

# Vocational work placement - procedures

Department of Education and Training

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Read these procedures with:

- Industry placement - framework
- Industry placement framework – acronyms and definitions
- Industry placement framework – related legislation and policy.

## 1. Summary

Vocational Work Placement (VWP) refers to a structured learning experience where students undertaking Vocational Education and Training (VET) are placed in a workplace environment. These placements complement classroom learning by providing hands-on exposure to industry practices, tools, and techniques, enabling students to apply theoretical knowledge in real-world settings.

VWP is a key component of VET for Secondary Students (VETfSS) and sometimes it is required for students to achieve competencies in their chosen course.

The Department of Education and Training (the department) employs a team of industry engagement coordinators (IEC) who work with schools, students, parents, registered training organisations (RTO), and local businesses to coordinate VWP.

The Vocational work placement procedures provide:

- clear instruction to all stakeholders involved in the process of coordinating VWP
- defined roles, responsibilities, and expectations for all parties participating in VWP.

## 2. Vocational work placement procedures

### 2.1. Industry engagement coordinator procedures

#### 2.1.1. Start of the year

The IEC is to contact all relevant RTO to confirm the VWP requirements and dates.

#### 2.1.2. Beginning of the course

The IEC is to work with the VET Trainer and students to:

- explain the VWP process including student and trainer responsibilities
- support students to complete VWP student declaration form
- issue the host business selection form
- issue the express consent form for pathways cloud.

#### 2.1.3. Prior to the vocational work placement commencing

The IEC must:

- support students and trainer to fulfil their responsibilities in the VWP process
- support students to source a suitable host business

- ensuring students with disabilities or additional needs have a Training access plan (TAP)
- conduct a workplace observation or risk assessment of the host business
- implement risk management strategies where required
- ensure the host business understands their responsibilities
- facilitate the completion of the Vocational work placement application form
- obtain completed work readiness checklist from the VET trainer
- collect and record completed express consent forms for Pathways Cloud
- upload all VWP details and documentation into Pathways Cloud
- provide the trainer and VET coordinator with access to Pathways Cloud
- distribute employer and student VWP booklets.

#### 2.1.3.1. For non-government school students

The IEC must:

- ensure the Certificate of currency is on file for the respective school's insurance arrangements for students on work experience.

#### 2.1.4. During the vocational work placement

The IEC must:

- contact the host business on the first day of VWP to confirm student attendance
- notify the school VET coordinator of any student absences, incidents, accidents or concerns
- facilitate a Vocational work placement variation form for any changes to the location, days, or time of the placement. The form must be signed by the student, parent, host business, and VET Coordinator prior to the changes going into effect.

##### 2.1.4.1. When notified of an illness, accident, or incident in the workplace

The IEC must immediately:

- notify the emergency contacts
- notify the VET coordinator or Principal
- report [notifiable incidents](#) to NT WorkSafe. This includes the death of a person, a serious injury or illness, or a dangerous incident
- ensure a copy of the incident or accident report has been received by the school
- record any relevant documents on Pathways Cloud.

#### 2.1.5. At the completion of the vocational work placement

The IEC must:

- contact the host business to discuss any concerns, issues, or employment opportunities for the student

- pass on feedback to the student, parents, school or trainer where necessary and appropriate.

## 2.2. VET trainer procedures

### 2.2.1. Start of the year

The VET trainer must advise the IEC of the VWP requirements, including:

- whether on-the-job training is required for course outcome
- the dates scheduled for the VWP
- advice if there are any logbooks, observations, or assessments that the student or supervisor needs to complete on VWP.

### 2.2.2. Beginning of the course

The VET trainer must allow the IEC to meet with the class to explain the VWP process.

### 2.2.3. Prior to the vocational work placement commencing

The VET trainer must:

- support students with sourcing and contacting potential host businesses
- support the IEC in matching students with appropriate host businesses
- assess student readiness for VWP during the course and complete the work readiness checklist
- supply on-the-job training requirements and information to the host business if using VWP as an assessment tool.

### 2.2.4. During the vocational work placement

The VET trainer must:

- notify the IEC of any requests to change the VWP location, dates or placements hours.

#### 2.2.4.1. If an on-the-job assessment is required

The VET trainer must:

- contact the host business to arrange a suitable time to visit
- inform the student of the scheduled visit
- visit the workplace to:
  - observe the competence of the student
  - collect any third-party reports.

### 2.2.5. At the completion of the vocational work placement

The VET trainer must debrief students after the VWP and report relevant feedback to the IEC and VET coordinator.

## 2.3. VET coordinator procedures

### 2.3.1. Prior to the vocational work placement commencing

The VET coordinator must:

- support the IEC to obtain student and parent signatures where required
- provide IEC a copy of the EAP for students with disabilities or additional needs
- sign the Vocational work placement application form and return it to the IEC promptly
- support the student to obtain the necessary training, licenses or clearances required for their VWP, for example, a white card, ochre card or police clearance
- obtain a signature from the principal where required, including but not limited to:
  - vocational work placement application form for students under 15 years of age
  - vocational work placement application form where there is a risk management strategy.
  - special conditions letters.

### 2.3.2. During the vocational work placement

The VET coordinator must be the main point of contact for students, parents, IEC, and host business in the event of an absence, illness, incident, or injury.

