



## HIGH SCHOOL WORKPLACE LEARNING POLICY

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<b>First Approved by:</b>	University Council		
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<b>Supporting documents, procedures &amp; forms:</b>	<a href="#">Alcohol and Drugs in the Workplace Policy</a> <a href="#">Bullying Prevention Policy</a> <a href="#">Child Protection Policy</a> <a href="#">Employment Equity &amp; Diversity Policy</a> <a href="#">High School Workplace Learning Procedure</a> <a href="#">Privacy Policy</a> <a href="#">Recruitment &amp; Selection Policy</a> <a href="#">Sexual Harassment Prevention Policy</a> <a href="#">Smoke-Free University Policy</a> <a href="#">Social Media Policy</a> <a href="#">University Code of Conduct</a> <a href="#">Unpaid Work Engagement Form</a> <a href="#">UOW Strategic Plan</a> <a href="#">UOW Indigenous Employment Strategy</a> <a href="#">UOW Outreach website</a> <a href="#">UOW Work Integrated Learning Strategy</a> <a href="#">Workplace Health &amp; Safety Policy</a>		
<b>Relevant Legislation &amp; External Documents:</b>	<a href="#">Child Protection (Working with Children) Regulation 2012 (NSW)</a> <a href="#">Department of Education Workplace Learning Guide for Employers</a>		



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	<a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">NSW Government Senior Pathways Workplace Learning Policy</a> <a href="#">School Based Apprenticeships and Traineeships in NSW</a> <a href="#">Workplace Health and Safety Act 2011 (NSW)</a> <a href="#">Working with Children Check</a>
<b>Audience:</b>	Public

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## 1 Purpose of Policy

1. The purpose of this policy is to define the parameters, obligations and expectations of the high schools Workplace Learning Program at the University of Wollongong (UOW), which may include high school workplace learning students, Vocational Education and Training (VET) workplace learning students and/or high school students undertaking School Based Apprenticeships and Traineeships (SBAT). This policy applies to all high school workplace learning students on campus at UOW, including placements that are arranged outside of the Workplace Learning Program.

## 2 Definitions

Word/Term	Definition
ATAR	Australian Tertiary Admission Rank
Big Picture Student	Big Picture is a portfolio-based method of learning that allows students to graduate with a non-ATAR Higher School Certificate (HSC). A number of schools are now offering this alternative to their students. Internships can be a component of the Big Picture portfolio.
Child-related work	<p>Part 2-Division 1-Section 6 of the Child Protection (Working with Children) Act 2012 (The Act) states a worker is engaged in child-related work if:</p> <p>the worker is engaged in work referred to in subsection (2) that involves direct contact by the worker with children, or</p> <p>the worker is engaged in work in a child-related role referred to in subsection (3).</p> <p>7. NOTE: Under the Act, a worker is defined widely as an employee, contractor or subcontractor, volunteer or person undertaking practical training as part of an educational or vocational course. There are however a number of exemptions under Part 2 of the Child Protection (Working with Children) Regulation 2013 (NSW), including work as a student in the course of a student clinical placement in a hospital or other health service. University staff, students, volunteers, contractors, sub-contractors and affiliates working with UOW students under the age of 18 years are exempt from the definition of child related work under s6(2)(g) of the Act otherwise applying to the education sector and do not need to obtain Working with Children checks.</p>
High School Internship	High School Internships are similar to Workplace Learning Programs, however generally are expected to have an additional layer of mentoring by the nominated supervisor to assist the student to achieve their goals. An example of an internship program for high school students is UOW's partnership with Big Picture Australia.
School Based Apprentices and Trainees (SBAT's)	A School Based Apprenticeship or Traineeship combines paid work, training and school. Students will gain an industry recognised national qualification and credit towards their HSC. Some apprenticeships and traineeships can contribute towards the ATAR.



Student	A high school or HSC VET Placement Student.
Vocational Education & Training Provider	Vocational Education and Training (VET) is that part of tertiary education and training which provides accredited training in job related and technical skills. It covers a large number of careers and industries like trades and office work, retail, hospitality and technology.
Workplace Learning Program	Workplace Learning Programs form part of the NSW secondary school 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.  For the purpose of this policy, all high school and VET work experience, internships and SBAT traineeships will be referred to as “Workplace Learning Programs”.
Workplace Learning Program Student or Volunteer	A student who is completing a Workplace Learning Program at UOW.

