

## Workplace learning information for host employers

### What is a work placement?

The purpose of a work placement is to provide guidance for students in the transition from school to working life and to enable them to test tentative career choices against the realities of the workplace. Work placements form part of a student's broader career development and can be linked to a specific course of study. If undertaken in years 11 and 12, a work placement can contribute to the requirements of the ACT Senior Secondary Certificate.

### What are the benefits of work placements?

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

- assisting with the selection of potential recruits
- expanding and enhancing your 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 school and work
- building partnerships with Canberra schools.

### Getting started

If you wish to host a workplace learning student, contact the ACT workplace learning administrator to register your details on InPlace.

### InPlace

The ACT Education Directorate has implemented a new web based application, InPlace to manage student workplace learning. Host employers can access InPlace with a unique username and password to confirm student work placements.

### The 4-Way Agreement

Once you have confirmed that you are willing to host a student, log on to InPlace to approve the 4-Way Agreement. Alternatively, the student can provide you with a hard copy Agreement to sign. The student, the student's parent/guardian and the school principal or workplace learning coordinator must also approve the 4-Way Agreement in order for the placement to proceed.

### Insurance

The ACT Education Directorate has liability insurance through its arrangements as an ACT government agency. It incorporates cover for ACT public school students undertaking approved work placements for which they may become legally liable, and personal accident cover for specific costs associated with injuries incurred as a work placement student.

### Host Employer responsibilities

Under the *Work Health and Safety Act 2011* employers are required to:



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- provide a workplace induction on the first day and inform the student of the site Health and Safety Representative
- ensure that students have reasonable break times
- provide adequate equipment for students to carry out their duties, including Personal Protection Equipment (PPE)
- make students aware of policies and procedures
- comply with workplace laws
- provide reasonable direction
- ensure that appropriate controls have been put in place to remove or minimise risks to students
- ensure safe working systems and safe equipment for students to use
- treat students and workers equally.

### During the placement

- You will be given an *Emergency Procedures Form* detailing emergency contact details.
- An appropriately qualified person from the student's school will visit the student to ensure that you are satisfied with the student and to address any issues you may have.
- Students should experience as many aspects of your work as possible and be provided with meaningful, work related tasks.
- 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.

### Timing and duration of placements

Work placements 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. Work placements shall only occur on school calendar days and be between the hours of 7.00am and 7.00pm. To request a placement outside of these times, an '*Outside Standard Hours*' form must be completed by the student and sent to the school work placement coordinator.

### Workplace conditions

Students shall not be paid in any way while on a work placement. Any remuneration made by a host employer will mean the student is considered to be an 'employee' and responsibility will rest 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 placements.

### Further information

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