



RTO

Registered Training Organisation
RTO No: 90413

Vocational Education & Training Courses

An Employer Guide to Workplace Learning

Welcome

Vocational Education and Training (VET) courses provides students with skills, knowledge and experiences to improve their job prospects and prepare them for work and further study after school.

The Association of Independent Schools NSW is the Registered Training Organisation (RTO 90413) for independent schools. We are responsible for ensuring a high quality of VET course delivery and assessment. This handbook has been prepared to provide you with the information that you need prior to student's commencing workplacement in your organization.

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Section 1

About Workplace Learning

This guide introduces you and your staff to the concepts of workplace learning. It explains the workplace learning programs available in Independent Schools in NSW, the support available to employers and your roles and responsibilities when hosting students in your workplace. It also includes a summary checklist for employers, both large and small, to help guide you through the workplace learning process.

What is workplace learning?

Workplace learning programs form part of the NSW secondary curriculum. They enable students to spend a planned period of time - usually a week – in the workplace, gaining practical experience, assisting their career choices and building their industry skills.

Workplace learning is available to students aged 14 years and older. Students are generally placed in an industry of their choice, reflecting the type of work they plan to do after completing their studies. For some students, workplace learning is their first experience of a workplace while others have done many hours of paid work in their part-time jobs.

What workplace learning programs are available?

There are two main types of program:

- Work Experience
- Work Placement

Work Experience

Work experience programs provide a general introduction to the world of work and assist students to develop a more informed opinion

about their career aspirations. They are usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12.

Work experience allows students to:

- observe a variety of work being done
- undertake supervised work appropriate to the student's skill level
- ask questions about the workplace
- gain skills related to being at work
- learn how enterprises work and how to be enterprising
- find out about careers, training and employment opportunities

Work Placement

Work placement is different from work experience as it is an integral part of Vocational Education and Training (VET) courses that can be completed by students for their Higher School Certificate (HSC).

These courses lead to nationally-recognised VET qualifications and it is important for students to have opportunities to apply their classroom learning in real work contexts.

These VET Courses may be delivered by the school or by an external VET provider eg TAFE.

During work placement students act as voluntary workers and are supervised by employers as they practice and extend the industry skills they have learned in their course. Students work towards gaining specific industry competencies and gather evidence that can contribute towards their course assessment.

Work Placement is a mandatory Higher School Certificate (HSC) requirement for students who elect to study an industry-based HSC Vocational Education and Training (VET) course at school.

Courses include:

- Automotive,
- Business Services,
- Construction,
- Electrotechnology,
- Entertainment,
- Financial Services,
- Hospitality,
- Information Digital Technology,
- Metal and Engineering,
- Primary Industries,
- Retail Services
- Tourism, Travel and Events.

understandings that will assist them in their transition to meaningful work

- evaluate their abilities and interests in relation to career choices

What are the benefits of workplace learning

Employers hosting students have the opportunity to:

- be involved in the education, career development and vocational training of young people in your community
- talk to students about your industry, its career paths and future directions
- promote the attitudes and skills you want in your workforce and help raise the quality of those coming into your industry
- meet students from diverse backgrounds who may have skills which can be useful to your organisation
- identify young people with potential for your industry
- increase the supervisory, training and mentoring skills of your staff
- strengthen your links with the community and raise your business profile.

Students have the opportunity to:

- experience real work situations
- access industry standard facilities, equipment and experienced staff
- develop self-confidence, skills and

Section 2

How workplace learning works

Who organizes the programs and placements?

Schools are generally responsible for arranging workplace learning programs. Where TAFE or a private or community registered training organisation delivers the course, they arrange the related placements in consultation with the school.

In the case of work experience, students may make their own approach to an employer for a workplace position and then submit the position to their school for approval.

For VET work placements, the approach may come from a **Work Placement Service Provider** which is funded to negotiate and coordinate these mandatory placements. These organisations have considerable expertise and resources to help you provide quality work placements. You can also contact them directly. Details are available at:

www.workplacement.nsw.edu.au

Each student's placement details are recorded on the AISRTO Student Work Placement Record. This needs to be signed by the student, the employer and the parent or guardian before final approval by the Principal or their delegate

How long will the student spend in your workplace?

This varies. Students usually spend a week with an employer but shorter or longer placements are possible. Some students come to a workplace for a half or one day per week for an extended period of time.

For a range of HSC VET courses, work placement is mandatory, and students are required to complete two weeks over two years. Each placement is usually with a different employer.

