

Workplace Learning Policy

Djerriwarrh Community & Education Services (Djerriwarrh) recognises the importance of workplace learning within its training programs, and is committed to providing students with the opportunity to reinforce their skills and knowledge through structured workplace training.

Under the Education and Training Reform Act 2006 workplace learning arrangements are defined as either structured workplace learning, work experience or practical placements:

- Structured workplace learning applies to senior secondary students (15 years and over) who are enrolled in a VET course as part of their VCE or VCAL studies. It allows students to gain an understanding of the work environment and employer expectations in their VET study area.
- Work experience applies to senior secondary students (14 years and over) and involves short placements as part of a general secondary education program. Students observe the workplace and learn about career options.
- Practical placement is a vocational placement for post-secondary students enrolled in a VET course for which the placement is a required component. It does not apply to apprentices and trainees employed under a training agreement.

All structured workplace learning, workplace experience and practical placement arrangements will be made in accordance with the Education and Training Reform Act 2006 (including ministerial Orders 723 and 724) to ensure that students are protected through Department of Education and Training's insurance policy and WorkCover. Workplace Learning Agreements are a fundamental requirement to ensure the Department of Education and Training's insurance is activated.

To ensure the success of the workplace learning program, relevant managers and coordinators will maintain sound administrative and planning procedures. They will clearly convey the benefits of workplace learning to students and prospective employers, whilst developing and maintaining long term relationships with host employers. All practical placements will be implemented to ensure that training relates directly to competencies required in the training program and industry workplace.

Djerriwarrh arranges practical placement in accordance with Training Package requirements. If practical placement is an integral part of an accredited course provided by Djerriwarrh, its duration will be clearly stated in the course documentation and written agreement.

Where required by industry, students must be informed prior to placement of the need for a Police Check and/or a Working With Children Check.

Djerriwarrh will provide reasonable accommodation for students with a disability to undertake and complete placement. Students wishing to undertake placement in their paid or volunteer workplace will be required to complete an attachment to their placement agreement to clearly set out the conditions of their placement and to distinguish them from regular workplace duties.

An order under section 5.4.20 of the Education and Training Reform Act 2006 stipulates that students on practical placement are not required to be paid for the work on that placement.

Note: The practical placement provisions of the Education and Training Act 2006 **do not** apply where a training provider trains its own employees (i.e. internal placements) or where trainees/apprentices are employed under training agreements.

Students undertaking structured workplace learning or work experience have a fixed minimum rate of pay of \$5.00 per day.

Associated Policies	
Associated Procedures	PR 043a Practical Placement
Other associated documents Internal	FO 036 Practical Placement Agreement FO 037 Practical Placement Accident/Incident
Relevant Legislation	Child Wellbeing and Safety Act 2005 Disability Discrimination Act 1992 Equal Opportunity Act 2010 (Vic) Victorians Occupational Health and Safety Act 2004 Workplace Injury Rehabilitation and Compensation Act 2013 Work Health and Safety Act (2011) Working with Children Act 2005 Education and Training Reform Act 2006 (including Ministerial Orders 723 and 724) Education and Training Reform Amendment (Skills) Act 2011 Privacy Act 1988 Privacy and Data Protection Act 2014 Privacy Amendment (Notifiable Data Breaches) Act 2017
Other associated documents External	Amended Structured Workplace Learning Arrangement Form Amended Work Experience Arrangement Form Amended Structured Workplace Learning Travel and Accommodation Form Amended Workplace Experience Travel and Accommodation Form Department of Education & Training Practical Placement Guidelines Above located at www.education.vic.gov.au