

# Vocational work placement guidelines

## Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curriculum, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification policy: early childhood to year 12, informs department staff, that is school, regional, and corporate staff about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

This procedure explains how vocational work placement (VWP) is organised and the requirements each stakeholder must meet to ensure the learner's safety and the department's [duty of care owed to learners](#) whilst they are on placement.

### Policy

Vocational work placement is an appropriate and valuable component of vocational education and training (VET) programs. VWP refers to contextual workplace learning for VET qualifications, conducted by employers in the workplace in the form of on-the-job training. It is delivered through a VET course. This is to ensure learners have industry skills and knowledge to transition into further education, training or employment.

The department strongly recommends learners undertake VWP in each year of their VET program. VWP is available to learners in years 10, 11 and 12 who are enrolled in VET. It is coordinated through the department's industry engagement officers, who liaise with the schools, host workplaces and Registered Training Organisations (RTOs) to meet all VWP requirements.

### Roles and responsibilities

Northern Territory Government is responsible for:

- self-insurance for NT Government school learners in the workplace for VWP.

Quality Teaching and Learning as the policy owner is responsible for:

- communicating and reviewing these guidelines
- providing industry engagement officers to facilitate VWP
- ensuring a workplace observation or risk assessment has been completed prior to the learner commencing VWP
- ensuring records of all VWP are kept.

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

- implementing<sup>1</sup> these guidelines
- ensuring the appropriate arrangements for VWP as per the insurance guidelines.

Vocational education and training coordinators are responsible for:

- managing the day-to-day requirements of VWP as per the insurance guidelines.

Registered Training Organisations are responsible for:

- working with schools to provide VET-VWP that meets learner, employer and industry needs as per the insurance guidelines
- maintaining direct responsibility and accountability for compliance with the VET Quality Framework.

Workplaces and employers are responsible for:

- ensuring they are compliant with the [Voluntary work placement procedures and insurance guidelines](#).

Learners are responsible for:

- ensuring that they comply with work health and safety workplace requirements and that their actions do not adversely affect their health and safety or that of others in the workplace as per the insurance guidelines.

## Guidelines

### Vocational work placement insurance

Under its duty of care to learners, the department must ensure there is practical care taken to protect learners from a reasonably foreseeable risk of injury – all stakeholders must read and adhere to the insurance guidelines.

### Vocational work placement

To ensure that RTOs, principals, VET coordinators, industry engagement officers and host work places understand their roles and responsibilities for VWP, they should read the Vocational work placement procedures.

Learners participating in VWP do so without direct teacher or trainer supervision. All activities performed in the workplace must comply with age and legislation requirements. Where legislation provides for age restrictions, these must be adhered to.

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<sup>1</sup> <https://elearn.ntschoools.net/leading-school-improvement/plan/nt-guide-implementation>