

**01 VET COORDINATOR TO PROVIDE WORKPLACE LEARNING (WL) WITH CLASS LISTS**

- 01.1 The teacher or VET Coordinator is to provide these details. WL will confirm the details of the class with the class teacher at the commencement of the organisation of the workplacements

**02 STUDENTS REGISTER FOR WORKPLACEMENT**

- 02.1 Students are to register online at [www.studentrego.com](http://www.studentrego.com). The registration code for your class to apply for workplacement is (TBA)

**03 WORKPLACE LEARNING (WL) TO SOURCE SUFFICIENT AMOUNT OF EMPLOYERS**

- 03.1 WL has a database of employers who have assisted with workplacements in previous years. It is not always possible for an employer to host a student on a requested week. If the employer is able to assist on an alternate week, WL will contact the teacher to negotiate (we understand this is not always doable due to the school curriculum)
- 03.2 If a student has a particular employer in mind for workplacement (relevant to the industry framework they are studying), the teacher is to notify WL with details of the employer not less than 6 weeks prior to the commencement of the workplacement. WL will then contact the employer, arrange a visit to the workplace and discuss workplacement and its requirements
- 03.3 On occasion, there may not be enough employers able to host a student on a particular week. WL will endeavour to source extra placements, however in the instance where this isn't possible WL will contact the teacher to negotiate an alternate week for the student if there is no alternative

**04 WL TO PROVIDE A LIST OF EMPLOYERS PRIOR TO THE WORKPLACEMENT DATE**

- 04.1 WL will provide the teacher with a list of available employers for the week of the scheduled workplacement
- 04.2 It is the teacher's responsibility to appropriately match a student to an employer. After matching is done, the completed form must be returned to the WL office so that Student Placement Records can be generated on behalf of the school

**05 WL TO GIVE A WORK READY TALK TO STUDENTS AND HAND OUT STUDENT PLACEMENT RECORDS**

- 05.1 WL will, in most cases, hand deliver the Student Placement Record (SPR) and any other documentation to the school, via the VET Coordinator. At this stage, WL can undertake a "work ready session" with the students. You or your VET Coordinator will need to contact your local WL office to book in your work ready session/s.
- 05.2 This is also an opportunity for the teacher to hand out the student logbooks, emergency contact cards and any other relevant documents

**06 STUDENT IS TO CONTACT EMPLOYER TO ARRANGE A PRE PLACEMENT INTERVIEW**

- 06.1 The student must contact the employer to arrange an interview to discuss aspects of the workplacement with the employer. At this time, the employer will sign the SPR. **Without the signature from the employer prior to the placement, the student may not have CEO insurance**

**07 STUDENT IS TO RETURN THE SPR TO SCHOOL**

The following are school obligations as per the Workplacement Policy & Procedure document:

- 07.1 The SPR must be checked and corrected where necessary and then signed by the student, the parent, the employer and the student's school (teacher/Coordinator or delegate) on a date PRIOR to the workplacement commencing
- 07.2 The school is responsible for making copies of the SPR. Copies are to be given to the student, the parent and the employer. The original is to be kept with the students file at school
- 07.3 The school is required to provide each student with a logbook (as a means for providing information to the employer and recording information during the workplacement, including the student's timesheet) and emergency contact card. For more information regarding logbooks, please see your RVEC.
- 07.4 (SEE 5.2) The timing of the interview will allow the student to return the SPR to the school for their approval (signature), however it is recommended the student makes contact as soon as they receive the SPR from WL. This ensures the employer is aware that the student will definitely attend the workplacement so appropriate tasks can be set aside for the student

## 08 STUDENT IS TO ATTEND WORKPLACEMENT

- 08.1 The student is required to attend a minimum 35 compulsory hours of workplacement. This can include after hours and weekend work at the approval of the school
- 08.2 The hours can be staggered over a number of weeks or undertaken in a block placement (at the school's discretion)

## 09 TEACHER IS TO UNDERTAKE A DUTY OF CARE VISIT/PHONE CALL

- 09.1 As per the CEO Policy, it is a requirement for the school to undertake a Duty of Care visit. This is preferably done as a site visit
- 09.2 In the instance where there are EVET students (students undertaking an Externally delivered VET course as part of the HSC) the TAFE has the duty of care
- 09.3 For further information on the CEO policy please refer to your CEO RTO Manager or refer to the *RTO 90487 Handbook* on the CEO website:

<http://www.dow.catholic.edu.au>

## 10 PLEASE ADVISE WL OF THE FOLLOWING, NO LESS THAN 6 WEEKS PRIOR TO THE PLACEMENT

- 10.1 Any student who has left the course or who hasn't been a regular attender
- 10.2 Any student who you feel is considered "not work ready"
- 10.3 Any student who is undertaking a SBAT (School Based Apprenticeship or Traineeship)
- 10.4 Any student who has a medical condition or special need that may impact their workplacement
- 10.5 Any new host employers that you would like WL to contact
- 10.6 Any student who has a part time or casual position with an employer in their chosen industry (these students can apply for Recognition of Prior Learning)

## CONTACT US

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# CEO VET WORKPLACEMENT FLOWCHART

