

Workplace learning information for parents/guardians/carers

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?

Work placements 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.

Student responsibilities

Students are expected to:

- provide the host employer with their *Emergency Procedures Form* detailing their emergency contact details
- attend the workplace on the required days, at times negotiated with the workplace learning supervisor
- observe the rules and regulations of the host employer
- ensure that behaviours do not endanger their own health and safety or that of fellow workers or others
- wear appropriate safety clothing and abide by WHS 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.

What parents can do to help?

- Ensure documentation is completed, signed and returned to the school.
- Discuss the work placement with your child and its relevance in the context of their Pathways Plan.
- Explore the relationship between school and work.
- Emphasise the importance of meeting workplace expectations.
- Consider providing a work placement for a student (other than your own child) at your workplace.



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InPlace

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

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.

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.

Transport

Students are expected to make their own transport arrangements for the duration of their placement.

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 school hours*' form must be completed and sent to the work placement coordinator.

Further information

Workplace learning administrator
ACT Education Directorate
Phone: 02 6205 9352
Email: detwex@act.gov.au

Access the 2018 ACT Education Directorate Workplace Learning Program Guidelines and Requirements at <https://www.education.act.gov.au/>



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