



## Roleystone Community College

### Workplace Learning Policy

After referencing the Department of Education *Workplace Learning for Public Schools Policy*, the College will no longer be providing opportunities for Workplace Learning to students at our school.

The reasoning behind this is as follows:

1. Workplace Learning is, in general, a program developed for Year 11 and 12 students through the ADWPL course.
2. Workplace Learning has an extensive risk management process which is not resourced in a K-10 setting. That is, we are not staffed to provide workplace visits to assess risk, to provide supervision in the workplace or to manage the extensive risk management paperwork required for each placement.
3. There have been changes to risk management processes that require the college to, for every placement:
  - a. Formally assess work readiness of every student entering a placement
  - b. Formally visit and assess each individual workplace for:
    - i. Providing information about matching the work placement to the aspirations, abilities and expected outcomes of the work placement
    - ii. Safety practices
    - iii. Evacuation procedures
    - iv. Insurance requirements
    - v. Other qualification requirements
    - vi. Suitability of the employer to provide placements
  - c. Formally provide personal visits to students in the workplace
  - d. Formally assess transport needs for each student attending the work placement
4. Students often require other qualifications to take part in work placements such as White cards or Working with children checks which we are not setup to provide
5. There is a need for an emergency management plan for each individual on work placement to manage an accident in the workplace.
6. Each employer is required to undergo an induction process to have students in a work placement
  - a. This involves collecting copies of Certificates of Currency for Public Liability Insurance
7. There is a need to gain consent from the parents. This involves:
  - a. Providing parents with insurance information for the placement
  - b. Confirmation the parents have sighted Appendices B1, B2 and B3 of the WPL policy
8. There is a need to setup a records management system to keep documentation for a 25 year period for all placements
9. There is a need to induct each individual student into their workplace with the employer.
10. A medical action plan is needed for students with health issues – Eg, anaphylaxis, asthma etc...
11. It is impossible to complete this process without the required resources to do so.
12. This action has been endorsed by our College Board.

Mark Brookes

Principal

10 June 2019