

DEPARTMENT FOR EDUCATION AND CHILD DEVELOPMENT  
OFFICE FOR EDUCATION AND EARLY CHILDHOOD

# Workplace Learning Procedures

## 2016



**Government of South Australia**

Department for Education and  
Child Development

# What is the focus?

- There is a strong focus on the safety and well being of young people whilst undertaking workplace learning
- There is an emphasis on using workplace learning to support the young person's career development



# Key Changes

- Name change from Guidelines to Procedures reflects the need to distinguish between mandated practice and recommended practice
- In line with Nyland Royal Child Protection Systems Commission Report August 2016:
  - Section 2.5 indicates employers must use DCSI clearance unit for employees
  - Section 4.1
- Risk Assessment section updated & form changed
- Child Safe & Friendly Environment section updated



# Risk Management and Duty of Care - keeping students safe

- Every school has a duty of care to all enrolled students.
- That duty is to take reasonable care to protect the student from foreseeable risk of injury.
- Student wellbeing is the prime driver when conducting a risk assessment for work placement.



# Program of Workplace Preparation

**Now 5 hours minimum**

***Students need to be prepared to:***

1. Recognise reasonable and foreseeable potential risks to themselves/others at the worksite
2. Identify and safely respond to the potential risk
3. Be able to have a plan / strategy by which they can keep themselves free from injury/harm as a result of the risk



# Forms

## Updated

- Workplace Learning Agreement Form
- Maritime Workplace Learning Agreement Form  
(Principal to sign)

## New

- Accommodation Away From Home Form  
(Principal to sign)
- Addendum to the Workplace Learning Agreement Form  
(Principal to sign)



# Other Forms

- Student Risk Management Summary
- Workplace Preparation Statement of Completion
- SA Unions



# Information booklets

- Directed at the recipients
- Language intends to communicate purpose and risk of work placement
- Parent / caregiver booklet updated
- Workplace providers booklet is updated
- Student brochure is new





# Work Health and Safety Act 2012

A workplace is defined as:

A ***place*** where work is carried out for a business or undertaking and includes any place a worker goes, or is likely to be, while at work’.



# Work Health and Safety Act 2012

A worker is defined as:

A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An employee; or
- A contractor or subcontractor; or
- An employee of a contractor or subcontractor; or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- An outworker; or
- An apprentice or trainee; or
- **A student gaining work experience; or**
- A volunteer; or
- A person of a prescribed class.



# Work Health and Safety Act 2012

Things an employer (PCBU) must provide

- A safe work environment
- Safe systems of work
- Information, instruction and training
- Supervision
- Personal protective equipment when required
- Plant, equipment and substances in a safe condition
- Freedom from:
  - Discrimination / harassment / bullying
  - violence



Protecting **children** is

**EVERYBODY'S**

**BUSINESS**



# Children's Protection Act 1993 - A child safe environment

The focus of a child safe organisation is not simply to create an environment that minimises risk or danger.

Rather it is about building an environment which is both child-safe and child-friendly, where children feel respected, valued and encouraged to reach their full potential.

From Child Safe Environments  
Principles of Good Practice



# Equal Opportunity Act 1984

The Equal Opportunity Commission provides three main services in South Australia:

- Information
- Education
- Assessing and resolving complaints



# Key messages

- Workplace learning is **student centred**
- Workplace learning is **linked to curriculum**
- 3 guiding Acts
- Best practice is evidenced based
- The content of the Workplace Learning Procedures is **not** negotiable