When can workplace learning occur?

Placements are usually scheduled on weekdays during school terms. This can be varied for individual students with the approval of their school Principal. For example, placements in school holidays may be approved on the condition that the same level of duty of care supervision is provided.

Restrictions apply to younger students in work experience programs. Students under 15 years cannot work before 7am or after 6pm.

Who has duty of care?

The school maintains a duty of care to students undertaking workplace learning. Schools are responsible for deciding if placements are suitable, preparing students for workplace learning, monitoring the student's progress and welfare during the placement and following up with them immediately afterwards. It is the responsibility of the host employer to provide a safe workplace environment and appropriate supervision for the student. Parents and carers are required to be, or to nominate, an alternative emergency contact for any incidents or accidents that occur outside normal business hours.

What is the general procedure for a placement?

Before the placement

- Host employers receive workplace learning guidelines
- Workplace positions are negotiated with employers and submitted to the school for approval
- Arrangements are confirmed to support student safety
- Students are matched to a position based on their course work and/or career planning. Their parents or carers sign off on the arrangements

- Teachers conduct work ready activities to prepare students for the experience.

During the placement

- Students attend the workplace every day of the program
- Host employers or nominated workplace supervisors supervise the students in the workplace, providing tasks that are agreed and appropriate and at times, challenging for the student
- The employer and workplace supervisor take action to provide a safe working environment, in accordance with the requirements of the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation
- Teachers make a supervisory visit or phone call to the employer and the student to check on their progress, safety and welfare. Where relevant, students are assessed for industry-based competencies
- Host employers report any incidents involving the student to the school.

After the placement

- Students record their experiences and review their career preferences and training pathways
- Host employers report on the student's performance in the workplace
- Teachers immediately follow up with the students to ensure maximum benefit and check on student safety.

How does an employer benefit from hosting students?

Being involved:

- gets you participating early on in the education, career development and vocational training of young people in your community
- gives you the opportunity to talk to students about your industry and the career and job directions you anticipate

- gives you some input into developing an enthusiastic and skilled workforce with the attitudes you want, especially for your industry
- lets you identify young people with potential that might be interested in joining your industry or your organisation
- raises the profile of your enterprise and develops more links for you with the local community
- provides your staff with good opportunities to increase their supervisory skills. For example, by developing and delivering the company's induction for students and acting as a coach or mentor for students while they are on placement.

Section 3

Legal requirements

Are students paid?

- No. Students on placement are classified as 'voluntary workers' and host employers are not required to make any payment to them under the Federal or State award covering their industry, the *NSW Annual Holidays Act* or the *Workers*.
- The one exception is where the student uses their part-time employment as part of their mandatory HSC VET work placement requirement. In this case, the student is not a voluntary worker and the insurance arrangements of the employer apply to the student. This arrangement must be negotiated with the employer and approved by the school.

What about insurance and indemnity?

- Schools can provide students with a copy of the current insurance cover to present to the employer on request.

Is there paperwork? Do I have to sign anything?

- Yes. Each student is issued with an AISRTO Student Work Placement Record to document the placement arrangements. Along with the parent/guardian and the student, you will be asked to provide some information and sign the Record.
- The Principal or delegate must approve the placement described on the Student Work Placement Record before the student can start. The approval activates the School's insurance and indemnity arrangements for you and the student.
- A full copy of the Student Work Placement Record, with the approval signatures, will be provided to you before the program starts.
- For mandatory HSC VET Work Placements, if a Work Placement Service Provider is involved, they will help you coordinate your part of the Student Work Placement Record.

Are there any other conditions?

- Yes. Students must be aged 14 years or over.
- Students under 15 years of age must not undertake workplace learning before 7.00am or after 6.00pm.
- No student can be directed to carry out any task that is not safe
- Employers and employees must respect the rights of students to a safe and healthy host workplace, free from harassment, discrimination and any conduct unacceptable in terms of child protection
- Students must not work in unsafe environments
- Host employers are expected to consult and cooperate with the student's school under the Work Health and Safety Act 2011 (NSW)
- Host employers must notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the school to fulfil its WHS obligations and support a safe placement
- Host employers must advise the school immediately if they need to change sites, redirect students to another location, or find asbestos on the site

How do I ensure my workplace is safe for students?

