

APPRENTICE WORK PLACEMENT POLICY

Purpose

The purpose of this Policy is to:

- Describe the Australian Trades College Western Australia (ATC WA) policy in relation to **work experience** and **work placement**
- Outline the responsibilities of the apprentice, parent/guardian and the College in regards to work experience and work placement.

Definitions

College shall have the meaning “**Australian Trades College WA Ltd**”.

Work Experience means a period of work that places an apprentice with an employer in a relevant field of study or interest. It is usually (but not always) organised by the College. There is no employment contract in place and work experience is **unpaid**.

Work Placement means a **paid** period of work that places an indentured apprentice with an employer in a relevant field of study or interest. Work placement is usually (but not always) organised by the College.

Principles

Work Experience

Work experience is a means to allow the apprentice to get acquainted with the student's trade. It also allows the employer to gauge the student's work readiness, skill level and attitude to work. This is a proven method practiced within the College before offering an apprenticeship to a student.

Work experience is a mandatory component of the College program. As part of the student's Structured Workplace Learning, work experience is a graded subject that all work-ready students must undertake.

All students will be placed in work experience for up to 4 weeks. The 4 weeks are divided into 2 different periods of 2 weeks each. There will be no monetary remuneration for work experience. The College will maintain insurance for work experience.

Work Placement

Students may be offered work placements or be indentured to an employer after the successful completion of work experience. Unsuccessful students may be required to increase their length of work experience with the employer or be allocated to another employer to start new work experience.

Work placements will commence at the stipulated rotation dates indicated by the Australian Trades College WA.

Policy Statement

The Australian Trades College WA provides work placements and work experience as a mandatory component of the College program. Work experience and work placements are structured learning situations with defined learning outcomes. Both provide the student/apprentices with the chance to demonstrate work readiness and enables them to develop industry-based knowledge and skills. Parents, guardians and apprentices need to be informed of the mandatory nature of this component of their College program and their apprenticeship.

In most cases, College procedures are in place for the coordination of work experience and work placement. The ATC Group Training Employment & Training Coordinator will liaise with College staff, including Trade Facilitators, regarding the suitability of the work experience places and work placements and seek feedback regarding the student/apprentice's work readiness. Student/apprentices must be ready before work placement will be offered.

Because **work experience** is classified as **unpaid** work the employer is not required to pay the student, therefore students are not covered by Workers Compensation Insurance. The College has student personal accident insurance in place, however, due to legislative requirements imposed on insurers, and subsequently onto the College this insurance may not cover medical costs associated with an accident that has occurred during a period of unpaid work experience. For this reason, in the event of an accident during work experience, parents / guardians may be responsible for paying medical expenses which are subject to full or partial rebate from Medicare, including the Medicare gap, and any transport costs.

In the event of an accident whereby medical treatment is required, parents are requested **not** to advise medical practitioners that their son/daughter is covered under workers compensation insurance. This type of insurance is restricted to paid employees.

Students are placed into work experience before a paid work placement is agreed.

Because workers compensation coverage is restricted to employees, only during work placement (**as defined above**) will an apprentice be entitled to lodge a claim for workers compensation in the event they are injured at the workplace.

Work Placement/Experience

Objectives

The Australian Trades College WA acknowledges the importance of work placement/experience for apprentices and employers. The College accepts responsibility in providing meaningful work placement/experience as an opportunity for students to gain an understanding of the requirements of a particular trade in which they are placed.

The College also understands that it is in the best interest of the employer to hire the right apprentice, hence work experience provides the opportunity for both employers and apprentices to decide on the best outcome.