When notified of an illness, accident, or incident in the workplace, the VET coordinator must immediately:

- notify the emergency contacts and the IEC
- make a [notifiable incidents](#) report to NT WorkSafe. Notifiable incidents include the death of a person, a serious injury or illness, or a dangerous incident
- submit a report as per the department's [Recording and reporting student injuries - guidelines and procedures](#).

### 2.3.3. At the completion of the vocational work placement

The VET coordinator must debrief with the student and report any concerns relating to work health and safety to the IEC.

## 2.4. Host business procedures

### 2.4.1. Prior to the vocational work placement commencing

The host business must:

- allow the IEC into the workplace to conduct necessary observation or risk assessment of the workplace. Where an in-person workplace observation cannot be conducted, work with the IEC to conduct a remote observation, or provide relevant WHS documentation such as policies, procedures, guidelines, and resources
- inform workplace staff when the VWP will commence and end, and discuss what their involvement will be

- reiterate to staff that students are not employees and will have limited knowledge and experience of workplaces and must be treated in accordance with their age, experience, and abilities
- discuss any additional student requirements with appropriate workplace staff and in doing so require staff to ensure that a student's privacy is protected, and that confidential information is not unnecessarily disclosed
- consider a variety of tasks that will give the student an insight into as many aspects of the job as possible
- discuss the tasks the student will be doing with all staff involved
- appoint a VWP supervisor and a back-up supervisor
- organise a workspace and necessary equipment or access for the student.

### 2.4.2. During the vocational work placement

The nominated host workplace supervisor will:

- greet the student on their first day
- conduct the first day induction checklist contained in the Host's VWP Information booklet or in the company induction
- discuss the types of tasks likely to be undertaken by the student
- introduce the student to any supervisors and co-workers as appropriate
- regularly monitor and evaluate the student's performance and provide constructive feedback
- conduct ongoing monitoring of risks and hazards to ensure the health and safety of the student
- sign the student attendance and timesheet record at the back of the student's VWP Information booklet
- notify the school as soon as possible if the student is absent
- immediately report any student accidents, incidents, or illnesses to the emergency contact, school, and IEC
- immediately report all notifiable incidents, serious accidents, illnesses, or deaths to NT WorkSafe
- allow the VET trainer access to the workplace to assess students where necessary and complete the third-party verification forms as negotiated
- at the end of the placement, complete the Supervisor feedback form and discuss the feedback with the student for their development.

Under the *Care and Protection of Children Act 2007*, workplaces engaged in child-related employment will:

- ensure that the VWP student has no contact with any individual engaged in child-related work at the host workplace who does not have a current working with children clearance or exemption
- advise the IEC if any individual engaged in child-related work at the host workplace has their working with children clearance revoked during the placement.

### 2.4.3. At the completion of the vocational work placement

The host workplace will:

- notify the school and parent if an employment opportunity has been offered to the student where work hours are during regular school hours.

## 3. Roles and responsibilities

### 3.1. Skills NT

The Skills NT branch is responsible for:

- communicating and reviewing these procedures
- employing IECs
- ensuring records of all VWP are stored appropriately.

### 3.2. Non-Government Schools

Non-Government schools are responsible for:

- obtaining suitable insurance arrangements for their students undertaking placements
- providing the Skills NT with Certificates of currency for the insurance arrangements covering students on placement.

### 3.3. School principal

The school principal as the instructional leader of the school is responsible for:

- ensuring compliance with this procedure
- delegating an appropriate staff member to approve and oversee students on VWP
- maintaining a flexible school timetable that does not disadvantage students who are required to undertake VWP.

### 3.4. Industry Engagement Coordinator

The IEC is responsible for:

- conducting workplace observations or risk assessments of host businesses
- implementing risk management strategies where necessary
- maintaining records of all VWP including relevant documentation
- providing students, parents and host businesses with information about the VWP ensuring they are aware of their responsibilities
- confirming student attendance on the first day of VWP and reporting any absences to the school



- being the main point of contact for the parent, student, school, RTO, and host business in relation to VWP
- reporting student absences, incidents, and accidents to the school as soon as they become aware.

### 3.5. VET coordinator or work experience coordinator

The school VET coordinator or work experience coordinator is responsible for:

- determining VWP dates that does not significantly impact the student's education
- supporting the IEC to obtain necessary signatures from students and parents
- checking in with the student after VWP to de-brief, in person, over the phone, or via email.

### 3.6. Student

The student is responsible for attending VET training and VWP on the scheduled days.

### 3.7. Parent

The parent is responsible for signing the Express consent form for the digital application - Pathways Cloud.

### 3.8. Registered training organisation

The RTO is responsible for:

- communicating VWP requirements of the VET program
- working with school VET coordinators or work experience coordinators to determine suitable VWP dates
- working with the IEC to ensure all VWP requirements are met
- ensuring students are competent in the course specific WHS unit prior to the student commencing VWP
- working with the IEC to develop a course specific Work readiness checklist that aligns with industry requirements, for example, white card for construction placements or working with children clearance for placements in child-related employment
- assessing student readiness for VWP and completing the Work readiness checklist prior to placement
- maintaining direct responsibility and accountability for compliance with the VET Quality Framework.

### 3.9. Host business

The host business is responsible for:

- allowing the VET Trainer to conduct workplace observations where required
- completing the necessary forms, logbooks, observations for students who require it for course outcome.

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