

VETDSS vocational work placement - guidelines

Industry Training and Programs

Document title	VETDSS vocational work placement - guidelines
Contact details	Quality Teaching and Learning
Approved by	Executive Director, Early Years and Education Services
Date approved	21 February 2022
Document review	February 2025
TRM number	50:D22:7108

Version	Date	Author	Changes made
6	16 February 2022	Industry Training and Programs	Updated to reflect current terminology and NTG template and publishing requirements
5	1 January 2019	Industry Training and Programs	Minor amendments

Acronyms	Full form
AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority
IEO	Industry Engagement Officers
NT	Northern Territory
RTO	Registered training organisations
VETDSS	Vocational Education and Training Delivered to Secondary Students
VWP	Vocational Work Placement
WHS	Work Health and Safety

Contents

1. Introduction	4
2. Definitions	4
3. Guidelines	5
3.1. Procedures for the IEO	5
3.1.1. Previous year	5
3.1.2. Beginning of each term	5
3.1.3. Prior to placement.....	6
3.1.4. During placement	6
3.1.5. After placement	7
3.2. Procedures for the RTO Trainer.....	7
3.2.1. Prior to placement.....	7
3.2.2. During placement	7
3.2.3. After placement	7
3.3. Procedures for the VET coordinator	7
3.3.1. Prior to placement.....	7
3.3.2. During placement	8
3.3.3. After placement	8
3.4. Procedures for the workplace	8
3.4.1. Before placement	8
3.4.2. During placement	8
3.4.3. After the placement	9
4. Roles and responsibilities	9
4.1. Industry Training Programs.....	9
4.2. Industry Engagement Officers.....	9
4.3. VET coordinators.....	10
4.4. Registered Training Organisations.....	10
4.5. Principals.....	10
4.6. Employer and workplace	11
5. Related policy, legislation and documents	11
5.1. Northern Territory	11
5.2. National.....	11

1. Introduction

Vocational Work Placement (VWP) is an appropriate and valuable component of Vocational Education and Training Delivered to Secondary Students (VETDSS) programs. VWP involves on-the-job training, during which a student is expected to have the opportunity to apply a set of skills or competencies related to nationally accredited training. The department strongly recommends students undertake VWP in each year of their VET program.

VWP is available to students in years 10, 11 and 12 enrolled in VETDSS. VWP refers to contextual workplace learning for VETDSS qualifications, conducted by employers in the workplace. VWP is coordinated through the department's Industry Engagement Officers (IEOs) who liaise with the schools, host workplace, and Registered Training Organisations (RTO) to meet all VWP requirements.

Quality VWP:

- is clearly identified and its outcomes linked directly to an accredited training program
- enables students to acquire reasonable understanding of the industry standards to be able to demonstrate competency according to the Australian Qualification Framework (AQF) level at a minimum
- prepares students, trainers or teachers, and employers beforehand so that expectations and outcomes of the structured training are clearly understood by all parties.

Quality VWP is regulated to ensure that:

- students are protected from moral and physical danger where reasonably practical
- students work in a non-discriminatory and harassment-free environment
- students receive appropriate training and instruction
- students understand the roles and responsibilities of the employees in the workplace and are expected to follow the directions of the workplace supervisors and the other employees.

2. Definitions

Australian Qualification 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 - is training delivered by an approved RTO to obtain a valid white card.

Industry Engagement Officers (IEO) - are employed by the department to liaise with industry, schools and RTOs to coordinate on the job training through Vocational Work Placement aligned to the student's VETDSS qualification.

On-the-job training - is training and assessment that occurs in the workplace.

Registered Training Organisations (RTO) – are organisations authorised through ASQA to deliver training, conduct assessments and issue nationally recognised qualifications.

Vocational Education and Training coordinator - VET coordinator - is the person responsible for coordinating the VETDSS in the school. The coordinator is responsible for liaising with the IEO, teachers at the school, RTOs and industry trainers, employers and all school staff.

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 VETDSS 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.

Vocational Education and Training Delivered to Secondary Students (VETDSS) - is the same as all other VET but refers only to students in year 9 and above, and the same quality standards apply.

Vocational Education and Training Quality Framework - 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 Work Placement (VWP) - 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.

3. Guidelines

Trainers must ensure that students have undertaken the required WHS work units of competencies prior to the commencement of VWP and completed Work Readiness Checklist.

Safety in the workplace is important to all. The department considers the safety of the student undertaking VWP activities to be of paramount importance. Any workplace hazard not effectively managed could cause injury to the student or others.

Before a student undertakes a VWP it is vital that the student is made aware of the WHS procedures and practices at the workplace. The workplace must develop, or cooperate with, an appropriate risk management strategy.

3.1. Procedures for the IEO

3.1.1. Previous year

RTOs and schools determine the dates for VWP for the following year. RTOs, IEOs and schools will consult with VET or Career Coordinators to collate the VWP dates for the following year.

