

WORKPLACE LEARNING AGREEMENT FORM

The Workplace Learning Agreement form must be completed prior to a student undertaking any type of workplace learning as defined by the relevant sector's Workplace Learning Procedures.

SCHOOL DETAILS

School name: St Patrick's Technical College	School contact name: Jayne Shortt, Apprenticeship & Pathways Mentor (APM)
Email: info@stpatstech.sa.edu.au	School Hours: 8209 3700 (Monday-Friday 8:15am-4:15pm) After Hours: 8209 3745 (Including school holidays)

Address: **2-6 Hooke Road, EDINBURGH NORTH SA 5113**

TYPE OF WORK PLACEMENT:

Work experience

Virtual work experience

Structured workplace
learning

Work trial leading to an
apprenticeship or traineeship
for a school student

Industry area or VET course linked to this placement:

Section 1: STUDENT

This section is to be completed under the guidance of the home school.

1.1 Student name:	Mobile:	Home phone:
Email:	D.O.B:	Year level/home group/class:

Additional needs: Identify any medical condition, medication, disability or learning needs that may impact this student on work placement including adjustments required. If none, please record not applicable.

1.2 Parent/caregiver name:	Relationship to student:
Email:	Mobile:
	Alternative phone number:

Address:

Does the student need to travel away from home (not their usual place of residence) which requires an overnight stay to access the work placement?

Yes complete section 1.3

No proceed to section 1.4

1.3 Away from home supervisor name:	Relationship to student:
Away from home address:	Phone:

1.4 Emergency contact name:	Relationship to student:
Email:	Mobile:
	Phone:

Address:

1.5 Student learning goal: (eg as part of my Exploring Identities and Futures I want to find out more about a career as an electrician).

1.6 STUDENT READINESS

This section to be completed by the school after the workplace learning provider has completed section 2.

Student Readiness Assessment	Confirmed	Supporting information If the student's readiness assessment identifies the need for additional support the school must identify strategies, adjustments and provide information to support the student during the placement.
1. Can the student communicate their needs with others? Consider any English as an additional language needs.		
2. Is the student ready to learn and participate in the work placement?		
3. The student has or will successfully complete WHS training prior to the placement and the school is satisfied they can keep themselves and others safe in the workplace.		
4. Are the identified workplace learning tasks (section 2.5) suitable for the student's maturity, skill, and qualification level?		
5. Does the student have, or are they willing to get, appropriate clothes and personal protective equipment (PPE) for the work placement?		
6. Does the student have transport options available to them to ensure they can safely travel to and from the work placement?		
7. Consider the work placement environment/s (eg outdoors, loud factory, office). Is this environment suitable for the student?		

Section 2: WORK PLACEMENT ENVIRONMENT AND TASKS

This section along with the declaration in section 3.1 is to be completed by the Workplace Learning Provider

2.1 WORK PLACEMENT PROVIDER DETAILS

Workplace provider business name:

Workplace provider's address:	Business is covered by Public Liability Insurances? Yes No	Number of employees (please indicate if sole trader):
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Address of the placement if it is different from the above:

Workplace key contact name:	Mobile:	Phone:
Email:		Position:
On job supervisor name:	Position:	Mobile:

2.2 WORK PLACEMENT STRUCTURE

The structure and duration of the work placement have been negotiated and agreed to by all parties prior to this form being completed.

Option 1: BLOCK PLACEMENT eg 5 or 10 consecutive days. Write n/a in sections that do not apply.

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Start and finish times					
Date					
Start and finish times					

Option 2: WEEKLY PLACEMENT eg 1 day per week

Day:	Start and finish times:	Start date:	End date:
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2.3 RISK AND MITIGATION

Work site induction details: (eg online induction or tour of the site and verbal introduction to staff and safety processes).

Who will conduct induction:

When will it be conducted:

Licence / competency / legal requirements the student needs to have to undertake work placement: (eg White Card, Working with Children Check).

Personal protective equipment (PPE) requirements for the work placement

Please detail what is required and who is responsible for providing the equipment.