### 3 Scope of Policy - Exclusions or Special Conditions

1. This policy applies to:
  - i. High School Students engaged in Workplace Learning Programs, students must be over the age of 14 years and enrolled in Year 9 to Year 12;
  - ii. High School Students engaged in workplace learning arranged outside of the formal Workplace Learning Program;
  - iii. HSC VET Work Placement Students who are engaged in VET courses which are delivered by the school, a TAFE NSW Institute or by a private or community registered training organisation contracted by the school. This includes students undertaking School Based Apprenticeships or Traineeships; and
  - iv. High School Students undertaking an internship as a component of their Big Picture HSC program.
2. This policy is applicable to all Australian UOW campuses.
3. This policy does not apply to the UOW College or to offshore students including UOW Dubai.

### 4 Application of Policy

1. The conditions of the Workplace Learning Program must amount to a genuine unpaid work engagement and not an employment relationship.
2. It is the responsibility of the Faculty or Division hosting the Student to ensure that the ‘Unpaid Work Engagement Form’ is properly completed and a copy retained, and the workplace learning is recorded in the Faculty’s or Division’s unpaid work register.
3. A Workplace Learning Program student is a high school or HSC VET student who is undertaking a practical learning opportunity directly related to the business of UOW.



4. Workplace Learning Program students are required to abide by all applicable University policies and procedures, including but not limited to the University Code of Conduct, Workplace Health & Safety Policy and any other relevant UOW policies.
5. The University may offer workplace learning to students enrolled in a course of study in an educational or other institution, provided that the students can provide evidence that the institution agrees to cover the students for insurance purposes while they are undertaking their Workplace Learning Program with the University.
6. The University will consult and cooperate with the student's school or VET provider in accordance with the Work Health and Safety Act 2011 (NSW). This includes visits by a representative from the student's school or VET provider.
7. An individual may only supervise Workplace Learning Program students, which is child-related work, if they hold a Working with Children Check clearance, in accordance with the University's Child Protection Policy and the Child Protection (Working with Children) Regulation 2013 (NSW).
8. If the nominated supervisor will be doing child-related work during a Workplace Learning Program, a Working with Children Check clearance must be provided to Human Resources prior to the commencement of the Workplace Learning Program, in accordance with the University's Child Protection Policy.
9. Workplace Learning Program students and volunteers are required to complete an induction to the University, which includes Workplace Health & Safety, University Code of Conduct and any other information deemed relevant by the University. Failure to participate in an induction may result in the Workplace Learning Program not taking place.
10. Aligned with the University's Strategic Plan, the Workplace Learning Program will prioritise students from equity backgrounds.
11. The University will negotiate with the student on the length and appropriate time of their Workplace Learning Program to meet the needs of the student as well as the UOW Business Unit or Faculty with expected timeframes of;
  - 11.1. 10 days for workplace learning students
  - 11.2. 350 hours per year for School Based Apprenticeships or Traineeships, or 700 hours over two years.
12. Students in year 9 and 10 must not be asked to undertake any of their Workplace Learning Program during school holidays.
13. Students under the age of 15 must not work before 7am or after 6pm.
14. Students must not be asked or directed to carry out any task that is not safe or is a prohibited activity as set out [in](#) the NSW Government Senior Pathways Workplace Learning Policy.
15. The University will immediately notify the school or VET provider of any health and safety incidents involving a student while completing a Workplace Learning Program, including near misses, to enable the school or VET provider to fulfil its WHS obligations and support a safe placement. As soon as possible, the University will provide a written report of any accident to the school or where relevant, to the VET provider along with the school. The report must include a full statement from the student, the supervisor and relevant witnesses.
  - 15.1. If this includes Child Protection, any reporting or investigation will be adhered to as per UOW's Child Protection Policy.



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16. The University will advise the school or VET provider immediately if they need to change sites, redirect students to another location or if the Workplace Learning Program is discontinued.
17. The University will record student involvement in the Workplace Learning Program for the purpose of measuring impact of the program and in accordance with UOW's Privacy Policy.
18. The University will immediately notify the relevant school or VET provider if it receives a claim against the University in respect of a student or teacher participating in an approved Workplace Learning Program.



## 5 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10 August 2018	UOW Council	This policy has been developed to formalise the placement of high school workplace learning students at UOW.