



# HIGH SCHOOL WORKPLACE LEARNING PROCEDURE

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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> Child Protection Code of Conduct <a href="#">Employment Equity &amp; Diversity Policy</a> High School Workplace Learning Application Form <a href="#">High School Workplace Learning Policy</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> Student Contact Card Student Placement Record <a href="#">University Code of Conduct</a> <a href="#">Unpaid Work Engagement Form</a> <a href="#">UOW 2016-2020 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) Act 2012</a> <a href="#">Department of Education Workplace Learning Guide for Employers</a> <a href="#">Fair Work Act 2009 (Cth)</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 Introduction/Background

1. This Procedure provides UOW staff with detailed information about the implementation of the High School Workplace Learning Policy.
2. The High School Workplace Learning Policy defines the parameters, obligations and expectations of the high schools Workplace Learning Program at 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. The policy applies to all high school workplace learning students, including placements that are not arranged through the formalised Workplace Learning Program.
3. The High School Workplace Learning procedure details all related processes, including:
  - i. The administration of the program;
  - ii. The application and selection process for accepting student into a Workplace Learning Program at UOW;
  - iii. Records management; and
  - iv. Induction and supervisory responsibilities.
4. This Procedure is intended to ensure clarity of the processes and responsibility of key stakeholders.

## 2 Scope & Purpose

1. This procedure applies to:
  - i. UOW staff supervising a workplace learning student;
  - ii. High School and/or Vocational students engaged in Workplace Learning Programs;
  - iii. High School and/or Vocational students engaged in workplace learning arranged outside of the formal Workplace Learning program; and
  - iv. All Australian UOW campuses.
2. This procedure does not apply to the UOW College or to offshore students including UOW Dubai.

## 3 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	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: the worker is engaged in work referred to in subsection (2) that involves direct



	<p>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	<p>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.</p> <p>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”.</p>
Workplace Learning Program Student or Volunteer	A student who is completing a Workplace Learning Program at UOW.

#### 4 Establishing Placement within UOW Processes

1. A communications strategy will be developed to secure placements in UOW Faculties and Divisions. Development of this strategy will be led by the Outreach, Pathways and Co-Curricular team, in conjunction with Graduate Career Development & Employment unit and will align with the UOW Work Integrated Learning Strategy.



2. Placement data will be managed by Outreach, Pathways and Co-Curricular.

## 5 Application and Selection Process

1. 30 High School Workplace Learning places will be identified annually with UOW Faculties and Divisions, including up to 10 places for Aboriginal and Torres Strait Islander SBATS, over the course of each calendar year. Aligned with the University's Strategic Plan, the University will prioritise students from equity backgrounds. The University reserves the right to decline a request for workplace learning on the basis of high risk work areas, peak work periods, high work place learning program demand or other reasons deemed appropriate by the University.
2. UOW Faculties and Divisions can offer additional workplace learning opportunities outside of these identified places.
3. Workplace learning opportunities will be publicised to enable fair and equal access to all candidates. These opportunities will be advertised on the UOW Outreach website and will outline the following information about the Workplace Learning Opportunity:
  - a. Title
  - b. Description of duties
  - c. Availability, including start date and duration
  - d. Time commitment
  - e. Location
4. The student will need to complete a High School Workplace Learning Application Form available on the website by the nominated closing date. At this time, the student will be asked to provide the following information:
  - a. Personal details (first name, last name, address, email, contact phone number);
  - b. Emergency contact details (first name, last name, address, email, contact phone number, emergency contact details, allergy and asthma plans, and any relevant healthcare and individual education plans (IEP));
  - c. School or Vocational Education & Training Provider details (including contact details of the Careers Advisor or person responsible for organising workplace learning opportunities at the school or vocational education and training provider);
  - d. Preferences for Workplace Learning Opportunity;
  - e. Goals for Workplace Learning Opportunity and link to post-school aspirations; and
  - f. Upload a copy of their completed 'Student Placement Record'.
5. Upon receipt of the student applications, a committee consisting of representation from Human Resources, the Outreach, Pathways & Co-curricular Team and Woolyungah Indigenous Centre will meet to assess the student applications on the basis of:
  - a. Equity status (preference will be given to Aboriginal and Torres Strait Islander students, students who attend In2Uni high schools and Big Picture students);
  - b. Articulation of their goals and the link to their post-school aspirations; and
  - c. Availability of workplace learning opportunity.



6. Students will be contacted within 2 weeks of the application closing date to advise the outcome of their application.

## **6 Placement within UOW and Record Keeping**

1. The relevant Division or Faculty and nominated supervisor will be contacted to advise if their workplace learning opportunity has been filled.
  - a. The nominated supervisor will be provided with a copy of the High Schools Workplace Learning Application Form and Student Placement Record and asked to complete 'Section 3: Host Employer Details'.
  - b. The nominated supervisor will be provided with a Child Protection Code of Conduct.
  - c. The nominated supervisor will be provided with a training module about having workplace learning students at UOW.
2. All forms provided to the nominated supervisor will need to be returned to the Outreach, Pathways & Co-curricular Team) prior to the commencement of the Workplace Learning Program.
3. All forms must be retained by the hosting Faculty or Division.
4. A staff member may only supervise any Workplace Learning Program students which involves 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).
5. The relevant University officer engaging staff, volunteers, contractors, sub-contractors, affiliates and students must assess whether a Workplace Learning Program is child-related work prior to undertaking recruitment, appointment or placement procedures, in accordance with the University's Child Protection Policy.
6. If a 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.

