These guidelines have been developed to support the provision of structured workplace learning for students undertaking mandatory work placement as part of a NSW Higher School Certificate (HSC) Industry Curriculum Framework (ICF) vocational educational and training (VET) course.

STRUCTURED WORKPLACE LEARNING IN NSW SCHOOLS
Work placement is a mandatory HSC requirement for a range of HSC VET courses including the 13 ICF courses: Automotive, Business Services, Construction, Electro-tecnology, Entertainment Industry, Financial Services, Hospitality, Human Services, Information Technology, Metal and Engineering, Primary Industries, Retail Services, Tourism and Events. These ICF VET courses are available to students in years 11 and 12 and also to students in years 9 and 10 in appropriate circumstances through the early commencement pathway for Stage 5 VET courses. Guidelines for access to VET courses by students in Years 9 and 10 are available at: [http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html)

The NSW Board of Studies Principles supporting Structured Workplace Learning are detailed at Appendix One

NSW STATE ADVISORY COMMITTEE FOR WORK PLACEMENT COORDINATION
The Structured Workplace Learning Coordination Program is advised by the NSW State Advisory Committee for Work Placement Coordination.
Membership of this group includes the NSW Department of Education and Communities (DEC), the Catholic Education Commission NSW, the Association of Independent Schools NSW, the NSW Board of Studies and major stakeholder groups such as the Australian Industry Group and Australian Business Limited.

MANAGEMENT OF THE STRUCTURED WORKPLACE LEARNING PROGRAM
The Structured Workplace Learning coordination program is managed state-wide by the Senior Pathways Unit, NSW DEC on behalf of the Catholic Education Commission NSW, the Association of Independent Schools NSW and TAFE NSW.
In this role, the Senior Pathways Unit manages:
- Funding Agreements for all service regions in NSW
- Ongoing liaison with Work Placement Service Providers
- The work placement website [www.workplacement.nsw.edu.au](http://www.workplacement.nsw.edu.au)
- Annual professional development activities for Work Placement Service Providers
- The Sydney Access program
- Maintenance of the go2workplacement website

WORK PLACEMENT SERVICE PROVIDERS

Definition
Work Placement Service Providers are non government, nonprofit organisations contracted to support and coordinate mandatory work placements for students undertaking HSC ICF VET courses within a specified service region.

Work Placement Service Providers will work with local schools with secondary enrolments, TAFE NSW colleges and campuses, and employers to coordinate HSC ICF VET work placements for all eligible students within the service region.

Service Regions
There are 30 service regions in NSW. Each region will be serviced according to a separate funding agreement for each Work Placement Service Provider but an organisation may hold agreements for multiple service regions. These service regions are the same regions identified in the Commonwealth initiative detailing Partnership Brokers and Youth Connection Providers.

For further information about Service Regions see Appendix Two.

Funding Agreements
The funding applicable to each service region is calculated annually and is fixed for that year. The value of the funding is calculated using a funding weighting across a number of factors. These include geographical remoteness, (based on Australian Standard Geographical Classification (ASGC) mapping) and historical student demand for Structured Workplace Learning. Student activity is used to provide an indicative demand for the current school year but cannot be seen to an absolute target.

The student activity level reflects all home school activity and is indicative of the number of students likely to require placement for the year of the contract but should not be seen as an absolute level of activity. More students may require placement and some students may require additional placement.

Protection of Children
Work Placement Service Providers must comply with the provisions of the Commission for Children and Young People Act 1998 and all related legislation (Child Protection Legislation) including without limitation:

- ensuring that personnel, and volunteers performing work or persons undertaking practical training who are or will be assigned to work on the program comply with the Child Protection Legislation
- carrying out employment screening of each worker who is or will be assigned to work on the program, provided that any worker who declines being screened does not work on the program
- notifying DEC of any relevant disciplinary proceedings in relation to the Child Protection Legislation against any worker who is or will be assigned to work on the program or of any applicant in relation to the program is rejected for child-related employment
- not assign, or continue the assignment of, a prohibited person in relation to the program or allow such prohibited person to undertake work in relation to the program.