3.1.2. Beginning of each term

The IEO meets with the RTO trainer and students to:

- confirm VWP dates, requirements and availability
- discuss the VWP application process and requirements with students. Students complete their details on the VWP application form and Preference and Information form in class. The IEO retains the forms that are completed.

3.1.3. Prior to placement

The IEO will:

- discuss the requirements for VWP with the Trainer when appropriate
- find a VWP in an appropriate industry and complete all documentation, including any legislative requirements
- conduct a host workplace observation and determine if a risk assessment needs to be completed, or if risk management strategies can be used
- provide documentation to the host workplace, VET coordinator and parent for signature
- assist the host workplace to understand any special requirements stated on the VWP Application form
- finalise and collect the Work Readiness Checklist from the trainer for each student prior to VWP, or discuss the existing Work Readiness Checklist
- enter details and upload all documentation to the record management system
- collate placement information and provide VET coordinator and RTO trainers with details of student VWPs
- distribute employer and student handbooks and advise employers that the VET coordinator has ultimate responsibility for student safety and wellbeing while the student is on VWP.

Where the VWP is in child-related employment, the IEO will:

- require the host workplace to confirm that each of its employees, and other individuals, engaged in child-related employment at its workplace holds a current Working with Children Clearance, or is exempt under the *Care and Protection of Children Act 2007*
- require the host workplace to confirm that it will not engage in any individual child-related employment unless the individual holds a current Working with Children Clearance, or is exempt under the *Care and Protection of Children Act 2007*
- ensure that students over the age of 15, who will be engaged in a VWP child-related employment, hold a current Working with Children Clearance or exemption.

Note: VWP cannot take place unless the forms are completed in full, signed by all parties, approved by the principal or authorised person and submitted to the IEO.

3.1.4. During placement

The IEO will:

- contact all host workplaces on the first day of VWP to ensure students have arrived, and attend to any issues that need to be addressed
- notify the school VET coordinator, as a matter of urgency, of any student absences throughout the VWP.

In the event of being notified of either an illness, accident or incident in the workplace, the IEO will confirm that the host workplace has:

- notified the emergency contacts
- notified the VET coordinator or school

- reported any dangerous incidents, serious accidents, illness and deaths to NT WorkSafe and otherwise reported appropriately as required by departmental or non-government school policies
- in the case of an accident or incident, ensure a copy of the incident or accident report has been received from the school and uploaded into the records management system.

3.1.5. After placement

The IEO will contact the host employer to discuss any concerns, issues or opportunities available.

3.2. Procedures for the RTO trainer

3.2.1. Prior to placement

The RTO trainer will:

- check the training program for on-the-job training requirements
- permit the IEO to address the class early in the training program, where possible, to distribute forms, gather student information, and to explain the benefits of VWP
- assess student readiness for VWP during the course and complete the Work Readiness Checklist
- supply training tasks and information to the host workplace if using VWP as an assessment tool.

3.2.2. During placement

The RTO trainer will:

- visit students at the workplace and collect the third-party report if applicable
- visit the workplace, where practical, and observe the competence of the student when using VWP as an assessment tool.

3.2.3. After placement

The RTO trainer will debrief students after the VWP and report the feedback to the IEO and VET coordinator.

3.3. Procedures for the VET coordinator

3.3.1. Prior to placement

The VET coordinator will:

- ensure student is enrolled in the VET course
- ensure an Expression of Interest form is completed and submitted to the RTO as per the RTO requirements
- confirm that the student has participated in WHS information sessions
- coordinate information and forms between the school, parents, and IEO
- give the IEO a copy of the completed Training access plan if applicable.

Note: The principal may authorise the VET coordinator to sign the VWP Application form, except where a student is under 15 years of age or the VWP activity is identified as needing a risk management strategy. In these cases, the principal must sign the form.

3.3.2. During placement

The VET coordinator will monitor the student's health and safety while on VWP.

3.3.3. After placement

The VET coordinator will monitor to ensure students are debriefed and manage forms according to school and Industry Training Programs requirements as relevant.

3.4. Procedures for the workplace

3.4.1. Before placement

The workplace will:

- conduct or cooperate with an appropriate risk management strategy or workplace observation of their workplace to ensure the health and safety of the student
- inform staff when the VWP student will be coming and discuss their involvement
- discuss any special student requirements with appropriate staff
- provide a variety of tasks that will give the student an insight into as many aspects of the job as possible
- appoint a VWP supervisor and a back-up supervisor in case the VWP supervisor is absent
- discuss the tasks the student will be doing with all staff involved
- organise a workspace and necessary equipment for the student.

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

- ensure that they, and other individuals engaged in child-related employment at their workplace, hold a current Working with Children Clearance for the duration of the placement
- notify the IEO if they, or any of their employees or other individuals engaged in child-related work at their workplace, is subject to an exemption under the *Care and Protection of Children Act 2007*
- 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 IEO if any individual engaged in child-related work at the host workplace has their Working with children clearance revoked during the placement.

