



# Workplace Learning Information for Parents and Carers

**The role of parents and carers is vital to the success of any workplace learning program. By providing support at home, you can help your child to make important decisions about their future and get the most from their experience in the workplace.**

## Workplace Learning

Workplace learning programs are part of the NSW secondary school curriculum. They enable students to spend a planned period of time in a workplace. This experience enhances their classroom learning, assists their career choices and builds their industry skills. No payments are involved.

## Benefits of workplace learning

Workplace learning helps students to:

- build general work skills such as workplace communication and team work
- develop specific industry skills, linked to their Vocational Education and Training (VET) course
- make informed decisions when planning their school subjects and their career path after school.

## Workplace learning programs

**Work experience** is usually undertaken by students in Years 9 or 10 with some opportunities in Years 11 and 12. It provides a general introduction to the 'world of work' and to possible careers. Students undertake supervised tasks appropriate to their skill level.

**Work placement** programs are designed for students enrolled in Higher School Certificate (HSC) industry-recognised courses. During their placement, students practise what they are learning to attain industry standards. Work placement is a compulsory HSC requirement for specific industry curriculum framework courses. The school will organise work placements through a Work Placement Service Provider.

## Travel arrangements

Most placements will be within commuting distance of home.

All travel is at the student's expense. You will be expected to assist your child with their travel arrangements and support their travel costs for the duration of the placement.

If you have concerns, you should discuss them with your child and with the program organiser.

**Note:** If your child is considering a placement away from home or an interstate placement, you should first contact your child's school. Additional documentation must be completed before the suitability of the placement is approved by the school Principal.

## Student safety and emergencies

Student safety and child protection are the first priority for the NSW Department of Education.

Host employers must notify the school immediately of any health and safety incidents, including near misses, while students are on placement. Host employers must also notify the TAFE or private or community organisation if they deliver the course. Some activities are completely prohibited, while others have conditions attached. For more information, please go to:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/keeping-students-safe>

Your child will carry a Student Contact Card listing their Medicare number (or doctor's phone number) and nominated contacts during and outside normal business hours. This information is critical in case of an emergency.

Students must report any immediate safety concerns, risks or incidents to their employer, school, TAFE or private or community registered training organisation as soon as practical, but within 24 hours. If your child has any concerns, sustains an injury or feels at risk and is unable to raise the matter with their host employer, they must call the school or emergency contact immediately.

## Insurance and indemnity

The Department has insurance arrangements for students injured while participating in approved workplace learning. For more information, see the Workplace Learning Guide for Parents and Carers at the link below:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms>

## Students with disability or medical condition

You will need to advise the school, TAFE or private or community registered training organisation of any disability, learning and support needs, medical condition (e.g. diagnosed at risk of anaphylaxis) or restriction affecting your child that may impact on the safety, wellbeing and supervision of your child in the workplace.

Health care plans may need to be made available to host employers. If you are not sure, speak to your child's General Practitioner.

If your child needs any adjustments in the workplace to accommodate their support needs, discuss this with the school in conjunction with the TAFE or private or community registered training organisation during the planning process. This information is to be included in your child's Student Placement Record.

## Further information

1. Contact your child's school as they have developed the learning program for your child.
2. You can also contact the Senior Pathways Officer responsible for workplace learning at the local office of the Department. Contact details can be obtained from the school.
3. If you need an interpreter, please ring the Telephone Interpreter Service on 131 450.

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