Who	Steel cap boots	Hearing protection	Safety glasses	Gloves	High visibility clothing	Sun protection
Student to provide						
Workplace to provide						

Other:

Safety systems in place within the workplace:	Yes	Mitigation strategy if not in place:
WHS policy and procedures or has a system in place to ensure the business is following the WHS Act 2012.		
Environments that are child safe (only complete if relevant to your workplace) Organisations (both government and non-government) that provide health, welfare, education, sporting or recreational, religious or spiritual, party or entertainment, cultural, childcare or residential services wholly or partly for children must have policies and procedures to create and maintain child safe environments.		
Process for managing incident or injury as defined by the WHS Act 2012		
Emergency evacuation process		
Access to adequate facilities to ensure the welfare of all workers in the work environment (eg toilets, first aid kit).		
Policy or procedure to prevent and manage unlawful discrimination and harassment, including bullying. This includes culturally responsive and inclusive practices in support of workers from Aboriginal or other minority backgrounds, religious beliefs and practices, students living with a disability and/or students identifying as LGBTIQ+.		

2.4 TRANSPORT DURING THE WORK PLACEMENT

Student is required to travel as a passenger in a vehicle during the work placement:

Yes complete section 2.4 No Proceed to section 2.5

What type of vehicle: Car Truck Watercraft Other

If yes, please provide details about the purpose of the travel and duration: (eg travel in work van to attend workshop in neighbouring suburb daily).

The vehicle is in a good state of repair and is registered and insured and will be operated by a fully licensed driver.

Yes No

2.5 WORKPLACE LEARNING TASKS

Identify the specific tasks the student will undertake during the placement, keeping in mind that:

- the task must be suitable for the student's skill level and qualifications
- students must be supervised at all times (for virtual work placement duty of care are provided by the school)
- students must receive the same training as a paid worker to undertake the same task or function
- 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.

Tasks to be performed	Risk associated	Mitigation strategy
<i>Example: Job shadow an electrician on a range of domestic jobs.</i>	<i>Example: Contact with exposed live parts causing electric shock and burns.</i>	<i>Example: PPE, worksite induction and the student will be supervised at all times.</i>

Other or further details:

Section 3: ACKNOWLEDGEMENTS AND DECLARATIONS

All stakeholders must agree to the statements below by signing the relevant section of this form prior to work placement commencing.

3.1 WORK PLACEMENT PROVIDER

As the work placement provider, I:

- certify that Work Health and Safety practices, procedures and systems are in place and developed and implemented in line with the Work Health and Safety Act 2012 (Cth)
- am aware of my obligations under the Fair Work Act 2009 and undertake to comply with the provisions of that legislation
- agree to accept this student on work placement and to plan and conduct an appropriate program in a non-discriminatory and harassment free environment in line with the Equal Opportunity Act 1984
- will notify the school in the case of student illness, accident, inappropriate behaviour, or any absence
- give assurance that the workplace is suitable for the student to undertake work placement and that all staff engaging with the student will report, as required, any issues or concern to ensure children and young people are kept safe from harm in accordance with the Children and Young People (Safety) Act 2017
- understand the student will not be used to replace a paid or striking worker or participate in industrial disputes
- understand the student will be visited or telephoned by a school representative during the placement
- acknowledge that the student will be directly supervised by persons who are suitably qualified/and or experienced and competent at the relevant task the student is undertaking during this placement and will only be engaged in tasks that are appropriate for their maturity, skills and qualification level and will support their identified learning goal
- understand that the information provided on this form is for the administration of workplace learning only
- agree, subject to the requirements of the South Australian Government Information Privacy Principles 1989 (re-issued 16 September 2013), that this information is not to be used for any other purpose.

Insurance Arrangements

I understand that through the completion of this form that, while a student is participating in the work placement program, they are covered by:

- Department for Education self-insurance arrangement in the case of students enrolled in government schools, **or**
- The school's personal accident and public liability insurance policies in the case of students enrolled in non-government schools.

I certify that, as a work placement provider: *(tick one)*

I have a current public liability or protection and indemnity insurance policy, **or**

My workplace is a large corporation, statutory authority, government department or instrumentality, and stands its own risk in terms of public liability in the event of injury to the student or damage or injury to a third party arising from the actions of the student, but which is attributable to negligence on the part of the work placement provider or their workers or agents.

Workplace key contact name:	Signature:	Date:
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3.2 STUDENT

I agree that I:

- can communicate my needs to others, am willing to learn and participate, and have identified learning goal/s for the work placement
- will have prior to the placement successfully completed WHS training and understand my role and responsibilities while on placement
- have reviewed the work placement opportunity with my school and feel it is safe and suitable for me
- have personal protective equipment and transport options available to me, as required
- will attend the work placement as agreed in this form
- will contact both my school and work placement if I am not able to attend my placement for any reason
- will contact my school if I have any concerns about the work placement.

