Casterton
Secondary College

27 Mount Gambier Road, Casterton VIC 3311
Phone: (03) 5581 1588
Fax: (03) 5581 1518
Email: casterton.sc@edumail.vic.gov.au
www: www.castertonsc.vic.edu.au

School Based Apprenticeship, Structured Workplace Learning and Work Experience Policy

Casterton Secondary College is committed to providing individual pathways for all students.

A copy of this signed policy is distributed to parents and employers and a copy kept in the student's school file. On signing this policy, all parties are bound by the information it contains.

School Based Apprenticeship and Traineeship (SBAT)

School-based apprenticeship or traineeship combines:

- Part-time, practical experience in the workplace
- Formal, structured training with a registered training provider (RTO)
- School studies
- A school-based apprenticeship may also award credit towards the Victorian Certificate of Education (VCE) or Victorian Certificate of Education Vocational Major (VCE VM)
- A formal start to an apprenticeship thus making the student more employable.

Structured Workplace Learning (SWPL)

Structured workplace learning is "on the job" training during which a student gains employability skills. Students gain knowledge and skills or competencies related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA). These include Vocational Education and Training (VET) in Schools programs, Victorian Certificate of Education (VCE) or Victorian Certificate of Education Vocational Major (VCE VM). Structured workplace learning is an ongoing work placement often for one year or the duration of a student's VCE VM studies.

Work Experience

Work experience is part of the school's educational program where students experience the world of work, often for the first time. It is the short-term placement of students with employers, to provide insights into the industry, and the workplace in which they are located. Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise. Placements are undertaken at the employer's premises and have enormous benefits for students.

VET (Vocational education and Training)

Certificate II:	• Once completed students at this level have knowledge and skills for work in a defined context.
Certificate III:	• Once completed students at this level have theoretical and practical knowledge and skills for work.

Students are undertaking their Certificates as part time students. The time required to complete courses may vary; courses have different lengths and hours required.

Students complete their VET courses either online, by attending a provider such as Hamilton District Skills Centre or South West TAFE for half or one day per week in Hamilton, or some trades require block training (several days per term requiring students to have accommodation in another city).

Students are representing Casterton Secondary College whilst in their work placements and as such must demonstrate our school values of Respect, Persistence and Accountability. Students must also abide by all our school rules and policies including attendance, smoking, vaping, alcohol and drugs. Students travelling to and from Hamilton must behave in a respectful and safe manner at all times. Any issues concerning behaviour on bus and other transport may result in a ban from its use.

Responsibilities of Students

- Students are expected to behave in a manner which enhances their personal reputation and the reputation of CSC.
- **School Events -** Students must attend scheduled school events such as camps, sports and excursions. Students may not work on these or timetabled school days.
- **Placements -** It is the student's responsibility to contact their employer to organise; times, clothing, dates and any other requirements prior to commencing their positions.
- **Work Safe -** If any student feels they are being put in a dangerous or threatening position/situation they must cease what they are doing immediately, speak with their employer and report the matter to the Senior School Leader.
- **School Work -** Students must maintain a pass standard in their subjects at school, meet deadlines and adhere to the 90% attendance requirement. Students must catch up on work missed due to work days or block training.
- **VET requirements -** VET is a requirement, this is not an option. Students must complete and be successful at both school work and their VET component. If a student is leaving TAFE grounds for any reason, it is a requirement that a note signed by a parent or guardian is presented to their TAFE teacher.
- **Attitude towards work -** students must be punctual and dressed appropriately for their employment. Students should turn up to work each week with a positive attitude as the SWPL, SBAT or WE may lead to future full-time employment or at least provide a letter of reference.
- **Mobile phones -** Phones should be turned off and not accessed during work time. Parents should contact the employer/ supervisor in case of emergency.
- **Sick Days/inability to attend work or TAFE -** If unwell, students **MUST** contact their **employer and the CSC general office**. It is NOT appropriate to send a TEXT or email to an employer. A medical certificate may be required.
- **Work Productivity -** Students need to show initiative and be proactive in the workplace. Students should ask questions and be prepared to undertake any tasks that are assigned to them. Students should learn something new each week and make sure they are an indispensable part of the workplace team.
- **Body Language -** Students should be respectful of their position and time on the job. Speak positively to employers and fellow employees and display positive body language.
- **Facebook** and other networking sites- Students need to be careful what is posted as there is always someone watching. Misuse of social networking sites could result in the loss of an apprenticeship or SWPL.

Responsibilities of Employers

- To provide a safe working environment and familiarise the student with workplace health and safety practices
- Students are permitted to use the listed DANGEROUS PLANT and HAZARDOUS EQIPMENT **only if** they are explicitly required in the performance criteria or assessment requirements, of a unit of competency the student is undertaking, as part of a VET qualification (refer to the list the student, parent, employer school Agreement)
- Employers must provide students with the relevant health and safety induction and any activities must be carried out under direct supervision
- To teach students the skills and knowledge necessary to be successful in the workplace/trade
- Liaise immediately with the school, regarding any issues (with the health and safety, attitude, behaviour or work ethic of the student) arising in the workplace.
- To provide employment, only on the designated day/days unless prior approval is sought from the school. (Students are required to attend school camps, excursions and sports days).
- Acknowledge the partnership between the school, the student and their business and work to provide a positive experience for the student.
- Complete all paperwork in a timely manner
- Liaise with the Careers Coordinator and the Registered Training Organisations.
- Ensure that the student's supervisor/s and other employees in the workplace understand acceptable and unacceptable behaviours in dealing with students.
- Explain your workplace policies regarding bullying, harassment and discrimination, and any other behavioural standards or codes of conduct that apply to the workplace (including dealing with concerns or complaints), to the student.
- Read the CSC Child Safety and Wellbeing policy.
- Provide CSC with feedback on student performance and respond to staff enquiries via phone calls or staff visitation.

