



Department of
Education

Workplace Learning for Public Schools Procedures

Effective date: 1 January 2019

Version: 1.1

Last update date: 28 June 2023

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

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These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

1. Policy supported

Duty of Care for Public School Students Policy

2. Scope

These procedures apply to all principals in public schools.

3. Procedures

3.1 Workplace learning

The principal must:

- confirm that a workplace learning management plan is developed to manage the students' engagement with the workplace; and
- nominate one or more employees as the workplace learning coordinator(s) to:
 - complete the Workplace Learning Management Plan (Appendix A);
 - monitor the implementation of the Workplace Learning Management Plan;
 - liaise with the employer providing the placement and with the student's parents;
 - complete and retain the Student Placement Record for each student placement to support workplace learning implementation (Appendix B);
 - confirm that the parent sights and signs the relevant completed documentation for the student placement record (Appendix B) or that the documentation identified in Appendix C is collated and retained for School Based Trainees or Apprentices;
 - provide the parent with the relevant insurance information for the type of placement (Appendix D);
 - collect and retain the Certificate of Currency for the host employer's public liability insurance for reporting purposes;
 - supervise the student's work placement by means of scheduled visits and phone and/or email contacts with the workplace;

- nominate one or more teachers to:
 - contribute to the Workplace Learning Management Plan (Appendix A);
 - assess the student's work readiness prior to placement in workplace learning; and
 - monitor students' progress, where student assessment is part of the workplace experience;
- confirm any duties undertaken that relate to teaching and learning, and curriculum activities are undertaken by one or more teachers; and
- communicate to the parent/carer/guardian their responsibilities for workplace learning activities which fall outside of the direct control of the schools.

Guidance

The employee nominated by the principal as the workplace learning coordinator to be in charge of managing a school's workplace learning program with an employer does not necessarily have to be a member of the teaching staff.

Workplace learning occurs when a student's program includes the individual student spending a period of time in a workplace under the direct supervision of an employer in order to acquire generic and transferable and/or specific work skills. In the case of School Based Apprenticeships/Traineeships (SBA/Ts) and Pre-Apprenticeships in Schools (PAIS) students, it will include opportunities to meet the competencies required for particular training packages.

For students with disability engaging in workplace learning, refer to Selecting Students for Workplace Learning guidelines ([link](#)).

Parents of Aboriginal students and those from culturally and linguistically diverse (CALD) communities may require additional support in understanding communications and providing consent. This may include providing the assistance of an Aboriginal staff member in some cases. Please note that the free English Interpreter Service (telephone 13 14 50) can also assist parents by telephone with their understandings of this information and assist in completing any forms.

The principal may also use Appendix B – Student Placement Record to confirm that all the necessary requirements for the workplace learning management program have been addressed in the Workplace Learning Management Plan.

Schools which use Reporting to Parents – Workplace Learning may meet their reporting requirements for public liability Certificates of Currency by uploading these Certificates. See Workplace Learning Guidelines for further information.

To assess students' work readiness refer to the relevant section in Workplace Learning Guidelines ([link](#))

SBA/Ts are structured paid employment based training programs that leads to school based apprentices or school based trainees gaining a nationally recognised qualification. The school may not usually find the workplace but still has duty of care responsibilities related to the student. Schools may use the following documents (as a set) in place of Appendix B - Student Placement Record:

- the Training Plan - signed by the parent(s); and
- the Training Contract - co-signed by the school.

The parent signature on the Training Contract confirms that their permission has been gained for the student to work in that workplace. Please refer to the School Based Apprenticeship and Traineeship Policy (Department of Training and Workforce Development) for further information. It is recommended that schools work with the Australian Apprenticeship Support Network (AASN) provider to support students in their workplace.

In terms of monitoring visits to students while on workplace learning, the following is advised:

- each work experience student has at least one personal visit whilst the student is in the work place by a member of the supervisory team;
- each workplace learning student has at least one personal visit per placement whilst the student is in the work place by a member of the supervisory team; and
- School Based Traineeship/Apprenticeship students are monitored by a personal visit to the workplace by a member of the supervisory team at least twice each year.

Where workplace learning activities fall outside the direct control of the school, for example where existing part time paid employment or voluntary activities are being used to satisfy requirements for ADWPL, it is the parent/guardian's responsibility to determine the degree of risk associated with the activity and take all reasonable steps for the safety and well-being of the student for the duration of the program. See Workplace Learning Guidelines for further information.

4. Definitions

Certificate of currency

A document issued by an insurance company or broker confirming a current policy is in place for the sums insured as at the date the certificate was issued.

Duty of care

A duty imposed by the law to take care to minimise the foreseeable risk of harm to another.

External agency

A business, organisation or individual with which the Department of Education, principal or their nominee has negotiated provision of a workplace learning service and/or expertise appropriate to a particular school activity. Examples may include an incorporated body, a disability service provider, a Registered Training Organisation (public or private), a Group Training Organisation; or a university that coordinates or delivers an educational program, or part thereof, to students as part of their school program.

Host employer

The person who has control of the workplace in which a workplace learning student is placed. An employer may be the proprietor of the business or may manage the workplace on behalf of the proprietor. In some cases (for example School Based Apprenticeships/Traineeships), the employer may also employ the student in the usual sense of the word.

Independent minors

Students under 18 years of age living independently whom the Principal decides (under Regulation 147 of the School Education Regulations 2000) may sign their own consent forms.

Minor

A person under the age of 18 years.