Student name:	Signature:	Date:
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3.3 PARENT/CARER/INDEPENDENT STUDENT

I give permission for the student to be involved in the work placement program under the conditions outlined in this document. If the emergency contact cannot be reached, I authorise the supervisor in the workplace to obtain the services of a suitably qualified medical practitioner and to convey the student to an appropriate place for treatment, including the use of an ambulance if required. I undertake to cover the costs of any unmet expenses incurred except for where the expenses are covered under the relevant education sectors or individual school insurance arrangements.

Parent/carer/independent student name:	Signature:	Date:
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3.4 PRINCIPAL/DELEGATE'S APPROVAL

I confirm that all required sections of this form have been completed, which allows my school to review both the student's readiness and the information provided by the workplace learning provider; that I am satisfied the student is eligible to participate in the work placement; and that the student has the capacity to keep themselves and others safe in the identified work placement.

I give permission for this student to undertake work placement as detailed and agreed to in this form with the above-named work placement provider in accordance with the current Workplace Learning Procedures.

Principal or delegate's name:	Signature:	Date:
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Section 4: WORKPLACE LEARNING FORM AMENDMENTS

All amendments to this form must be agreed, dated, and recorded on this or a new form and redistributed to all stakeholders.

**original and amended form retained by
school learning provider**

copy to the student/parent/carer

copy to the workplace

Amendments:

List all amendments including to times, dates, contacts or tasks to be performed.

INITIAL AND DATE AMENDMENTS. Attach additional or supporting information relating to any section as required.

Work Health & Safety Checklist

This form to be completed for every student work placement

To be completed prior to the student's work placement and in conjunction with the Work Placement Provider. This form must be returned to the school with the Workplace Learning Agreement Form. This form is valid for three years only if the student placement is comparable.

Work Placement Provider: _____

Student name: _____ Student telephone: _____

The work	Comments
Supervisor (name, position and contact details): Supervisor name, position and contact details	
How will the student be inducted into the workplace? <input type="checkbox"/> Online <input type="checkbox"/> Face to face <input type="checkbox"/> Combination <input type="checkbox"/> Other -please provide details:	
Are there any licence / competency / legal requirements for the work? <input type="checkbox"/> White Card <input type="checkbox"/> Drivers Licence <input type="checkbox"/> First Aid Certificate <input type="checkbox"/> Working with Children Check <input type="checkbox"/> Other -please provide details:	
Is the student required to supply any Personal Protective Equipment (PPE): <input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate below any PPE the student is required to supply: <input type="checkbox"/> Steel cap boots <input type="checkbox"/> Hearing protection <input type="checkbox"/> Safety glasses <input type="checkbox"/> Gloves <input type="checkbox"/> Hi-Vis clothing <input type="checkbox"/> Hard hat <input type="checkbox"/> Sun protection <input type="checkbox"/> Other -please provide details:	

The work environment	
Work Health & Safety Officer: (name, role and contact details): WH&S Officer name, role and contact details	
Please complete: <ul style="list-style-type: none"> • Workplace has WHS policy and procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No • First aid kits available: <input type="checkbox"/> Yes <input type="checkbox"/> No • Trained First Aid personnel on site: <input type="checkbox"/> Yes <input type="checkbox"/> No • Emergency procedures documented and displayed: <input type="checkbox"/> Yes <input type="checkbox"/> No • Appropriate amenities available: <input type="checkbox"/> Yes <input type="checkbox"/> No • Drinking water available: <input type="checkbox"/> Yes <input type="checkbox"/> No 	

Please ensure students are provided with information relevant to the hazards they will be exposed to eg manual handling, plant and equipment. If 'YES' for any hazards, then a follow up site visit or telephone call may be required. For work placements requiring greater consideration (higher risk), a risk assessment needs to be completed.

