

# GUIDELINES

## STRUCTURED WORK PLACEMENT – INSURANCE

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This document should be read in conjunction with **VET Delivered to Secondary Students** policy and associated guidelines.

### 1. INTRODUCTION

These guidelines support stakeholders with the range of matters that require consideration in relation to Structured Work Placement (SWP) insurance.

### 2. DEFINITIONS

**Australian Qualifications Framework (AQF)** is the national policy for regulated qualifications in the Australian Education and Training system. It incorporates the qualifications for each education and training sector into a single comprehensive national qualifications framework.

**Australian Skills Quality Authority (ASQA)** is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

**General Construction Induction Training (GCIT) – White Card** is delivered by an approved RTO to obtain a valid white card (Unit of competency – CPCCOHS1001A Work safely in the construction industry).

**Industry Engagement Officers (IEOs)** are employed by the department to liaise with industry, schools and RTOs to coordinate on the job training through Structured Work Placement aligned to the student's VET qualification.

**Registered Training Organisations (RTO)** are authorised through ASQA to deliver training and/or conduct assessments and issue nationally recognised qualifications.

**Structured Work Placement (SWP)** is the on-the-job training that is delivered through a VET course ensuring students have industry skills and knowledge to transition into further education, training and/or employment.

**VET Delivered to Secondary Students** is the same as all other VET but refers only to students in Year 9 and above, and the same quality standards apply.

**VET Quality Framework** is aimed at achieving greater national consistency in the way providers are registered and monitored, and in how standards in the VET sector are enforced.

**Vocational Education and Training (VET)** enables students to acquire workplace skills through nationally recognised training described within an industry-developed training package or an accredited course. A VET qualification is issued by an RTO. The achievement of a VET qualification signifies that a student has demonstrated competency against the skills and knowledge required to perform effectively in the workplace.

**Working at Heights:** a Working Safely at Heights unit must be completed for any students who are working above floor level and/or where there is a risk of a fall. A risk of a fall means a circumstance that exposes a worker, while at work, to a fall that is reasonably likely to cause injury to the worker or other person. Once a Working Safely at Heights unit has been completed a student is able to work up to a height of 11 metres.

**Working with Children Clearance Notice (Ochre card):** is required for any person over the age of 15 years who works or volunteers in 'child-related employment' for more than 14 (consecutive or non-consecutive) days in a 12 month period, unless an exemption applies under section 186 or 187 of the *Care and Protection of Children Act*.

### 3. ROLES AND RESPONSIBILITIES

#### **Employers:**

- must have current public liability and workers compensation insurance
- must supply adequate supervision
- must conduct a student workplace induction.

#### **Industry Engagement Officers:**

- are responsible for keeping records of all SWP
- ensure all stakeholders have signed the SWP Forms to acknowledge their roles and responsibilities during the SWP
- confirm or complete a workplace observation, or arrange for a risk assessment, or ensure that risk management strategies are in place prior to the commencement of SWP
- provide both the student and the host workplace with an information booklet. The host booklet must contain emergency contact details.

#### **Non-government schools:**

- make their own insurance arrangements to cover students on SWP
- must provide insurance Certificates of Currency to the IEO before their students can be placed.

#### **Northern Territory Government:**

- self-insures government school students in the workplace for SWP.

**Principals:**

- approve or decline the student application to participate in SWP
- must sign forms for placements that require a risk management strategy
- must sign SWP for students aged under 15 years
- can delegate his/her signature to another officer for other SWPs.

**VET Coordinators (teacher or school officer in charge of VET SWP):**

- ensure that students are prepared for the workplace
- ensure that a debrief of students has occurred after the SWP
- are the initial point of contact in regard to student issues and concerns.

**Students:**

- must comply with Workplace Health and Safety (WHS) workplace requirements
- must take reasonable care for their own health and safety
- must ensure that their actions do not adversely affect the health and safety of other persons.

