WORKPLACE LEARNING - TIMELINE & RESPONSIBILITIES

STAGE	WHEN	WHAT HAPPENS
ONE **FORECAST** **WORKPLACE** **LEARNING**	Up to 6 weeks prior to placement	Students complete their work readiness course http://myworkexperience This resource is available and required for schools in NSW and the ACT. The student **MUST** provide an electronic copy of the completion certificate to their Workplace Learning Coordinator. The coordinator adds this to the student's central file. Students can **NOT** attend work placement without first submitting a work readiness certificate.
		Students who select a self-sourced work placement complete the Workplace Learning Self Sourced Placement **Self-sourced work placements will not be accepted if paperwork is delivered less than 6 weeks before Workplace Learning commences.** The employer must contribute to the risk assessment. Sample risk assessments have been completed for some industries. They must be contextualised to the workplace the student is attending.
TWO **SCHOOL AND** **SYSTEM** **PREPARATION**	6 weeks prior to placement	Special Approvals Some workplace learning opportunities require special approval. These include: • Animals • Mining • Abattoirs • Forestry – discuss with RTO Manager To access these placements, complete the required form AND the Student Placement Record. Send documents to RTO Manager at the Catholic Education Office
	4 weeks prior to placement	Special Arrangements Some workplace learning opportunities require approval for special arrangements. These include: • Vehicle Travel with Employer Authorisation • Overnight Accommodation Authorisation Applications are to be completed and forwarded to the RTO Manager for approval
THREE **ARRANGE** **WORKPLACE** **LEARNING**	2 - 3 weeks prior to placement	Workplace Learning Coordinator to organise Work Placement Packages, which includes: ↬ 3 x Student Placement Records (School, Employer & Parent) - Employer SPR must not have student address ↬ Student Safety Emergency Card ↬ Workplace Learning Visit Report

STAGE	WHEN	WHAT HAPPENS
	1 week prior to placement	Students return the signed Student Placement Record (SPR) to their Workplace Learning Coordinator. Students who do not return a signed SPR are **NOT** permitted to attend work placement. A signed hard copy of the SPR is filed in the school administration student file. Teacher to organise the workplace learning visitation day with school leadership

FOUR
FINALISE
ARRANGEMENTS
	1 week prior to placement	**Teacher:**
		
		↳ to follow up any SPRs that have not been returned
		
		↳ to revisit workplace requirements including whether the student has and understands:
		   o any required Personal Protective Equipment (PPE),
		   o Work Health and Safety issues (e.g. bullying, site safety, how to report concerns),
		   o key contacts,
		   o employer and student expectations, and
		   o all documents are complete.
		
		↳ to ensure students contact their employer to confirm any details as stated on the SPR, e.g. Start/finish times, location, PPE and any special requirements.
		
		↳ to email all school personnel of the students attending placement.
		
		The Workplace Coordinator is **NOT** to make a phone call confirmation for placement, this is the student's responsibility and an opportunity to develop communication skills.
		
		NO SPR = NO PLACEMENT
		
		Teachers encourage students to write a thank you letter to the host employers at the conclusion of their placement.

DURING PLACEMENT

The responsible teacher or administrative staff calls the student on the first day of the Work Placement block

Confirm attendance / appropriate dress & punctuality.

A message should be left if contact can't be made.

Wednesday - Friday

Teachers to visit as many students as possible. A phone call (additional to the first-day call) should be made to any students not visited.

Students, parents employers or teachers should discuss any concerns they have with Workplace Learning Coordinator.

Teacher to complete work placement visitation documentation and add to the student's central file.

Post Work Placement

Teacher (or attendance administrative staff) amends the attendance register to account for any absences, and follows up any absence as required by the CECG Attendance Policy.

Any additional documentation is added to the student's central file.

Teacher returns filed documents to students, for students' portfolios.

CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

WORK PLACEMENT - TIMELINE & RESPONSIBILITIES

STAGE	WHEN	WHAT HAPPENS
ONE **FORECAST WORKPLACE LEARNING**	September/October	Vocational Education and Training (VET) Coordinator liaises with school to determine projected VET classes, approximate student numbers and preferred Work Placement (WP) weeks for the following year. VET Coordinator sends details to the Work Placement Service Provider (WPSP).
	October/November	WPSP sends draft calendar to VET Coordinator who informs school leadership, admin and VET teachers. Details to be placed onto the school calendar.
TWO **SCHOOL AND SYSTEM PREPARATION**	Start of February	VET Coordinator meet with new VET teachers for WP training, including; 1. Student registration 2. Calendar access 3. Student WP allocations 4. Creating and printing Student Placement Record (SPR) 5. Creating and printing employer summary 6. Phone calls and monitoring attendance
	End February	VET Teachers **MUST** ensure that **ALL** VET students have registered with the WPSP.
	Term 1 / Term 2 (first year of course)	Work Readiness delivered by VET Coordinator in partnership with VET teacher(s). The VET teacher is to ensure that **ALL** students studying VET courses complete go2workplacement modules for each VET course they are studying. http://www.go2workplacement.com/. This resource is available and required for schools in NSW and the ACT.
	4 weeks prior to placement	The student **MUST** provide an electronic copy of the completion certificate to their teacher. The teacher uploads the copy into the relevant work placement sub folder in the school VET compliance folder. Students can **NOT** attend work placement without first submitting a work readiness certificate.
	Throughout the delivery of the course	Teachers embed work readiness and employability skills into their delivery. Work placement should not be an add-on, it should be part of the course.
THREE **ARRANGE WORKPLACE LEARNING**	**8 weeks** prior to placement	Students informed of Work Placement Block week. Students who **self-source** their WP, must deliver completed paperwork to be authorised by the school **6 weeks** before WP commences. VET Teacher supplies the standard Self-Sourced Form to WPSP. **Self-sourced work placements will not be accepted if paperwork is delivered less than 6 weeks before WP commences.**

CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

STAGE	WHEN	WHAT HAPPENS
	4 - 6 weeks prior to WP commencement WPSP provide Work Placement Opportunities	Teachers work with the students to match employers based on individual requirements and needs. Teacher to cc. VET COORDINATOR into ALL communication WPSP. Teachers **MUST** liaise with the diversity team to ensure best placement of students with needs.

	3 - 4 weeks prior to placement	Teacher to organise Work Placement Packages, which includes:
		  ↳ 3 x Student Placement Records (School, Employer & Parent) - Employer SPR must not have student address
		  ↳ Student Safety Emergency Card
		  ↳ Workplace Learning Visit Report
		  ↳ Service Period Log (Hospitality Students only)
		
		Students return the School Student Placement Record to their teacher. The VET teacher must ensure that all SPR are returned signed. Students who do not return a signed SPR are **NOT** permitted to attend work placement.
		
		A signed hard copy of the SPR is filed in the school administration student file.
		
		Teacher to organise the work placement visitation day with school leadership & VET Coordinator.

FOUR
FINALISE
ARRANGEMENTS
	7 Days prior to placement	**Teacher:**
		  ↳ to follow up any SPRs that have not been returned
		  ↳ to revisit work placement requirements including whether the student has and understands:
		    o any required Personal Protective Equipment (PPE),
		    o Work Health and Safety issues (e.g. bullying, site safety, how to report concerns),
		    o key contacts,
		    o employer and student expectations, and
		    o all documents are complete.
		  ↳ to ensure students contact their employer to confirm any details as stated on the SPR, e.g. Start/finish times, location, PPE and any special requirements.
		  ↳ to email all school personnel of the students attending placement.
		
		The Teacher / VET Coordinator is **NOT** to make a phone call confirmation for WP, this is the student's responsibility and an opportunity to develop communication skills.
		
		NO SPR = NO PLACEMENT
		
		Teachers encourage students to write a thank you letter to the host employers at the conclusion of work placement.

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Archdiocese of Canberra & Goulburn

DURING PLACEMENT

The responsible teacher or administrative staff calls the student on the first day of the Work Placement block

Confirm attendance / appropriate dress & punctuality.

A message should be left if contact can't be made.

Wednesday - Friday

Workplace Learning Coordinator (WLC) to visit as many WP students as possible. A follow-up phone call (additional to the first-day call) should be made to any students not visited.

Students, parents employers or teachers should discuss any concerns they have with the Workplace Learning Coordinator.

Teacher to complete work placement visitation documentation and add to the student's central file. .

Post Work Placement

Students return Work Placement Learning Report and Placement Work Card to the Workplace Learning Coordinator, and the coordinator checks report and documentation are complete.

Teacher (coordinator or attendance administrative staff) amends the attendance register to account for any absences, and follow up any absence as required by the CECG Attendance Policy.

Teacher to record placement hours and follow up incomplete hours, issues and concerns.

Teacher or admin staff scan WP Learning Report / Placement Work Card file it in VET compliance folder
Teacher returns filed documents to students, for students' portfolios.

NB: Sydney Access Program - The Star (IT and Hospitality) Elite students only
Teachers should be encouraging dedicated and keen students.
Students will need to apply online at https://sydneyaccess.workplacement.nsw.edu.au/