Australian Trades College WA will ensure that student/apprentices:

- Achieve their educational outcome in the trade of their choice
- Understand their obligations in meeting the safety standards whilst at work
- Will not be used to fill in as 'temporary help'
- Are not supernumerary employees but are learning their trade from their placement
- Have chosen the right trade for themselves
- Are able to meet the requirements of the trade
- Will be provided with the necessary information on contact emergency numbers

Parent/ Guardian

- Parents of students under the age of 18 must give their consent for them to be put on work placement or work experience
- Without written consent, the student can not be placed in any form of work placement or work experience
- The College will inform all parties i.e. parents, guardians, student and employer of the agreement on the work placement or work experience
- Parents/Guardians are responsible for ensuring suitable transport arrangements are in place for their son/daughter to get to work on time

Student/Apprentices – Roles and Responsibilities

- Student/Apprentices are required to comply with the Australian Trades College WA's standards of professional behaviour including courtesy and confidentiality during their periods of work placement/experience.
- Student/Apprentices should discuss any concerns or issues pertaining to the work placement/experience activities assigned to them with the Employment & Training Coordinator, Trade Facilitators or Student Counsellor.
- Student/Apprentices must ensure they are appropriately attired, taking into account the nature of the duties and occupational health and safety requirements
- Wilful misconduct during work placement/experience could lead to the loss of insurance indemnity and termination of the work experience or work placement

- All student/apprentices must ring immediately to inform the **employer and the College** if they are not able to attend work
- Student/Apprentices must be able to produce a medical certificate or a note from parent/s or guardian if they are not able to make it to work for more than 1 day
- Student/Apprentices are required to call their host employers before the beginning of each rotation to inform the employer of their start of rotation and confirm the location of work if necessary
- Student/Apprentices must negotiate with employers if they are to work during the semester breaks
- Student/Apprentices should let their employers know if they suffer from any medical condition or disability that may affect their work performance
- Mobile phones must be switched off while working
- Student/Apprentices should respect all workplace employees and customers
- Student/Apprentices are to treat everyone equally regardless of race, language, age, gender or religion
- Student/Apprentices are required to maintain privacy if they are privy to confidential information about the business and clients

Australian Trade College WA

- Will ensure 'duty of care' is maintained when the student/apprentices are on work placement / experience
- The College will ultimately determine the appropriate work placement/experience for the student/apprentice
- The College will act as the point of contact between the employer and parent/guardian
- The College reserves the right to pull a student/apprentice out of work placement/experience if it is deemed unsuitable to the training and development of the student/apprentice.
- The College will make 1 worksite visit each rotation to assess the learning and development component of on-the-job-training
- The College may not source further work placement or work experience for students who have been unsuccessful in previous occasions of work placement or work experience due to negligence eg bad behaviour, termination of employment, poor work ethic, failure to show for work, punctuality, theft, fraud etc

Preparation for work placement/experience

- Employment & Training Coordinator
 - Contact should be made prior to the work placement/experience to ensure that the employer understands the program, the time frame of the work placement/experience model, responsibilities as an employer and the nature of the training that is to occur
 - Make sure employers orientate student/apprentices with Occupational Health and Safety issues

- Student/Apprentices
 - Fully understand what is required of them and what to expect from work placement/work experience
 - Must have skills and sound knowledge to enhance learning from the experience
 - Must request an induction into Occupational Health and Safety concerns and other safe work practices

- Parents & Guardians
 - Must be aware that work placement is an accredited mandatory component of the College program
 - Must be given all details on the work placement/work experience
 - Must give their consent before the student/apprentice is allowed for work experience or work placement

During Work Placement/Experience

- To ensure 'duty of care' responsibility, Trade Facilitators , Student Counsellors and the Employment & Training Coordinator will conduct regular visits to worksites
- The College will notify employers 24 hours prior to all visits
- Their Trade Facilitators will ensure the units of competencies for the apprenticeship are being fulfilled
- The Employment & Training Coordinator will maintain regular contact with employer to receive feedback on student/apprentices and the possibility of future involvement

After Work Placement/Experience

- Employment & Training Coordinator will collect the Training Plan feedback from all employers
- The College will ensure the feedback will be channelled into the training delivery when the apprentices are back in the college after their rotations

Policy Number :	ATCWA31
Policy Created :	28/01/09
Policy Custodian:	Chief Executive Officer
Approved By :	Chief Executive Officer
Revision Date :	28/01/11
Related Policies / Procedures/ Documents :	<i>Student Code of Conduct # ATCWA04 Behaviour Management Policy #ATCWA08 Work Experience and Work placement Consent form</i>