

Workplace Learning Policy and Procedure

Ratification Date:	Next Review:	Availability:		Actions:
RNS Board 01/09/2021	2022/23 or after an event or changes to the minimum standards as advised by the VRQA	Web	X	
		Office	X	
		On Request	X	

PURPOSE:

River Nile School believes that students need to attend school regularly in order to gain maximum benefit from their schooling. Regular attendance enables students to access a comprehensive education, enabling them to reach their full potential.

To ensure that key parties are aware of and comply with all workplace learning requirements, legislation and policies, ensuring students are provided with a safe and rewarding work placement.

SCOPE:

This policy applies to the following River Nile School community stakeholders:

- The Principal
- Support Services
- Parents/carers
- Employers and workplace supervisors

Procedures and associated duty of care in relation to COVID-19 is covered in **RNS COVID Safety Plan**.

IMPLEMENTATION:

The Principal and River Nile School staff must comply with all the requirements of Part 5.4 of the Education and Training Reform Act 2006 and Ministerial Orders 55 (Structured Workplace Learning). The River Nile School must also refer to the appropriate program links below:

- Structured Workplace Learning (SWL) – Refer to Ministerial Order 55, SWL Arrangement Form, SWL manual see: [Structured Workplace Learning](#)
- School Based Apprenticeships and Traineeships:
<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/apprentice.aspx>

OCCUPATIONAL HEALTH AND SAFETY:

The Principal must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- Where a student is undertaking structured workplace learning as part of a VET program within VCAL, the Principal must be satisfied that the student is undertaking or has completed the OHS training unit of competency within the VET program.
- Where a student is undertaking structured workplace learning which is not part of a VET program, or structured workplace learning which is not related to their VET program within VCAL, the Principal must be satisfied that the student has completed an OHS program required by the Department of Education and Training and as follows:
 - If the student is undertaking VCAL, they must complete Work Related Skills Unit 1 and the two safe@work modules – General and Industry Specific.

SOURCING PLACEMENTS:

When looking for work placements there are a number of considerations:

- Placement should be aligned with relevant VCAL Unit or VET program eg Work Related Skills
- Work placement should be meaningful. Students should have the opportunity to engage in actual work not solely observe
- Workplace locations need to be accessible. Is there public transport available? How far do students have to travel to get to the placement?
- Safety. All work placements sourced need to be safe working environments. Work places need to provide an induction to all students undertaking placement. Work places cannot be in prohibited industries. Placements in some industries may require a risk assessment to be carried out
- Managing expectations. Employers need to understand River Nile School students have learning and access needs. Some students may not have had a placement/employment experience before
- Networks – what professional industry contacts does the School have? What contacts do the students and their families have? Can student's parents/families offer work placement to other students?
- Cold calling – another effective means of sourcing placements
- Consult with the City LLEN who has been funded to facilitate student access to structured workplace learning placements, tailored to local priorities and employment opportunities.

SWL should be an integrated part of the VCAL learning program, requiring preparation and research prior to the placement, the use of a variety of generic and specific skills during the placement and time for reflection after the placement.

ASSOCIATED DOCUMENT:

- VCAL Curriculum Framework
- COVID Safety Plan