**RTO's:**

- trainers must ensure that the student has attained a level of skills/knowledge that makes them competent to participate in SWP
- ensure that students have participated in the mandatory Work Health and Safety units of competency prior to engaging in SWP.

## 4. GUIDELINES

Government school students participating in authorised SWP as part of Vocational Education and Training (VET) Delivered to Secondary Students, are covered by Northern Territory (NT) Government self-insurance.

Non-government schools are required to make their own arrangements to cover their students on SWP.

Students participating in SWP do so without direct teacher/trainer supervision.

All activities performed in the workplace must comply with age and legislation requirements. Where legislation provides age restrictions, these must be adhered to.

Department of Education, through the Industry Training Programs business unit, will assist workplaces to minimise the risk to students undertaking SWP.

### 4.1 Activities requiring risk management strategies

Students may be placed in SWP that is associated with employment that attracts higher risk as part of VET training. Risk management strategies for these placements must be clearly articulated on the SWP form.

Risk management strategies may take the form of a written risk assessment, increased level of physical safety, additional accreditation, or standard and/or up skilling the student (e.g. white card, working at heights). The type of risk assessment will be dependent on the task.

There are some activities/tasks that are not suitable for students participating in VET and there are others where special consideration requires specific approval from both the principal and the Industry Training Programs - Senior Manager Training and Careers.

**All activities requiring risk management strategies must be approved and signed by the Principal.**

SWP activities requiring a risk management strategy include:

- above ground mining
- oil and/or gas fields and refineries
- driving or a passenger in watercraft
- underwater diving using snorkeling or scuba equipment
- use of motor bikes and quad bikes related to rural operations
- operating farm vehicles related to rural operations
- working with animals
- working near utilities or in traffic areas
- abattoirs.

Students must wear appropriate Personal Protective Equipment (PPE) for all activities.

## **4.2 Prohibited activities**

Secondary Students can lack the experience, knowledge, confidence and skills to identify and deal with potential risks. Inexperience and a lack of awareness can increase the likelihood of a student being injured.

The following activities are prohibited for Secondary Students during SWP:

### **General**

- the service of alcohol where the student is under 18.
- any work of a sexual or explicit nature
- travel by helicopter or aircraft that is not a commercial flight
- working sites that require the use of explosives
- working where asbestos is present
- driving any unregistered vehicles
- the use of quad bikes.

### **Maritime**

- travel in a vessel not in survey
- travel outside the nautical mile limit according to the vessel survey

- working on a vessel overnight.

### **Construction**

- underground mining
- any excavation work at a depth greater than one metre, or near utilities
- work on permanent or temporary structures used to enable construction work in maritime environments
- working in a roof cavity
- any activities involving, or adjacent to, the repair, removal or demolition of any construction work containing asbestos, or in the clean-up process following the activity
- attendance at a site while buildings are being demolished.

## **4.3 Risk Managed Activities**

The following activities are condoned only if the risk management strategies are followed

### **Maritime**

- vessel must be in survey
- stay within the nautical mile limit according to the vessel survey
- stay within Australian waters
- student must have obtained Elements of Shipboard Safety (ESS)
- student must have obtained swim and survive certificate.

### **Aged care and child care**

- a Working with Children Clearance Notice (Ochre Card) is required for any person over the age of 15 years who works or volunteers in 'child-related employment' for more than 14 (consecutive or non-consecutive) days in a 12 month period, unless an exemption applies under section 186 or 187 of the *Care and Protection of Children Act*.
- students being placed in aged care facilities need to obtain a police clearance.

### **Construction and Electrotechnology**

- students must have a Construction White Card or a current statement of attainment
- student must have completed a Working Safely at Heights unit of competency
- any excavation work at a depth less than one metre, the student must be under direct supervision by a competent person.

### **Engineering**

- students must have completed a Working Safely at Heights unit of competency.