Work Insurance Information

Employers, students and parents please note that under the WorkSafe Insurance of the Department of Education and Training (State of Victoria) students may **only complete Work Experience and Structured Workplace Learning on approved and designated days.**

Variation to a student's work experience or structured workplace learning arrangement, MUST be approved in a timely manner, by the Senior School Leader and the Assistant Principal for the student to have WorkSafe Insurance through DET.

Under no circumstances does the DET WorkSafe Insurance cover the students **during the Christmas holiday period**. If employers want students to work during this time, the student MUST be insured by the employer's Insurance policy.

DET WorkSafe Insurance coves students who are undertaking approved activities in a safe manner.

MONITORING OF STUDENT WORK PLACEMENT

All students undertaking SBATs, SWL or work experience are visited in their workplaces and/or the employer receives a phone call from a representative of our school, to monitor student progress. Employers are required to complete appraisal forms to provide feedback to students.

ATTENDANCE

Students must comply with Casterton Secondary College's 90% attendance policy. Students who do not attend school, do not have the right to then attend their work placement and or HDSC. Failure to comply with our attendance policy may result in a student's work placement being suspended to allow the student to catch up on school/VET work.

SCHOOL SUSPENSIONS

If the student is suspended from school, they are also suspended from their work placement as SBATs and SWPLs are a contract between the student, the school and the employer. This is a NON-NEGOTIABLE outcome for a student receiving a suspension from school. The employer will be contacted by the Senior School Leader to explain the situation and length of suspension.

FAILURE TO COMPLETE WRITTEN WORK AND KEEP UP TO DATE WITH CERTIFICATE WRITTEN REQUIREMENTS

Students must ensure that all written work, assignments, assessment tasks, certificate bookwork, online tasks and homework are kept up to date. Failure to complete written work and or keep up to date with VET Certificate requirements may result in a student's work placement being suspended to allow the student to catch up on school/VET work.

DRIVING CARS

Students must abide by our ***Requirements of Students Driving Cars to School policy*** which states that students can only drive cars to and from school. **Students are not permitted to drive cars** to their places of work or places of study eg. HDSC.

CONSEQUENCES FOR STUDENTS

Serious breaches of conduct such as disrespect to staff or employers, causing harm to others, interfering with the property of others or bringing CSC into disrepute, may result in a student's removal from the work placement and/or the VCAL program.

Three Strike policy - Students will receive two official warnings in relation to unsatisfactory work, TAFE, VET or school performance/attendance. If a student receives their third strike either at school, TAFE or in the work place their contract will be cancelled. Work placements are an integral part of the VCE VM pathway and consequently students may not be able to satisfy the requirements. As a result, the student may be asked to, change into a VCE pathway (which could involve repeating a year) or leave school.

Under serious and exceptional circumstances, students may not receive the two warnings regarding unsatisfactory performance before their SBAT or SWL is cancelled.

If a student loses their SBAT/SWPL through poor attitude, unacceptable behaviour, unsafe practices etc, or decides that they do not like their placement, the school will not recommend them for further placements or be responsible for assisting the student to find a further placement.

Casterton Secondary College Principal, Meridith Walker, has authorised the following amendments in accordance with the standard agreement of Work Placement Ministerial Order 55:

I. Rural and remote region students may complete their SWPL with the one employer;
II. students may undertake more than 10 days a term to acquire the necessary skills associated with the placement;
III. students may undertake more than the prescribed number of days in a structured workplace where the skills obtained in the second semester are different to those in the first semester.

AGREEMENT TO ABIDE BY CASTERTON SECONDARY COLLEGE

WORK EXPERIENCE SBAT AND SWL GUIDELINES POLICY

Student medical/diagnosis/medication or other relevant information employers require to meet their duty of care and ensure the safety and wellbeing of the student. Employers must keep this information confidential.

_____

_____

The following equipment/machinery have been acknowledged as required as part of the student's VET assessment and qualifications and are thus approved for the student's use by parents, the employer and Casterton Secondary College.

□ Tractors, all-terrain vehicles and ride on mowers, with training and under supervision, where it is a requirement of the student's VET qualifications according to the Victorian Government Structured Workplace Learning Manual pages 37-37.

I _____ (student name) of

_____ (student address) have read, understood and agree to abide by the Casterton Secondary School Based Apprenticeship, Structured Workplace Learning and Work Experience Policy.

SIGNED_____ DATE: _____

I _____ (name), the parent/guardian of

_____ (student name) have read, understood and agree to support my child to abide by the Casterton Secondary School Based Apprenticeship, Structured Workplace Learning and Work Experience Policy.

SIGNED_____ DATE: _____

I _____ (employer name) of

_____ (Business Name) have read, understood and agree to abide by the Casterton Secondary School Based Apprenticeship, Structured Workplace Learning and Work Experience Policy.

SIGNED_____ DATE: _____

Chelsea Carter Meridith Walker

Senior Years Leader Principal