Parent/carer/guardian

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

School based traineeships and apprenticeships

A structured paid employment based training program that leads to school based apprentices or school based trainees gaining a nationally recognised qualification. School based apprenticeship and traineeships are part time and subject to conditions stipulated on the Public Register of Prescribed Vocational Education and Training Qualifications (Department of Training and Workforce Development).

Supervisor

An adult with the official task of overseeing the workplace learning of other persons or groups.

Supervisory team

A group of adults with the official task of overseeing the school's workplace learning program.

Venue

The building, site, grounds and/or facilities within or external to the school, at which a planned training, workplace learning, outdoor or recreational activity occurs.

Workplace

A place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to go while at work. The student is likely to be the only school student on the site and will usually be supervised by a single person, or a small group of people, who provide/s one on one learning experiences for that student.

Workplace learning

The placement of a student in a work environment as part of work experience, work shadowing, an accredited Workplace Learning program [e.g. School Curriculum and Standards Authority endorsed program, Workplace Learning (ADWPL) or a formal employment based training program such as a School Based Traineeship (SBT) or Apprenticeship (SBA), or Pre-Apprenticeship in Schools program (PAiS)]. Workplace Learning may involve work which is paid (e.g. SBTs and SBAs) or unpaid.

Workplace learning coordinator

A role carried out by any employee pursuant to section 235 of the School Education Act 1999 or the Public Sector Management Act 1994, who is nominated by the principal to coordinate workplace learning for students enrolled in school-based programs. This role exists regardless of whether or not an external agency provides a workplace learning program service for the school.

Work readiness

Is demonstrated by students having a positive attitude towards learning in a workplace environment and making an honest commitment to the experience. The assessment of a student's readiness is made in the context of the outcomes to be achieved and the nature of the work placement. Work readiness may also include the student having met the legislative compliance requirements, such as permissions and licences, required by particular industries.

Workplace supervisor

An adult employee of a host workplace who acts in a designated supervisory capacity for the student(s) engaged in workplace learning at that site.

5. Related documents

Relevant legislation or authority

[Children and Community Services Amendment Act 2008](#)

[Disability Discrimination Act 1992](#)

[Equal Opportunity Act 1984 \(WA\)](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

[School Curriculum and Standards Authority Act 1997 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[The School Education Act Employees' \(Teachers and Administrators\) General Agreement 2008 \(staff only\)](#)

[School Education Regulations 2000 \(WA\)](#)

[Vocational Education and Training Act 1996](#)

[Vocational Education and Training \(General\) Regulations \(WA\) 2009](#)

[Volunteers \(Protection from Liability\) Act 2002 \(WA\)](#)

[Teacher Registration Act 2012 \(WA\)](#)

[Workers Compensation and Injury Management Act 1981 \(WA\)](#)

[Working with Children \(Criminal Record Checking\) Act 2004 \(WA\)](#)

Related Department policies

[Child Protection in Department of Education Sites](#)

[Curriculum Assessment and Reporting in Public Schools](#)

[Incident Management on Department of Education Sites](#)

[Occupational Safety and Health](#)

[Records Management](#)

[Risk and Business Continuity Management](#)

[Staff Conduct and Discipline](#)

[Student Attendance in Public Schools](#)

[Student Behaviour in Public Schools](#)

[Student Health Care in Public Schools](#)

[Visitors and Intruders on Public School Premises](#)

[Working With Children Checks in Public Schools](#)

Other documents

The first step: managing safety and health hazards in your workplace

School Curriculum and Standards Authority Western Australian Certificate of Education WACE Manual: General information for senior secondary schooling

Employment of Children Laws (Children and Community Services Act Information Sheet)

Fact Sheet: School Based Apprenticeships and Traineeships and changes to training plan requirements (Department of Training and Workforce Development)

Fact Sheet: School Based Apprenticeships and Traineeships: Minimum Hours per week (Department of Training and Workforce Development)

Fact Sheet: Pre-Apprenticeships in Schools (Department of Training and Workforce Development)

Fact Sheet: Aboriginal School Based Training (Department of Training and Workforce Development)

Joint Ministerial Statement on Vocational Education and Training in Schools Public Register of Prescribed Vocational Education and Training Qualifications

Records Management Manual for School, College and Campus Records

School Based Apprenticeship and Traineeship Policy (Department of Training and Workforce Development)

Standards for Registered Training Organisations (RTOs) 2015

6. Contact information

Policy manager:

Manager, Secondary, District High Schools and Post School Pathways

Policy contact officer:

Principal Consultant, Secondary, District High Schools and Post School Pathways

T: (08) 9402 6100

7. History of changes

Effective date	1 January 2019
Last update date Procedure version no.	1.0
Notes	These new procedures support the Duty of Care for Public School Students policy that replaces the the Outdoor Education and Recreation Activities for Public Schools, Duty of Care VET for School Students Attending TAFEWA Colleges from Public Schools and Workplace Learning for Public School policies. Endorsed by the Director General at Corporate Executive on 9 August 2018.

Effective date	1 January 2019
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Notes	Minor update to contact details D23/1271576

8. Appendices

Appendix A: [Workplace learning management plan](#) (DOCX file - 25.9kB)

Appendix B: [Student placement record](#) (DOCX file - 30.8kB)

Appendix C: [School based trainees and apprentices work placement records](#) (PDF file - 39.2kB)

Appendix D: [Insurance letters](#) (DOCX file - 16.2kB)

9. More information

Supporting content

Policy

[Duty of Care for Public School Students Policy](#)

Procedure review date

1 January 2022

Procedure last updated

28 June 2023