

HOSTING A STUDENT ON WORKPLACE LEARNING CHECK LIST FOR WORKPLACE LEARNING PROVIDERS

Workplace learning provides students the opportunity to gain knowledge, skills and behaviours in the context of a real-work environment.

Workplace Learning Agreement form

Workplace learning providers are required to maintain a safe work environment for students on placement. They must take reasonable steps to ensure working conditions are free from unlawful discrimination, harassment and bullying.

The Workplace Learning Agreement form is essential for all placements. Through the completion of this form, schools will determine a student's suitability to undertake a placement in your work environment. Section 2 of the form will collect all required information about your work environment, specifically the tasks that students will undertake during their placement. Section 3 will require your signature.

The Workplace Learning Agreement form needs to be completed and adhered to by the student, parent or carer, school, and workplace learning provider. All students enrolled in government schools are covered by a personal accident insurance scheme when a Workplace Learning Agreement has been completed prior to start of the workplace learning.

Workplace learning task preparation

Depending on the type of workplace learning, students will need different learning experiences. Schools can support workplace learning providers to develop a plan and structure for their placement tasks to ensure the experiences are authentic and valuable to everyone. Registered training organisations (RTOs) will support employers to develop workplace learning tasks for students on a structured workplace learning placement as part of their qualification.

Keep in mind that:

- the task must be suitable for the student's skill level and qualifications
- students must be supervised at all times by a nominated on the job supervisor (schools supervise virtual work placements)
- attendance hours, including start and finish times, are arranged directly between the employer and student and must be in line with the industry award (eg no more than 8 hours per day)
- students must receive the same training as a paid worker to undertake the same task or function
- students can be paid or unpaid as arranged between the employer and student
- students must not take the place of a paid worker or undertake work that produces a product for the employer unless it is aligned to an assessment required as part of their learning program.



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CHECKLIST TO HOST A STUDENT FOR WORKPLACE LEARNING

Prior to the Workplace learning commencing

Work with the student's school or RTO to plan and prepare tasks to support the student in achieving their identified learning goals. Tasks could include:

- work shadowing and observation
- assisting staff with appropriate tasks
- taking on small projects that can be completed fully supervised.

Include tasks to be completed on the Workplace Learning Agreement form.

Complete your section of the Workplace Learning Agreement and return a signed copy to the school.

Receive a final version of the Workplace Learning Agreement form from the school prior to commencement.

Commence placement as detailed on the workplace learning agreement form, please note All amendments to the Workplace Learning Agreement form must be agreed, dated, and recorded in section 4 or a new form and redistributed to all stakeholders.

Engage a student in a work placement

Promptly induct the student:

- help them understand Work Health and Safety procedures, their rights, roles, and responsibilities
- introduce them to key personnel.

Go through the student's agreed work activities. Together, identify skills and processes the student will need to learn.

Talk with the student about their current schoolwork, personal skills, and interests. Use this to set their work or tasks at the right skill level.

Regularly check-in and encourage questioning. When the young person needs help, avoid telling them what to do by asking them to suggest some solutions to the problem and working through it together.

Provide time for the student to complete workplace learning logbooks, journals, and to discuss skills and experiences they have gained.

Debrief with the student at the end of each day and discuss tomorrow's work. Ensure they see and understand the value in the work or tasks they are undertaking.

Steps for effective coaching on the job

1. Check in! See how the student is going and ask if they are ready to learn a new task.
2. Explain the task, its purpose and why it needs to be done.
3. Describe the steps required to complete the task.
4. Demonstrate the task.
5. Watch the student do the task. Intervene if the student or someone else's safety is at risk or there is risk of financial impact.
6. Provide positive feedback and correct errors.
7. Encourage the student to practice.