3.4.2. During placement

The VWP supervisor will:

- greet the student on their first day
- conduct the first day induction checklist contained in the Host's VWP Information booklet or 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 VWP timesheet at the back of the Student's VWP Information booklet
- give feedback to IEO, where necessary
- as a matter of urgency, inform the IEO of any student absences
- as a matter of urgency, in the event of any accident, incident or illness, inform the emergency contact and school, then contact the IEO
- immediately report all dangerous incidents, serious accidents, illnesses or deaths to NT WorkSafe
- allow the RTO trainer access to the workplace to assess students
- complete the third-party verification forms as negotiated prior to the placement

3.4.3. After the placement

The VWP supervisor will discuss the VWP with the student to identify areas for improvement and any employment opportunities.

4. Roles and responsibilities

4.1. Industry Training Programs

Industry Training and Programs work unit will;

- assists schools to provide opportunities for students to participate in VWP
- works collaboratively with key industry stakeholders to ensure VET meets the needs of students and employers
- provides IEOs to coordinate VWP through industry placements
- confirms that a current observation or risk assessment has been conducted, or a risk management strategy is in place for all VWP host workplaces.

4.2. Industry Engagement Officers

IEOs will:

- negotiates and coordinates VWPs
- facilitates the department's responsibility for the safety and wellbeing of the student by ensuring, so far as reasonably practicable, that the health and safety of students participating in VWP is not put at risk by their participation or attendance at the workplace. Reasonably practicable means that which is reasonably able to be done in relation to ensuring health and safety, taking into account all relevant matters including, but not limited to:
 - the likelihood of the hazard or risk occurring
 - confirming or conducting a host workplace observation, or ensuring a risk management strategy is in place

- the degree of harm that might result from the hazard or the risk
- what the department knows, or ought to reasonably know, about the hazard or risk and the ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- liaises with all stakeholders in preparing students for VWP
- provides support to both the student and employer during the placement
- is the main point of contact between the student, employer and school
- promotes VWP to employers.

4.3. VET coordinators

VET coordinators will:

- assist in the planning, and implementing the development and delivery of VWP
- manage the day-to-day requirements of the program and VWP impact on student learning, including classes and catch-up sessions
- provide the linkage between the student, school and other training providers, IEO and employer
- ensure the school personnel, teaching staff and RTO personnel are familiar, and up to date with the requirements of VWP.

4.4. Registered Training Organisations

RTOs will:

- work with schools to provide VET VWP that meet student, employer and industry needs
- maintain direct responsibility and accountability for compliance with the VET Quality Framework.

4.5. Principals

Principals will:

- where possible, work collaboratively with local industry, employers and the community to provide students with the opportunity to undertake VWP, inclusive of ensuring that the needs of students with disabilities and other additional needs are considered
- will allocate VWP days during the calendar year that do not disadvantage the student
- ensure both the employer and the nominated supervisor of the student in the workplace are aware of their obligations to the student
- ensure that appropriate arrangements for the student to travel to and from the workplace are in place
- ensure that students have undertaken relevant WHS training relevant to the industry where the student will be employed.

4.6. Employer and workplace

The employer and workplace will:

- understands and complies with WHS requirements
- will identify hazards, and assess and control relevant risk wherever reasonably practicable and, where any risk cannot be controlled, inform the school prior to the placement commencing
- will ensure sufficient planning, induction, supervision and safe systems of work are provided at all times
- will nominate a suitable supervisor to ensure that employer obligations are carried out
- will provide appropriate equipment and clothing for students where applicable
- will ensure that the placement is undertaken in a non-discriminator and harassment-free environment
- will notify the RTO trainer, IEO, VET coordinator or principal as soon as possible if the student is absent, injured or becomes ill during the placement, or if any problems arises so that problems may be dealt with promptly and appropriately
- will ensure that adequate support is given to the student during the placement
- will cooperate with workplace observation or risk assessment or provide risk management strategies prior to the commencement of the VWP.

5. Related policy, legislation and documents

5.1. Northern Territory

Education Act 2015

Information Act 2002

Care and Protection of Children Act 2007

Anti-Discrimination Act 1992

Work Health and Safety (National Uniform Legislation) Act 2011

Training and Skills Development Act 2016

5.2. National

Preparing Secondary Students for Work – A framework for vocational learning and VET delivered to secondary students

National Aboriginal and Torres Strait Islander Education Strategy 2015

The VET Quality Framework comprises the following legislation:

- Standards for Registered Training Organisations (RTOs) 2015
- Fit and Proper Person Requirements Act 2011
- Financial Viability Risk Assessment Requirements 2011

- Data Provision Requirements 2012
- National Vocation Education and Training Regulator Act 2011
- Australian Qualifications Framework (second edition 2013)