

Workplace learning information for students

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 will help you to:

- foster your 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
- transition from school to work
- have a greater understanding of your Pathways Plan.

Getting started

Talk to your workplace learning coordinator, career advisor or a classroom teacher about participating in a work placement. They will provide you with sound advice about various programs that may be suitable for you.

The 4-Way Agreement

Once an employer has confirmed they are willing to host you, your school principal or work placement coordinator, the host employer and yourself must log onto InPlace to approve the 4-Way Agreement. Your parent/guardian will receive an email from your workplace learning coordinator with the 4-Way Agreement attached. This needs to be signed and returned to school before the work placement can proceed.

During the placement

Your workplace learning coordinator, career advisor or teacher will contact the host employer to check on your attendance and address any issues they may have. You will be visited by an appropriately qualified person from your school to ensure that both you and your employer are happy with the way the placement is progressing.

Student responsibilities

You are expected to:

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



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- 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.

After the placement

You are encouraged to complete an evaluation form provided by your workplace learning coordinator. It is also advisable to talk to your workplace learning coordinator, careers advisor or teacher about your placement in the context of your Pathways Plan.

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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