



## Additional information for parents and caregivers supporting their student in workplace learning

Please note: the page reference after each question refers to the page in the above guide.

### Can my student do work experience in another state or territory? (See page 5)

Most placements will be within commuting distance of home. It is rare for an interstate placement to be warranted unless the school is located on or near an interstate border or the industry does not exist in NSW.

If you are considering an interstate placement, you should first contact the school, or where relevant the External Vocational Education and Training (EVET) provider in conjunction with the school. Interstate placements may need additional documentation and/or take longer to plan.

### Are there any prohibited activities for workplace learning? (See page 6)

Yes. Some activities are completely prohibited e.g. working on a roof, while other activities have conditions attached. There are restrictions on the operation of machinery and equipment, the service of alcohol, work on construction sites and adventure or sporting activities in industries such as tourism.

Students are not allowed to undertake activities requiring a licence (e.g. a driver's licence), permit or certificate of competence unless they already hold the relevant licence, certificate or permit. Even then, the activity must relate directly to the learning activities of the placement. Employers must list these activities on the Student Placement Record prior to placement approval.

Please note: students are not expected to drive their own vehicles while undertaking activities on behalf of the host employer. They should not be asked or directed to drive the employer's vehicles or any client's vehicles while they are on a workplace learning experience.

Any driving of vehicles is expected to be rare, and must be detailed on the Student Placement Record prior to placement approval. Students need to be reminded that it is against the law to use a mobile phone whilst driving.

Some higher risk industries will require a student to undertake training prior to their work placement. For example, all students doing workplace learning in the construction industry and for the HSC VET course Entertainment Industry must complete the general construction induction training (GIT) as a prerequisite to placement.

For the full list of prohibited activities, go to [Prohibited Activities and Activities That Need Special Consideration](#).

The school or EVET provider can also advise you if you have any further queries.

### Special consideration is needed with the following activities that have conditions.

#### Placements involving the driving of golf carts, quad bikes, tractors or other farm vehicles.

Placements involving the student operation of golf carts, quad bikes, tractors or other farm vehicles **must be carefully considered**, even where these activities are considered to be essential to achieving the outcomes of the placement.

For these placements to be approved, the vehicle **and the activity** must be adequately risk assessed as being safe for the student. Students must have successfully completed an accredited formal training course or related course competencies or have demonstrated substantial experience in the safe operation of these vehicles. **Students riding quad bikes must be at least 16 years of age** and wear an approved helmet with the strap in place.

Required PPE other than helmets include:

- eye protection eg goggles
- hand protection eg gloves
- long sleeve shirt and full length pants
- sturdy footwear eg boots.

Note: Until an Australian standard is issued, consider the use of helmets that comply with the New Zealand standard NZS 8600:2002.

**The student still needs to be closely supervised. They must not be reckless or careless.**

**Students with little or no experience must not operate these vehicles.** The only exception is where the school or relevant EVET provider is satisfied before the placement is approved that the host employer can satisfactorily manage the activity for the student and has substantial experience in providing the appropriate quality training and on-going close supervision. This is a decision for the school or EVET provider in consultation with the school.

In order to ensure the school or EVET provider is satisfied that the activity is safe, the risk assessment must be documented and sighted by the school principal/EVET provider manager prior to approval.

For information about quad bikes, see:

<https://www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/quad-bikes>

### Placements involving equine work

No matter how experienced or competent a student may be in riding or working with horses, there are still potentially extreme risks. Extreme caution is needed to avoid injury or disability.

**A risk assessment must be undertaken to ensure the activity is appropriate and safe and that the horse is fit for purpose and the age and experience of the rider.** SafeWork NSW information about [horse-related injuries](#) is available on the WorkCover website.

Approval of the placement rests with the school or EVET provider in consultation with the school.

### Placements requiring prior training (See page 6)

All workplace learning in the **construction industry (and also for the HSC VET subject Entertainment Industry)** requires as a pre-requisite that the student completes Work Health and Safety induction training for construction work and holds the general construction induction

training card (CIC or 'white card'). **The department expects school students to undertake this training in a face to face delivery mode.** This supports duty of care considerations.

### When are vaccinations needed? (See page 6)

Students undertaking courses within the HSC Industry Curriculum Framework, *Human Services*, may be required to undergo screening and vaccination.