-- Refer to the following pages for details --

Hazards in the workplace	Yes	No	Controls
			What can be done to minimise the risk?
Animals / insects / spiders / snake bites/stings etc	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ The site controls pests regularly (taking into consideration known pests to the area). ○ The site has a process for removing unwanted wildlife ethically and as per the state and councils' rules and regulations. ○ Other:
Cash handling	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Cash may be handled by a student on site if it is part of the duties of the role and supervised by an employee of the workplace. ○ Cash is not to be carried by a student outside of the site (including transporting to the bank or offsite). ○ Other:
Airborne dust / aerosols / gases / vapours	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Work process has been risked assessed to determine level of exposure to dusts, aerosols, gases, and vapour particles. ○ Ventilation and extraction systems in use, regularly maintained and filters changed depending on manufacturer's instructions, amount of use and particles emitted. ○ PPE to be worn appropriate to the particles emitted (fit for purpose). ○ Other:
Electrical (exposed live parts or faults)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Students are not authorised to work with electricity unless constantly supervised by a licenced electrician. ○ Safe work practices are to be adhered to. ○ PPE to be worn as directed by the site following site procedures. ○ Other:
Exposure to communicable diseases	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Good hygiene practices to be always followed, such as washing of hands regularly, coughing into elbow, disposing of tissues or waste appropriately. ○ Not attending the placement if showing symptoms of being infected by any contagious viral or bacterial infection. ○ Students are not to touch syringes, sharps or questionable materials which may have been exposed to blood or bodily fluids. ○ Other:
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Students are not to use chemicals unless they have been trained in its use. ○ Safety Data Sheets (SDS) are to be available and accessible to all employees and students. ○ Adequate ventilation and extraction systems are to be used depending on the chemical/s used. ○ PPE is to be fit for purpose and used following the specified SDS or risk assessment. ○ Other:
Heat / cold (eg furnaces, cool rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Appropriate clothing is to be worn depending on the environment. ○ Rest breaks are to be available in cool/warm and well-ventilated areas to allow body temperature to return to normal. ○ If possible, student to acclimatise body to working in the heat or cold. ○ Other:
Hazardous manual handling	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Follow host sites policy & procedures regarding manual handling. ○ Abide by good manual handling practices. ○ Student to notify of any manual handling injuries. ○ Other:
Noise/vibration	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Students are to be rotated to reduce individual exposure times to noise and vibration. ○ Access to noisy areas are to be restricted. ○ PPE is to be worn as directed by the site following site procedures. ○ Other:
Plant/equipment (dangerous moving parts, unguarded machinery/equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Students to take part in a plant induction and be trained on the use of the plant. ○ Students are to be supervised at all times. ○ Follow host sites policy & procedures regarding plant management and plant hazard control. ○ Follow the correct use of Personal Protective Equipment (Inc. Codes of Practice) ○ Follow all Safe Operation Procedures (SOP).

Hazards in the workplace	Yes	No	Controls What can be done to minimise the risk?
			<ul style="list-style-type: none"> Follow Safe Work Method Statements (SWP) if available. Follow the correct use of Personal Protective Equipment (Inc. Codes of Practice). Other:
Sharp objects / instruments	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Students are to be trained and inducted on the task required of them and use of plant, tools, and equipment. Use the right tool for the job and as it was intended by the manufacturer. Students are to be supervised at all times. Other:
Slips, trips and falls	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Students are to support best practices to minimise slip, trip and fall incidents. Such as: Cleaning up of spills immediately. If the floor is wet, use appropriate signs to indicate that extra care is required or direct pedestrians via an alternate route. Report slip, trip, and fall hazards to allow appropriate action to be taken to prevent injury. Other:
Travel (specific details of travel related to work placement)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Travel is to be kept at a minimum and be reasonable in length. This is to be determined by the parent/care giver, student, and teacher. Considerations need to be given to where and when the student needs to travel, terrain and conditions. Other:
UV exposure (working outdoors for extended periods)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Follow host sites policy & procedures. Student to be aware of adverse weather conditions and dress accordingly. Sun safety precautions to be followed such as wearing of a hat, sunglasses, and SPF 30 Plus (which is up to the student to provide). Other:
Vehicles and people in same area	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Students must never be permitted to drive any vehicle or mobile plant while on work experience – this includes tractors, forklifts, all-terrain vehicles, ride-on mowers, bulldozers, excavators, and skidders Other:
Work at heights (ladders, scaffolding)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Students are not authorised to work at heights unless constantly supervised. Students are to follow host sites policy & procedures regarding working from heights and recommendations set out in the relevant Codes of Practice. Personal Protective Equipment (PPE) is to be fit for purpose and used. The site is to avoid placing students in a situation where working at heights is required (if possible). Other:
Is there any other relevant information you may wish to advise prior to the student commencing? If so, what information?	<input type="checkbox"/>	<input type="checkbox"/>	

Person completing the form:	
Title/position:	
Signature:	Date:

School representative:	
Signature:	Date: