please circle)

Organisation name:

Title: First name: Surname:

Postal address:

Contact name/position:

Postal address:

Suburb:State:Post code:

Phone: Fax: Mobile:

Email address:

Interview details (if applicable)

Do you wish to interview the student: Yes / No Phone: Yes / No Personally: Yes / No

Contact name:

Street:

Suburb:State:Post code:

Work placement location details (if different from above)

Contact name/position:

Street:

Suburb:State:Post code:

Types of jobs offered:

I am prepared to offer WEX placements: Yes / No

I am prepared to offer SWL placements: Yes / No

*(SWL placements are distinguished from work experience in that structured training and competency-based assessment occur in the workplace. **No assessment is required by the workplace.**)*

No of students per year: No of students per week: Minimum year Level:

What hours would be suitable for the placement?

Are there any specific clothing requirements?

Will the student require a Construction Industry White Card?

Will the student require a Responsible Service of Alcohol (RSA) certificate?

Please return to: WEX administrator

Phone: (02) 6205 9352 | Fax: (02) 6207 2980 | Email: det.wex@act.gov.au

Transitions, Careers and Vocational Learning | Education and Training Directorate | ACT Government

Level 5 220 Northbourne Avenue | GPO Box 158, Canberra ACT 2601 | www.det.act.gov.au


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Host Employer Suitability Check and Workplace Information

This is not an official Occupational Health and Safety form. Its purpose is to help the school decide whether the workplace would be a suitable environment for a particular student.

Name of owner/organisation:		
Email address:		
Street address:	Suburb:	Post code:
Telephone:	Mobile:	Facsimile:

Characteristics of the work place (tick as appropriate)

Type of work place	Present	(Please specify how many)	Comments
Various workplaces	<input type="checkbox"/>		
Office	<input type="checkbox"/>		
School	<input type="checkbox"/>		
Retail	<input type="checkbox"/>		
Workshop	<input type="checkbox"/>		
Geographically isolated	<input type="checkbox"/>		
Outdoors	<input type="checkbox"/>	(Please describe)	
Residential care	<input type="checkbox"/>	(Please describe)	
Other	<input type="checkbox"/>	(Please describe)	

Access to workplace	Present	Comments
Ramps and railings	<input type="checkbox"/>	
Automatic doors	<input type="checkbox"/>	
Lift	<input type="checkbox"/>	
Stairs/steps	<input type="checkbox"/>	
Fire escape	<input type="checkbox"/>	
Emergency procedures	<input type="checkbox"/>	

Equipment in use	Present	Use by student/s	Comments
Communication instruments	<input type="checkbox"/>	<input type="checkbox"/>	
Word processors/computers	<input type="checkbox"/>	<input type="checkbox"/>	
Ovens/hot instruments	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools	<input type="checkbox"/>	<input type="checkbox"/>	
Precision instruments	<input type="checkbox"/>	<input type="checkbox"/>	
Power hand tools	<input type="checkbox"/>	<input type="checkbox"/>	
Power heavy machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	
Other/describe	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment in use	Present	Use by student/s	Comments
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	
Carcinogenic materials	<input type="checkbox"/>	<input type="checkbox"/>	
Dangerous substances	<input type="checkbox"/>	<input type="checkbox"/>	
Explosives/firearms	<input type="checkbox"/>	<input type="checkbox"/>	
Radioactive materials	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical energy	<input type="checkbox"/>	<input type="checkbox"/>	
Medication	<input type="checkbox"/>	<input type="checkbox"/>	

Working conditions	Present	Use by student/s	Comments
Air conditioned	<input type="checkbox"/>	<input type="checkbox"/>	
Crowded	<input type="checkbox"/>	<input type="checkbox"/>	
Noisy	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate level of lighting	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate ventilation (smoke free)	<input type="checkbox"/>	<input type="checkbox"/>	
Involves heavy lifting	<input type="checkbox"/>	<input type="checkbox"/>	

Transport in workplace	Present	Use by student/s	Comments
Motorised bikes	<input type="checkbox"/>	<input type="checkbox"/>	
Cars/trucks	<input type="checkbox"/>	<input type="checkbox"/>	
Industrial vehicles	<input type="checkbox"/>	<input type="checkbox"/>	

Social environment	Present	Use by student/s	Comments
Special clothing requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Access for disabled	<input type="checkbox"/>	<input type="checkbox"/>	
Access to lunch room	<input type="checkbox"/>	<input type="checkbox"/>	
Access to toilets	<input type="checkbox"/>	<input type="checkbox"/>	
First aid facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Phone access	<input type="checkbox"/>	<input type="checkbox"/>	
Contact with public	<input type="checkbox"/>	<input type="checkbox"/>	

Protective clothing required	Present	Use by student/s	Comments
Footwear	<input type="checkbox"/>	<input type="checkbox"/>	
Clothing	<input type="checkbox"/>	<input type="checkbox"/>	
Ear muffs	<input type="checkbox"/>	<input type="checkbox"/>	
Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	
Breathing masks	<input type="checkbox"/>	<input type="checkbox"/>	
Sun hat	<input type="checkbox"/>	<input type="checkbox"/>	
Other/describe	<input type="checkbox"/>	<input type="checkbox"/>	
Provided by business	<input type="checkbox"/>	<input type="checkbox"/>	

Signature:Date:/...../2012
 (Workplace supervisor/employer)

Please return to: WEX administrator
 Phone: (02) 6205 9352 | Fax: (02) 6207 2980 | Email: det.wex@act.gov.au
 Transitions, Careers and Vocational Learning | Education and Training Directorate | ACT Government
 Level 5 220 Northbourne Avenue | GPO Box 158, Canberra ACT 2601 | www.det.act.gov.au



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Interstate Placement (NSW) – Work Experience (WEX)

for ACT students - also involving accommodation away from home

Student information

Given name (s): Last name:

Address:

Suburb: State: Postcode:

Home phone no: Mobile phone no:

Email address:

D.O.B:/...../ 19 Male / Female Year 10 / 11 / 12 Student ID:

Emergency contact information

Given name (s): Last name:

Relationship to student: Contact phone no:

Additional forms you may need:

- Out of standard hours (standard hours are from 7am to 7pm weekdays in school term)
- Special needs (if you have a medical condition or disability)

These can be downloaded from:

http://www.det.act.gov.au/school_education/vocational_learning_in_school/work_experience

Placement details

Dates: from/...../ 2012 to/...../ 2012 (maximum 5 days)

Nature of work:

Name of host organisation:

Address:

Suburb: State: Postcode:

Contact person: Phone: Fax:

Supervision of the student still applies as outlined in the "WEX Guidelines".

Has the school taken reasonable steps to ensure that 'Duty of Care' provisions have been followed? Yes

Travel arrangements to and from workplace

Reasons for placement: Please outline reasons for the placement, e.g. the lack of opportunity in the local community.

.....
.....

Overnight accommodation:

Contact person: Phone:

Address: Mobile phone no:

Relationship to student: Mode of transport to/from home:

Parent/Guardian statement

- a) I approve of the above WEX placement and all arrangements including proposed travel and accommodation provisions.
 b) I understand that the WEX indemnity provisions apply to activities undertaken under the supervision of the workplace supervisor during working hours.

Parent/Guardian:..... Signature: Date:/...../2012

Principal: Signature: Date:/...../2012**ACT WEX administrator:** Deborah Sullivan Signature:

Approved: Yes / No Date:/...../2012

Host state: Region: Approved: Yes / No

Name: Signature: Date:/...../2012

This form requests information about students, which will be held at the school and will assist work placements. This information will be provided to the WEX administrator, and the NSW Department of Education & Communities for regional approval of a WEX placement. The information is collected as a lawful administrative function of the ACT Education & Training Directorate.

Please return to: WEX administrator

Phone: (02) 6205 9352 | Fax: (02) 6207 2980 | Email: det.wex@act.gov.au

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Special Needs/Disability Details (WEX)

Student information

Given name (s): Last name:

Description of special need/disability:

.....

Wheelchair access required? Yes / No

Impact of special need/disability in classroom:

.....

Does the student use/ require any special equipment modifications?:

.....

Does the student have a support LSA in the classroom? Yes / No

Will the student have a support person during the work placement? Yes / No

How would you describe the student's literacy and numeracy skills?

Very good *Average* *Experiences some difficulties* *Limited*

Comments:

Any other comments that will assist us when placing the student:

.....

.....

.....

School information

School:

Teacher's name (please print):

Teacher's email:.....

Teacher's signature: Date signed:/...../ 2012

Please Return to: WEX administrator

Phone: (02) 6205 9352 | Fax: (02) 6207 2980 | Email: det.wex@act.gov.au

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220 Northbourne Ave Braddon ACT 2612 | GPO Box 158 Canberra ACT 2601

www.det.act.gov.au



2012

Student Evaluation – Work Experience (WEX)

Instructions: The following questions relate to the industry placement you have attended. Please tick the box which you believe contains the closest statement to your own opinion of what the placement was like for you.

Student name:		School:			
Assessor/trainer:		Contact no.			
Industry area:					
Date of WEX placement	From:...../...../2012 To:/...../2012				
Comments	Strongly agree	Agree	Undecided	Disagree	Not applicable
I visited the workplace before the placement and found this worthwhile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On the first day of the placement I was given an induction/orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My workplace supervisor was helpful and supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasks I was required to undertake were clearly explained/demonstrated as needed/ appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Many of the tasks I did were challenging and interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoyed the placement, and found it to be a worthwhile experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained knowledge and employment information about this industry area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would like to continue to work in this industry area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

.....

.....

.....

.....

Name (please print) :.....Signature:Date: / /2012



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Outside Standard Hours – Work Experience (WEX)

Student name:

Name of host:

Host address:

Host contact person: Phone no:

Dates of placement: from:/...../ 2012 to/...../ 2012

Hours for work (as agreed to between the school and host organisation)

From: to:

From: to:

Parent / Guardian agreement

I, consent to my child attending the above mentioned WEX placement for the hours stated. I undertake to provide suitable transport for my child both to and from the workplace.

Parent/Guardian signature: Date/...../ 2012

School agreement

I, of

(Please print name of school)

agree to supervise the above student on a WEX placement for the hours as stated. I can be contacted outside school hours on the following numbers:

..... or

Signature: Date:
(Supervising teacher)

Signature: Date:
(Principal)

Directorate endorsement agreement

I, (ACT work experience administrator) agree to this placement proceeding so long as the above duty of care is fulfilled.

Signature: Date:/...../2012
(WEX administrator, ACT Education & Training Directorate)

Please return to: WEX administrator

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