### **Hospitality**

- if the student is over 18 years, the activity must be essential to the placement and have been agreed to by the school or RTO,
- the student must have completed the Responsible Service of Alcohol Training Course
- students under 18 must obtain parent permission to work in an environment where there will be alcohol present.

### **Plumbing**

- students must have a Construction White Card or a current statement of attainment
- students must have completed a Working Safely at Heights unit of competency
- students must have completed a Confined Space unit of competency.

### **Vehicle Use**

Any activity requiring a licence (e.g. Drivers licence), permit, or certificate of competence is prohibited unless:

- the student already has the relevant current licence, permit or certificate
- the activity is directly related to the learning outcomes of the placement
- the activity is included in the student placement record prior to approval.

### **Agriculture and Conservation Land Management**

Students may only use machinery or equipment that may be dangerous for new or young students, when each of the following occurs:

- the student is given appropriate information, instruction and training, and a checklist for the safe operation and handling of the equipment
- the equipment is in safe working order, complete with required safety devices or guards, and student Personal Protection Equipment (PPE) is worn at all times
- a suitable qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.

Placements involving the student operation of golf carts, tractors or other farm vehicles require approval from the school Principal. For these activities to be approved, the student must be at least 16 years of age, the vehicle must be safe for a student to operate and appropriate PPE equipment must be provided and worn.

## **4.4 Ensuring a safe workplace**

### **4.4.1 Workplace Checklist**

IEOs and other nominated Industry Training Programs staff must complete at least the Ensure a Safe Workplace competency to be able to complete an observation on a workplace and indicate that they are suitable for SWP activities. Observations on workplaces must be against the approved checklist.

Where the employer has appropriate existing risk management strategies, these can be used as evidence of WHS compliance.

Where there is no appropriate pre-existing risk management strategies, an IEO with an appropriate qualification (or other authorised person) will complete a risk assessment workplace by workplace.

### **4.4.2 Student induction prior to SWP**

The Principal has a responsibility to ensure, in so far as reasonably practicable, that the health and safety of students participating in SWP is not put at risk by their participation and/or attendance at the workplace.

Schools should ensure that students are aware of:

- dealing with workplace bullying, harassment and sexual harassment
- their rights and responsibilities in the workplace
- accident and emergency procedures.

The following may also be included where applicable:

- safe travel to and from workplace
- business confidentiality
- interpersonal skills
- personal grooming and hygiene
- dress codes for the work place
- following reasonable requests
- required or random drug and alcohol testing
- video surveillance
- observe employer requirements for mobile phones, iPods, etc.
- protocols for internet use.

#### 4.4.3 Student debrief after SWP

The VET Coordinator must confirm that students have:

- discussed and reflected on SWP.

## 5. RELATED POLICY, LEGISLATION AND DOCUMENTS

Department of Education	Recording of VET Data for NTCET Recognition – Policy Recording of VET Data for NTCET Recognition – Guidelines and Procedures
Northern Territory	<a href="#">Education Act 2018</a> <a href="#">Information Act 2018</a> <a href="#">Care and Protection of Children Act 2017</a> <a href="#">Anti-Discrimination Act 2018</a> <a href="#">Work Health and Safety (National Uniform Legislation) Act 2016</a> <a href="#">Training and Skills Development Act 2018</a>
National	Preparing <b>Secondary Students</b> for Work – <a href="#">A framework for vocational learning and VET delivered to secondary students</a>  <a href="#">National Aboriginal and Torres Strait Islander Education Strategy 2015</a>  The <a href="#">VET Quality Framework</a> comprises the following legislation: <i>Standards for Registered Training Organisations (RTOs) 2015</i> <i>Fit and Proper Person Requirements Act 2011</i>

	<p><i>Financial Viability Risk Assessment Requirements 2011</i></p> <p><i>Data Provision Requirements 2012</i></p> <p><i>National Vocation Education and Training Regulator Act 2011</i></p> <p><i>Australian Qualifications Framework (second edition 2013)</i></p>
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