

3 Step Student Checklist



Work Experience/Workplace Learning and Structured Workplace Learning (SWL).

INFORMATION FOR STUDENTS AND PARENTS: The school is required to assess each individual student's suitability for their chosen workplace and the level of risk associated with it prior to the placement. If you have any concerns about the placement please discuss these immediately with the school. Young workers are more likely to be injured at work than any other age group because they:

- don't have the experience, knowledge and skills to fully understand the risks involved in new tasks
- are still developing physically and emotionally and may be confronted by tasks beyond their current capabilities
- may be in an environment where the level of supervision and guidance they receive is less than they are used to at school
- may be asked to do work for which they are not properly trained
- may not be fully aware of their rights and responsibilities in terms of workplace health and safety and may also lack confidence in asserting their rights.

Preparation for a work placement

Before young people start their work placement, the school will make sure the student has completed an appropriate program of workplace preparation that covers relevant key aspects of the:

- *Work Health and Safety Act 2012 (SA)*
- *Children and Young People (Safety) Act 2017 (SA)*
- *Equal Opportunity Act 1984 (SA)*
- *Child Safety (Prohibited Persons) Act 2016 (SA)*

This preparation includes:

- the student's right to undertake their work placement in a child safe environment
- the student's roles, responsibilities and rights related to work health and safety in the workplace
- insurance arrangements for the work placement
- the procedure to be followed if they experience illness, injury, unsafe workplace practices, bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable
- the purpose and goals of the work placement
- their particular requirements when working with children and vulnerable people
- any other specific requirements of the workplace provider eg industrial safety matters.

The tasks on the following page are to be completed BEFORE undertaking your work placement.

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| | | | | |
|--|---|--|---|---------------------|
| Student Name: | | Tasks to be completed by the student: | Tick when unit completed (✓) | Certificate Printed |
| House Group: | | | | |
| Essential Training [5 hours] | | <i>Before work placements can be undertaken the following tasks must be completed.</i> | ✓ | ✓ |
| Step 1 – Training | WorkPro Click on: Department for Education plink - Create a Volunteers or non Department for Education account WorkPro: Work Preparation Readiness Orientation Or WorkPro: Refresher (If you completed course previously) | | | |
| | <i>On completion of the WorkPro tasks, submit the completed certificate into PLP OneNote. This is essential BEFORE any work placement can occur.</i> | | | |
| | WorkPro certificate sighted by teacher. | | Teacher Signature _____ | |
| Step 2 - Form | Workplace Learning Agreement Form: | | Check all sections of the Workplace Learning Agreement Form - is filled out and signed by all parties. (Tick Below). | |
| | <i>Tick each of the following parties when appropriate section is signed.</i> | | ✓ | |
| | Student | | Work Health and Safety Checklist completed (2 pages) | |
| | Workplace Provider | | Signed by Workplace | |
| | Parent | | Signed by Teacher | |
| Principal or Delegate (Pathway Leader) | | | | |
| Step 3 | Workplace Learning Log Book | | Once you have submitted the signed and completed Workplace Learning Agreement Form you will be provided with a Workplace Learning Log Book to complete on your work placement which includes a Supervisor's Report. | |

I believe I am aware of my rights and responsibilities with regards to my work placement and have a strategy to follow if I feel unsafe. This includes knowing the school contact person and their contact details. I have the appropriate Workplace Learning Log Book to complete. I will provide the booklet on completion of my work placement.

Student: _____

Student Signature: _____

Date: __ / __ / __

Principal or Delegate: _____

Principal or Delegate Signature: _____

Date: __ / __ / __