It is important that employers and their staff supervising students are aware of and are prepared to do the following while hosting students:

- provide a safe and positive environment compliant with the Work Health and Safety (WHS), Anti-Discrimination and Equal Employment Opportunity legislation and associated Regulations. More information is available from WorkCover NSW (www.workcover.nsw.gov.au) and the NSW

Office of Industrial Relations
(<http://www.industrialrelations.nsw.gov.au>)

- provide activities and skill development tasks appropriate to the student's skill level, while under supervision of a capable and trustworthy employee briefed for the task.
- ensure that any special needs of students, particularly students with a disability, are appropriately supported in the workplace. Some adjustments may be needed to accommodate their special needs. This should be done in consultation with the school.
- identify areas of risk and implement strategies to eliminate or minimise risk associated with activities undertaken by the student. These are to be identified on the AISRTO Student Work Placement Record.
- provide appropriate information, instruction, training and on-going supervision to ensure the student's safety during the placement.
- provide a workplace induction including relevant safety matters to orientate students at the beginning of the placement.
- provide personal protective equipment (PPE) where required and training in its correct use.

Likewise, students are expected to comply with the employer's workplace safety requirements and procedures and not to act in any way that could jeopardise the safety of themselves or others in the workplace.

Working with children and young people

- Providing opportunities for children and young people can be valuable and rewarding. To participate in this program, you must provide a safe and non-threatening work environment and comply with child protection laws.
- You need to ensure that all staff are aware that they must conduct themselves appropriately with children and young people at all times. For example, unacceptable conduct by employers or their employees would include any initiation activities or

practical jokes directed at or involving the student; physical or verbal abuse of students; physical assault or exposure of students to violence; inappropriate conversations of a sexual nature; showing sexually suggestive publications, electronic media or illustrations; unwarranted and/or inappropriate touching; personal correspondence with students regarding sexual feelings for the student.

- You are asked to indicate on the AISRTO Student Work Placement Record that as far as you are aware there is nothing in the background of any staff member or other person who will have close contact with the student that would make them unsuitable for work with children and young people. Your judgement is made in good faith, based on your day to day knowledge of the conduct and services of the people with whom the student will be working. For this purpose, employers that are not engaged in child-related employment as defined in the legislation below are not required to undertake background checks.
- Employers with staff engaged in child-related employment in NSW as defined in the *Commission for Children and Young People Act 1998*, are required to observe mandatory obligations for background checks through the relevant approved screening agency.
- Child protection legislation requires that allegations about employee conduct must be reported to the NSW Ombudsman. Allegations that involve abuse, harm or risk of harm to the student must also be reported to the Department of Community Services and also in some cases to the NSW Police.
- Employers must report any allegations against an employee in the area of child protection to the Principal of the school.
- More information about working with children can be found on the NSW Commission for Young People web-site: <http://kids.nsw.gov.au/kids/working/prohibit edemployment.cfm> and <https://check.kids.nsw.gov.au/>

Section 4

Accidents and emergencies

If a student is sick or injured:

- seek medical help immediately, using the student's Medicare number as provided on the Student Workplace Learning Record. As students
- are not employees, do not treat this as a Workers Compensation claim
- contact emergency services for Ambulance or other emergency services immediately where required
- contact the student's parent/carer and their school contact person or Principal (depending on the serious of the injury)
- if the student doesn't have a Medicare number, ask if they wish to contact their general practitioner (GP). Contact details should be provided on your copy of the Student Workplace Learning Record
- medical invoices should be made out to the student
- ask the doctor attending for a medical certificate
- contact the school immediately to advise of the situation. As a follow up when time permits, complete a written report of the accident and forward it to the school. The report must include a full statement from the student, the supervisor and relevant witnesses.

Signs of Anaphylaxis

Any one of the following is a sign of anaphylaxis:

- Difficult/noisy breathing
- Swelling of the tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheezing or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

Anaphylaxis

If a student is at risk of anaphylaxis, they must carry an adrenaline auto-injector e.g. EpiPen and ASCIA action plan. Adrenaline auto injectors are easy to administer and are a life saving device for those suffering an anaphylactic reaction.

Anaphylaxis is a life threatening condition and always requires an emergency response. If the student shows any of the following signs, contact emergency

Section 5

Providing a safe workplace for students

The safety and wellbeing of students during work placement is our number one priority. Before any placement can be approved, employers need to satisfy the school that they can provide a safe and healthy host workplace for students, compliant with the Work Health and Safety Act 2011 (NSW), child protection and anti-discrimination legislation.

You will be asked to provide the following information on the Student Workplace Learning Record:

- areas of possible risk in the student's workplace tasks and your strategies to eliminate or minimise the risk
- any pre-training or induction required by the student to undertake certain tasks
- your supervision arrangements for the student
- any special clothing required by the student e.g. enclosed footwear
- any steps you will take or adjustments you will make to support students with a disability or other additional needs as described on their Student Workplace Learning Record
- awareness of your child protection responsibilities when working with school students
- commitment to reporting any health and safety incidents or near misses involving students to the school.

During the placement you will need to provide:

- A site-specific workplace induction for students at the beginning of the placement, including relevant safety matters
- Activities and skill development tasks appropriate to the student's skill level

- Ongoing instruction and supervision by a capable and trustworthy employee briefed for the task
- A workplace induction for students at the beginning of the placement, including relevant safety matters
- Any personal protective equipment (PPE) required and training in its correct use.
- Likewise, the students are expected to comply with the employer's workplace safety requirements and procedures. They are not to act in any way that could jeopardise the safety of themselves or others.

Students must
Participate in orientation and any pre-training or induction identified
Use safety equipment and protective gear where relevant
Follow safety rules and procedures
Not do anything to jeopardise the safety of themselves or others
Report any risks or hazards immediately
Understand and follow emergency procedures
Cease work if they have a concern about their health and safety and contact their supervisor and school
Report any concerns about the placement or incidents to their school.

Are any activities prohibited for workplace learning students

Yes. Some activities are completely prohibited e.g. working on a roof or working where asbestos is present, 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 like tourism.

Students are not allowed to undertake activities requiring a license (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 Workplace Learning Record* prior to approval.**

Some higher risk industries will require the students to undertake training prior to their placement. For example, all students doing workplace learning in the **construction industry** must complete the WorkCover WHS construction induction training as a prerequisite to the placement.

The school or Work Placement Service Provider can also advise you if you have any further queries.

Note also that the students are not expected to drive their own vehicles whilst undertaking activities on behalf of the host employer.

Child protection – Your responsibilities

Working with children and young people is very rewarding. However, to ensure the safety and welfare of young people in your workplace, you and your staff must comply with a few simple rules.

It is your responsibility as the employer to ensure that your staff know how to conduct themselves appropriately with children and young people. They must avoid any conduct that could make a young person feel threatened or coerced or belittled. This could include initiation activities or horseplay involving the student; physical or verbal abuse such as swearing at students physical assault; inappropriate conversations, remarks or jokes of a sexual nature; the showing of sexually suggestive publications, electronic media or illustrations and any unwarranted and/or inappropriate touching or personal communication with students regarding their sexual feelings. This includes texting or using social media.

As an employer, you will be asked to indicate on the Student Workplace Learning Record that, to

your knowledge, there is nothing in the background of any staff member or person in close contact with the student that would make them unsuitable for working with children.

To assist in providing a safe work environment, employers should take all possible steps to ensure that students:

- do not undertake an unsupervised task that involves contact with children or students under the age of 18 years (applicable to child-related employers only)
- do not undertake a task that involves unsupervised contact with just one employee or client. Supervision can be provided by visual contact or the physical presence of another employee at all times.
- Host employers must report any allegations against an employee in the area of child protection to the Principal of the school. Child protection legislation requires that allegations about employee conduct be reported to the NSW Ombudsman. Allegations involving suspected abuse, harm or risk of significant harm to the student must also be reported to the Community Services Child Protection Hotline 13 36 27 and, in some cases, to the NSW Police.

For more information on working with children, contact the NSW Office of the Children's Guardian on (02) 8219 3600 or email kids@kidsguardian.nsw.gov.au

Section 6

A checklist for employers

BEFORE - PLANNING AND PREPARING FOR WORKPLACE LEARNING

Decide when it is convenient for you to host students for work experience or HSC work placement

Decide the duration of the placements and how/when students should apply

Appoint an experienced staff member to coordinate your workplace learning programs for students

Consult with staff to draw up a list of activities that can be achieved and safely managed by students.

These activities should:

- offer insight into the industry and workplace
- be varied, safe, interesting and appropriately challenging
- not contravene the prohibited activities indicated in this guide or in the insurance documents
- include tasks and skills appropriate to the student's coursework requirements (e.g. VET course competencies)
- provide time for some career conversations.

Appoint supervisory staff for each student.

Supervisory staff should be capable and trustworthy with good communication and delegation skills. They should be briefed for the task and given sufficient time to instruct and monitor the student and provide feedback. We also advise you appoint a separate workplace adviser or mentor to provide the student with general support and advice.

Prepare your staff by ensuring they:

- understand the purpose of the workplace learning activity

- are aware of the responsibilities of working with young people, including child protection guidelines
- do not use the students in place of regular paid employees
- receive a timetable of proposed student activities and arrangements for their supervision and induction
- understand special needs including how to respond to medical conditions e.g. anaphylaxis
- comply with agreed arrangements.

DURING - PROVIDING A QUALITY WORKPLACE LEARNING EXPERIENCE

Ensure that the student completes a first day induction and orientation tour.

The student's induction should include:

- a welcome and introduction to supervisors and coworkers
- a brief overview of your business, products, mission and values
- an outline of the student's planned activities and supervision arrangements
- clear expectations of behaviour, attitude and dress
- clarification of working hours, breaks and other workplace routines
- a tour of facilities including the student's work area/ desk, toilets, change rooms, exits, food outlets etc
- consideration of any student health matters
- an explanation of safety, its importance, reasons and procedures
- how to report work health and safety issues and to whom
- an explanation that the student has the right to cease work if they believe it is unsafe
- first aid and evacuation plans and other emergency drills

- a brief outline of policies on bullying, harassment and discrimination
- procedures for lateness or absence
- codes and passwords (doors, photocopier, computer access etc.)
- rules regarding security, privacy, confidentiality and the use of computers, the internet, mobile phones, cameras, etc.
- that any identification cards or property on loan have been returned
- take time to provide the student with helpful and encouraging feedback
- Students should be given the opportunity to ask questions about the workplace and told who they can go to for advice or help.
- Ensure that the student is sufficiently challenged and supervised in the workplace.
- Your supervisors will need to ensure that the student:
 - undertakes varied activities appropriate to their skill level and workplace learning requirements
 - does not undertake any prohibited activities as indicated in this guide or in the insurance documents
 - does not undertake any activity requiring a license, permit or certificate of competence unless they already have the relevant qualification and the activity has been approved by all parties before the placement
 - is provided with all necessary safety equipment required to complete a task
 - receives full instruction on how to complete activities including the risks, the purpose of safety equipment such as PPE, and how to use it appropriately
 - is given appropriate feedback and encouragement
 - has sufficient time to complete diaries, work placement journals or research projects assigned by their school.

AFTER - PROVIDING FEEDBACK

Before the placement ends, please:

- complete the student report or evaluation form supplied by the school
- ensure that any property or identification cards on loan have been returned
- take time to provide the student with helpful feedback and encouragement.

Section 7

Prohibited Activities

An appropriate risk assessment should be completed for all activities.

Students must not undertake any of the following activities during workplace learning:

1. use of machinery or equipment which is dangerous for new or young workers to operate, unless :
 - the activity is first risk-assessed as suitable for student operation by the employer **and**
 - students have been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment **and**
 - the equipment is in safe working order, complete with required safety devices or guards **and**
 - on-going, close supervision is provided by a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions.
2. the service of alcohol; unless:
 - students are aged 18 or over **and**
 - the activity is essential to the placement and has been agreed to by the school **and**
 - students have completed the Responsible Service of Alcohol (RSA) Training Course.
3. travel outside the 12-nautical mile limit at sea.
4. scuba and deep-sea diving.
5. the following 'high risk construction work' as defined in the NSW WHS Regulation (2012):
 - work in tunnels.
 - work involving the use of explosives.
 - work in and around gas and electrical installations.
 - work near traffic or moving plant.
 - any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity.
 - demolition work other than simple stripping of walls etc.
 - any excavation work at a depth of one metre or more; at a depth less than one metre without direct supervision by a competent person; near utilities.
 - work on caissons or cofferdams (permanent or temporary structures respectively, used to enable excavation and construction work.)
 - work on a roof.
 - attendance at a site while chimney stacks or buildings are being demolished.
6. scheduled work as set out in the *NSW WHS Regulation (2012)*: (The operation and use of loadshifting machines; the application of pesticides except when used in horticulture, husbandry or the growing of fruit and vegetables; the use of fumigants) unless:
 - there are exceptional circumstances **and**
 - students are aged 18 or over **and**
 - students have already achieved the necessary certification.
7. any activity requiring a licence, permit or certificate of competence unless:
 - students already have the relevant current licence, permit or certificate **and**
 - the activity is directly related to the learning outcomes of the placement **and**
 - the activity is included in the AISRTO Student Work Placement Record and approved by the school prior to the commencement of the placement.
8. any work of a sexual or explicit nature.

Note: students are not expected to drive their own vehicle while undertaking activities on behalf of the employer.

Managing particularly higher risk activities

Agriculture Industry Placements

It is important to carefully consider the suitability of placements involving student operation of tractors or farm vehicles such as quad bikes, even where these activities are essential to achieving the outcomes of the placement.

Students with little or no experience of farm vehicles *must not* operate them unless:

- Prior to the placement, the Principal or delegate gives approval to the placement and is satisfied that the employer can satisfactorily manage the activity for the student and can provide appropriate quality training and on-going close supervision.
- The student has successfully completed a relevant formal training course, or the related course competencies, or have demonstrated substantial experience in the safe operation of such vehicles. The student must be closely supervised.

No students are to drive any old or unregistered vehicles commonly known as 'bush bashers'.

Meat Processing Industry Placements

Placements in meat processing plants are subject to mandatory requirements. If you are an employer in the meat processing industry, contact the Australian Meat Industry Council (AMIC) <http://www.amic.org.au> , for an information package to support school student workplace learning in meat processing plants.

Construction Industry Placements

A pre-requisite for all placements in the construction industry is student completion of the Construction Induction Card (White Card) course. Workplace supervisors must make students aware of the risks associated with handling and operating all tools and equipment the student is to use and how to manage those risks. Some tools and equipment common in the construction industry are not permitted for use by students in a school setting. Advice is available from the student's school.

Section 8

Insurance Requirements

Independent schools arrange their own insurance cover as part of their Registration and Accreditation process. This insurance extends to cover the school's, the teacher's and the student's liability arising out of workplace learning and work experience programs.

The insurance also applies to:

- vocational education teacher training programs for example, teachers undertaking an industry placement as part of their VET teacher training program
- teachers supervising students participating in workplace learning or work experience programs.

The insurance is not available where workplace experiences are arranged independently of the school between students, parents or others and the workplace learning and work experience provider.

Host Employer indemnity and General Liability Insurance

Each school can have different insurance arrangements, so it is important that the host employer clarifies the level of cover with the school.

As a general rule, the school's insurance will indemnify the host employer for injury to or damage to property owned by students or teachers participating in approved workplace learning or work experience programs subject to the provisions listed below.

As a general rule, the school's insurance will normally indemnify the host employer for injury to or damage to property owned by third parties caused by students or teachers participating in approved workplace learning or work experience programs subject to the provisions listed below.

- any claim made or threatened against the host employer is notified immediately to the school.
- the school and the school's insurer have full conduct and control of the claim against the host employer

- the host employer cooperates fully with the school and the school's insurer or their legal representatives in the management of the claim
- the host employer has complied with relevant occupational health and safety legislation
- the injury or damage was not as a result of a lack of proper instruction or supervision by the host employer.

As a general rule, the school's insurance will provide indemnity to the school, students and teachers for legal liability arising out of damage to property owned by the host employer subject to the provisions listed below.

- any claims made for compensation is made immediately to the school
- the host employer cooperates fully with the school, the school's insurer or legal representatives in the investigation of the claim
- the damage was not as a result of a lack of proper instruction or supervision by the host employer

Student Injuries

In the case of a student suffering injury, please:

- seek expert medical assistance immediately.
- Inform the school or if after school hours, the student's parents or guardians, or the person nominated by the school to be informed in such circumstances.
- ask an attending doctor for a medical certificate.
- use the student's Medicare number - do not treat as a Workers Compensation matter.
- for students not entitled to Medicare, ask if their usual doctor should be contacted. These details should be on the host employer's copy of the Student Work Placement Record.
- complete a written accident report and send it to the school. The report should include a full statement from the student, the host employer's supervisor and witnesses.

All claims or incidents that have caused an injury or damage to property should be reported to the school.

Section 9

Important Contacts

Thank you for considering the opportunity to provide a student with a workplace learning opportunity. We hope you find this a rewarding experience, not just for the student but for you and your staff. You are well-supported throughout the entire process. If you have any queries, please get in touch with one of the contacts below:

- The school contact shown on the Student Work Placement Record
- A Vocational Education Consultant at the AIS, telephone: 02 9299 2845
- WorkCover Assistance Service, telephone: 13 10 50
- NSW Commission for Children and Young People, telephone: 02 9286 7276
- NSW Industrial Relations, telephone: 131 628
- For HSC VET Work Placements, contact your Work Placement Service Provider (WPSP) workplacement.nsw.edu.au