## **7 Induction and Supervising High School and Vocational Students on Workplace Learning at UOW**

1. All students will need to participate in an induction prior to completing their Workplace Learning Program. Induction will be conducted by Student Outreach, Pathways and Co-Curricular four times per year, and will cover:
  - a. Workplace Learning 101 (Dress code, behaviour, relevant UOW policies, procedure for lateness and absence, workplace hours and breaks, tour of the facilities);
  - b. Consideration of any student health matters;
  - c. An explanation that the student has the right to cease work if they believe it is unsafe;
  - d. Contacts at the school or VET provider in case of emergency;
  - e. Workplace Health & Safety;
  - f. Career Planning Session;



- g. Meet and greet with their nominated supervisor;
  - h. Meet and greet with their buddy while on workplace learning; and
  - i. Any other training required by the role as identified by the nominated supervisor.
2. The nominated supervisor will provide support and direct supervision to the student and is responsible for carrying out the University's obligation to ensure:
- a. The welfare and safety of the student.
  - b. That the work environment is non-discriminatory and harassment free.
3. Where required, the nominated supervisor will assess the student at appropriate times and communicate with the Outreach, Pathways & Co-curricular team. The Outreach, Pathways & Co-curricular team will then communicate directly with the relevant school.
4. If a student is sick or injured, the nominated supervisor must:
- a. Seek medical help immediately using the student's Medicare number as provided on the Student Placement Record or on the Student Contact Card.
  - b. Contact emergency services where required.
  - c. Immediately notify the Outreach, Pathways & Co-curricular team so the University can immediately notify the school or VET provider, and the student's parents or caregivers.
  - d. If the student does not have a Medicare number, ask the student if they wish to contact their general practitioner.
  - e. Any medical invoices should be made out to the student and are payable by the student's parent/caregiver.
  - f. Ask the doctor attending for a medical certificate.
5. The University will permit access to the workplace for the principals of the school, or their representative, at any reasonable time as agreed between the principal or their representative and the University during the period of the student's Workplace Learning Program.
6. On completion of the Workplace Learning Program, the nominated supervisor will:
- a. Reiterate the student's requirement to adhere to the UOW Privacy Policy and other University policies and procedures as appropriate.
  - b. Ensure that the student returns any University property.

## **8 Roles and Responsibilities**

1. The Outreach, Pathways & Co-curricular team will:
- a. Coordinate the Workplace Learning Program at UOW, including communication to schools, application and selection process and sourcing workplace learning opportunities
  - b. Coordinate induction for supervising staff.
  - c. Be the direct point of contact between the school and the organisation if there are any queries pertaining to the student's workplace learning opportunity.
2. Human Resources will:





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- a. Support the delivery of the High School Workplace Learning Induction Program by offering a quarterly Workplace Health & Safety inductions and providing feedback on program content.
  - b. Maintain and manage records of Working with Children clearances of supervisors in accordance with the University's Child Protection Policy.
  - c. Promote workplace learning opportunities at UOW and the application and selection process through the Aboriginal Employment Strategy Officer.
  - d. Provide ongoing support for Indigenous SBATs and supervisors of Indigenous SBATs through the Aboriginal Employment Strategy Officer.
3. Graduate Career Development and Employability will:
- a. Support the delivery of the High School Workplace Learning Induction Program by offering quarterly career planning workshops and providing feedback on program content.
4. The nominated supervisor will:
- a. Be responsible for complying with the High School Workplace Learning Policy, this Procedure and the Child Protection Policy. Breaches of any of these documents may be dealt with under the relevant staff conduct rules, policies, procedures, instruments or other relevant documentation.
  - b. Provide any site-specific safety induction and training required.
  - c. Provide any personal protective equipment required.
  - d. Provide activities for the students to undertake whilst completing their Workplace Learning Program that is appropriate to their skill level and workplace learning requirements, is safe and provides a hands-on, productive and worthwhile learning opportunity.
  - e. Ensure that the students are not being used in place of regular paid employees.
  - f. Manage the day-to-day operations of the Workplace Learning Program.
  - g. Communicate with the Outreach, Pathways & Co-curricular Team should any issues arise.
  - h. Maintain and manage student records pertaining to the High School Workplace Learning Program.
  - i. Ensure timesheets are completed, authorised and emailed to appropriate section for processing for School Based Apprenticeship and Traineeship.



## 9 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10 August 2018	University Council	New Policy