Courses in the Human Services framework include:

- Certificate III in Individual Support (Ageing)
- Certificate III in Allied Health Assistance
- Certificate III in Health Services Assistance (Assisting in nursing work in acute care).

The host employer, school or EVET provider will advise the student of any vaccination requirements. These will be recorded on the Student Placement Record.

In addition, there might be times when an early childhood education host employer advises school students planning to undertake work experience that it is desirable for the student to be vaccinated against particular childhood illnesses. The National Health and Medical Research Council (NHMRC) recommends that all educators and other staff are immunised against pertussis; measles-mumps-rubella (MMR); varicella and hepatitis A. Vaccination against influenza is also recommended for staff.

For more information, see Section 4.2 in the Fifth Edition 'Staying Healthy - Preventing infectious diseases in early childhood education and care services' available at:

[http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

### What insurance and indemnity provisions are in place for approved workplace learning programs? (See page 6)

The department has specific insurance and indemnity arrangements for students injured while on approved workplace learning which also includes travelling directly to and from the workplace. **Parents and caregivers need to first finalise any medical accounts and then claim from their Medicare and private health funds** before a request can be made to the department to cover any outstanding 'out of pocket' expenses.

If a student sustains a significant injury as a result of participating in an approved workplace learning program, the department ensures the student will not be worse off than someone undertaking paid

employment who sustains the same injury and who is covered by the Workers Compensation Act. For that reason, the department uses the NSW Workers Compensation Act as a benchmark to compensate students for medical treatment and rehabilitation costs. Because students are not being paid, compensation does not include loss of income. Similar to paid employees, students also have a right under common law to seek compensation if it can be established that the injury was caused by the negligence of the host employer, the department or a third party.

**Please note:** These insurance provisions only apply to workplace learning programs approved by the school, or where applicable, approved by the TAFE NSW Institute, or by the private or community registered training organisation for external placements only. **Approval must be recorded on the Student Placement Record prior to student attendance at placement.**

The private or community Registered Training Organisation (an EVET provider) will provide details of insurance arrangements for any student placements within their own organisation. However, the school continues to have a duty of care while the student is participating in a course conducted by an EVET provider that has been contracted to deliver a course for the students. EVET providers liaise regularly with schools when arranging work placements for school students.

**In terms of workplace learning, what does the department regard as normal business hours? (See page 6)**

**Normal business hours** are the hours we generally know as 9 - 5pm. This may vary an hour either side of this time and your school or EVET provider will inform you of the timeframe when staff are contactable for supporting your student in a workplace learning situation.

**Who can be the alternative nominated contact for my student outside normal business hours? (See page 6)**

The contact must be an adult person and cannot be the host employer or any of their employees. This is to ensure the student has a contact who is independent of the host workplace.

**What responsibilities will my student have in the workplace under work health and safety legislation? (See page 7)**

Under the *Work Health and Safety Act 2011 (NSW)* the definition of 'worker' includes 'a student gaining work experience'.

Under the Act students must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, and what they do not do, does not adversely affect the health and safety of others
- comply with reasonable instructions about health and safety given by anyone on behalf of the business
- co-operate with reasonable workplace health and safety policies and procedures that they have been told about.

Penalties are possible for breaching these obligations.

**Where can I get further information about Work Health and Safety legislation for my student? (See page 8)**

'In Working Order' is a tool kit for parents of young workers as well as educators, employers, and supervisors. It will assist in developing young people's understanding of:

- Workplace safety rights and responsibilities
- Recognising, assessing and managing workplace hazards
- Communication and negotiation skills.

[In Working Order](#) contains resources and useful links to help young workers develop strategies and skills to prevent injury and promote workplace safety.

**Who can I contact to discuss aspects of my student's workplace learning program? (See page 8)**

1. In the first instance, contact your student's school as they have developed the program of learning for your student.
2. You can also contact the Senior Pathways Adviser responsible for workplace learning at the local office of the department. Contact details can be obtained from your student's school.
3. Senior Pathways in the state office of the NSW Department of Education can be contacted on (02) 9244 5425.

Rosemary Brook  
Leader, Senior Pathways  
Secondary Education  
NSW Department of Education  
May 2017