

Scheduling Workplace Learning

The scheduling of workplace learning placements must consider individual student needs, the full range of school and (where relevant) the EVET provider activities, the need for student follow-up immediately after placement, and sensitivity to host employers' work cycles.

- Workplace learning must take place during regular weekday working hours during school terms unless weekend participation is an essential requirement of the industry.
- Exceptions may be considered, including in the school holidays, by the principal or responsible EVET manager for individual students enrolled in Year 11 or Year 12. This does not include the December - January school holidays.
- Workplace learning placements for students 14 years of age must not be conducted outside the hours of 7.00am to 6.00pm, nor in school holidays.
- Consideration should be given to ways of ensuring that students undertaking workplace learning are able to stay up to date with classroom learning that occurs while they are on placement.
- Mandatory HSC VET work placements must be scheduled for completion prior to the date that work placement completion is submitted to NESA.
- Students enrolled in the HSC year of a VET course must complete their mandatory workplace learning placements before their final HSC examination.

In exceptional circumstances, individual Year 12 students may undertake limited workplace learning after their final HSC examination. Only if they are still enrolled in the school and to support their school-to-work career planning or tertiary course selection. Departmental insurance and indemnity provisions will apply to these post HSC examination placement opportunities, provided:

- all parties (students, parents/carers, school, employer) agree to the placement
- the department's duty of care and documentation requirements are adhered to
- the student remains enrolled in the school until completion of the placement and follow up by the school.
- In these exceptional circumstances, students must not be used by the employer to replace their regular employees, and the student must not undertake unpaid work trials.
- Students undertaking a Life Skills pattern of study or mixed pattern of study for the HSC may undertake workplace learning during Term 4 with departmental insurance and indemnity provisions if they are enrolled to the end of the school year.

Non-local placements within NSW may be considered if local options will not offer the opportunity or learning outcomes of genuine interest and educational benefit to the student.

- A non-local placement is one outside the geographical area in which placements are customarily approved by the principal or nominee, or the responsible EVET provider manager or nominee.

- In addition to the procedures required for a local placement, arrangements for travel, accommodation and supervision must comply with the advice and procedures provided on the Workplace Learning page on the Career learning and vocational education website.
- Interstate placements should only be arranged after all suitable opportunities in NSW have been considered.
- Schools located on or near borders with other States or Territories may arrange interstate placements within geographic locations that are adjacent to state/territory borders unless there are exceptional circumstances that warrant a distant placement.