Work Place Service Providers have an obligation to take reasonable steps to minimise risk to students
Professional Development
Work Placement Service Providers will undertake relevant professional development for staff who are engaged to work on the Structured Workplace Learning coordination program.

Work Place Service Providers will also participate in regular network meetings across neighbouring service regions and with education sector representatives.

The Funding Agreements for each service region will identify an indicative funding level to be allocated for professional development activities.

Reporting Requirements
Work Placement Service Providers are accountable for service delivery in their Service Region and are required to adhere to reporting requirements which form part of the Funding Agreement.

Work Placement Service Providers will maintain accurate, appropriate records of their work with schools, TAFE and employers.

Work Placement Service Providers are required to complete online, milestone progress reports and an annual report. Information from students, schools and employers about the quality of the work placement will also be collected on the work placement website http://www.workplacement.nsw.edu.au/feedback.php

IMPLEMENTATION OF STRUCTURED WORKPLACE LEARNING COORDINATION

On behalf of schools and TAFE NSW Institutes, Work Placement Service Providers coordinate work placement opportunities that encourage the practice, development and refinement of HSC ICF VET competencies in a work place setting.

Within a service region, the following activities carried out by the Work Placement Service Providers support the coordination of work placement:

Working with schools and TAFE
- determine current and future needs for work placements
- supporting the implementation of go2workplacement.com to promote work placement readiness for students undertaking work placement
- providing participating schools and TAFE NSW, in a timely fashion, with appropriate workplace opportunities to enable schools and TAFE colleges to match students and ensure satisfactory completion of work placement
- liaising with, and giving assistance as required
- ensure that the special needs of students are appropriately supported in the workplace
- maintenance of effective communication with stakeholders (participating schools, TAFE NSW Institutes and host employers)

Working with Employers
- recruitment of suitable employers to host work placements
- promoting employer compliance with the Workplace Learning Policy for Secondary Students in
Government Schools and TAFE NSW Institutes Policy (reference number PD/2005/0016/V03) and related mandatory documents. Non government schools will also have policy documents relating to this work

- reinforcing requirements of work placement including the need for supervision of students by competent persons who are adequately briefed for the task
- students with special needs should be provided with opportunities on the same basis as other students - liaising with employers around adjustments and accommodations that students with special needs may require
- introducing go2workplacement.com to employers and promoting the resource and associated documentation
- participating in relevant local community networks including Work Place Service Provider forums to promote structured workplace learning
- annual evaluation of employers (taking into account feedback from stakeholders) to maintain program quality
- maintenance of effective communication with stakeholders (participating schools, TAFE NSW Institutes and host employers)

**Work Placement Readiness**

Work Placement Service Providers will liaise with schools and TAFE institutes regarding work placement readiness.

Suitable pre-placement activities must be provided by the school or where relevant, by the TAFE NSW institute or RTO to prepare all students for workplace learning and to optimise the planned workplace learning experience.

**Go2workplacement**

A new resource, go2workplacement.com will be implemented from Term 2, 2013.

The on line resource will assist students enrolled in HSC VET ICF courses to get the most out of their work placement by identifying the skills and competencies they want to focus on during their time in the workplace.

Work Place Service Providers will work with schools and TAFE to implement the resource and will promote it to participating employers in their service region.
PAYMENT TO STUDENTS
Students in NSW undertaking Structured Workplace Learning are not paid employees and therefore host employers are not required to make any payment to them.

INSURANCE REQUIREMENTS
Each of the education sectors maintain insurance and indemnity arrangements to cover injury to students, loss or damage occasioned by students and indemnity arrangements for host employers. Conditions apply.

Student Placement Records need to be accurately completed and signed appropriately.

As standard business practice, employers must have current public liability insurance coverage.
Appendix One: NSW Board of Studies Principles supporting Structured Workplace Learning

The NSW Board of Studies has identified the following principles relating to Structured Workplace Learning:

**Principle 1 - Work placement must have a clearly articulated and documented purpose. The structure of the work-based learning experience needs to be planned and developmental.**

A range and number of purposes are possible including, for example:

- learning about a particular industry, workplace culture and career opportunities
- practicing skills learnt off the job
- developing new skills
- improving work-related skills
- developing skills including employability skills such as teamwork, using technology and problem-solving
- achieving entry-level competencies
- achieving workplace performance of particular competency standards
- assessing in a realistic environment or allowing for holistic assessment
- providing opportunities to build skills in a developmental manner from the simple to the complex
- providing opportunities for the learner to reflect upon the workplace learning experience in the context of individual current knowledge and understanding
- encouraging students to undertake further education and training.

**Principle 2 - The scheduling of the work placement should reflect student readiness and should complement off-the-job learning programs.** The scheduling of the work placement should take account of:

- whether or not students are workplace-ready in terms of the competencies they will need to develop and demonstrate in the workplace
- how the timing of the work placement links to overall course planning
- the degree of flexibility available at both the workplace and the school
- how the alignment of both on- and off-the-job competencies can be best achieved.

An individual work placement program focusing on a developmental approach should be negotiated with the workplace supervisor/employer. This approach should focus on students moving from simple to more complex tasks. Dependence on supervision should reduce over time as students move towards greater independence in the workplace. The ultimate goal of a work placement should be competence and autonomy in the range of tasks required for the job being undertaken.

**Principle 3 - Work placement should be relevant to the VET courses being undertaken.**

The ‘real’ tasks being undertaken in the workplace should complement the tasks and learning being undertaken by the students in their VET courses at school. Work placement may also provide students with the opportunity of having learning outcomes/units of competency assessed in the workplace by accredited trainers and assessors.
Principle 4 - Work placement can provide opportunities for work-based assessment.

Not all industry curriculum frameworks specify that it is mandatory for competencies to be assessed in the workplace. Assessment events should relate to overall course planning and the purpose of the work placement. In a competency-based course, assessment of competencies is criterion-referenced. This means that a participant’s performance is judged against a prescribed standard – not against the performance of other participants.
APPENDIX 2

WORK PLACEMENT SERVICE PROVIDERS
(Regional NSW)

WORK PLACEMENT SERVICE PROVIDER
REGION

13. Southern Tablelands & Snowy
14. Illawarra-Wollongong
15. Lower South Coast
16. Central Murrumbidgee-Wagga Wagga
17. Lower Murrumbidgee
18. Central-Murray-Albury
19. Central Tablelands-Lachlan
20. Central Macquarie-Dubbo
21. Upper Darling
22. Far West
23. Lower New England
24. Upper New England
25. Richmond-Tweed
26. Clarence-Coffs Harbour
27. Hastings-Port Macquarie
28. Hunter
29. Newcastle
30. Gosford-Wyong

WORK PLACEMENT SERVICE PROVIDER

Capital Region
Illawarra Schools Workplace Learning Program
Wesley Mission
COMPACT
GetSet
MICEEP Inc.
Western Student Connections
Western Student Connections
Western Student Connections
Western Student Connections
Careers Network Inc.
Careers Network Inc.
CONNECT
Youth Directions Inc.
Mid Coast Connect
Hunter Valley Youth Express
Careers Links
Youthconnections.com.au
1. Sydney Eastern Suburbs
   Sydney Business Education Partnership
2. Upper St George-Sutherland
   St George Workplace Learning
3. Lower St George-Sutherland
   Sutherland BEN
4. Lower North Sydney
   Youthconnections.com.au
5. Northern Beaches
   Northern Beaches BEN
6. Central Northern Sydney
   HILSIP
7. Central Western Sydney
   AUSSIP
8. Blacktown
   BREED
9. Outer Western Sydney
   School Industry Partnership
10. Canterbury-Bankstown & Inner Western Sydney
    Canterbury Bankstown Career Connections
11. Upper Outer South Western & Fairfield-Liverpool
    South West Connect
12. Lower Outer South Western Sydney
    Macarthur Workplace Learning