ARRANGING WORKPLACE LEARNING IN VICTORIA

References
Procedures and Standards: Interstate placements 1.2.4.

There are longstanding formal arrangements between NSW and Victoria regarding interstate workplace learning placements. The following is a quick guide for NSW government schools.

1. What Victorian paperwork is involved?
You must use the Victorian Work Experience Arrangement Form or the Structured Workplace Learning Arrangement Form, which are available at http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/

The Victorian Structured Workplace Learning Arrangement Form must be used for requests for structured workplace learning.

If work experience students are to be exposed to contact with animals, the Victorian Working With Animals procedures must be followed and the appropriate form completed. This is also available through the OH&S section of the website: www.sofweb.vic.edu.au/safe@work/workplace_hazards.asp

2. What NSW DET paperwork is needed?
The usual NSW DET Student Placement Record is not required. However, to satisfy NSW DET requirements, you need to:

- complete FORM A https://www.det.nsw.edu.au/vetinschools/worklearn/nonlocalplace.html if overnight accommodation is required interstate, and retain in the school
- see that FORM VB https://www.det.nsw.edu.au/vetinschools/worklearn/nonlocalplace.html is completed by the host employer, and retain in the school. This ensures that child protection is addressed by the employer.

3. What NSW-Victorian paperwork is also needed?
Please complete FORM VA if the student will be staying overnight away from home. https://www.det.nsw.edu.au/vetinschools/worklearn/nonlocalplace.html and fax to Victoria with the completed Work Experience (or Work Placement) Arrangement Form.

4. Where do I send the paperwork?
Fax the completed Victorian Work Experience / Structured Workplace Learning Arrangement Form, the completed NSW DET FORM VA and the completed Working With Animals form (if applicable) to:

Workplace Learning Officer
Youth Transitions Division
Office of Policy, Research and Innovation
Department of Education and Early Childhood Development
3/33 St Andrews Place, East Melbourne VIC 3002

on Fax: (03) 9637 3755.

If you wish to discuss a proposed opportunity in Victoria before proceeding with any paperwork, please refer to the advice provided in Question 9 below.
5. Is there a compulsory pre-requisite that the student must complete before undertaking work experience in Victoria?

Yes, work experience students must complete both the general and the most appropriate industry OHS components of the Victorian safe@work OHS program available at [http://www.education.vic.gov.au/safe@work](http://www.education.vic.gov.au/safe@work)

Note that this occupation-related preparation is not a substitute for the preparatory support activities that NSW DET schools are to provide for students and which include a range of safety, welfare and well being matters such as child protection protective strategies.

6. What about workplace learning in Construction and related trades?
Students must complete the ‘OHS General Induction for Construction Work in NSW’ which is recognised in Victoria.

7. Can I be sure that the proposed placement will be approved by the Victorian Department of Education and Training?
No. In most cases, except in border areas, it is anticipated that students should be able to find appropriate placements in NSW. Placements in Victoria might be approved where the industry does not exist in NSW, or where the student cannot access the placement due to isolation.

If the school strongly supports the opportunity for the student, a letter outlining the reasons the placement is needed to support the student’s career development should be faxed along with the forms. The letter should also explain what steps have been taken to find that opportunity in NSW, and why those steps have been unsuccessful.

Please ensure that such placements are approved by Victoria before finalising accommodation, travel etc.

8. Is there anything else I need to know?

- If the forms provided to the Victorian Department of Education and Childhood Development are incomplete, unclear or do not adequately show what it is proposed the student will do, the placement request may be rejected. See [Advice on Completing Victorian Work Experience Forms](http://www.det.nsw.edu.au/vetinschools/worklearn/nonlocalplace.html) prepared by Victorian Department of Education and Early Childhood Development to assist with the completion of these forms.
- Schools are required to detail the individual arrangements made for each student on Form VA. Pro forma responses will no longer be accepted.
- Particularly during times of high demand (towards the end of Term 2 and Term 4), if requests are not received three weeks in advance, they may be rejected.
- If the request for a placement is approved by the Victorian Department of Education and Childhood Development, the insurance and indemnity arrangements that apply to the placement are the Victorian provisions, not the NSW DET arrangements.
- In addition, there are limits and requirements that apply to work experience in Victoria. Please see the Victorian website for details: [www.education.vic.gov.au/sensecyouth/careertrans/worklearn](http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn)
- In Victoria, students are paid $5 per day of Work Experience or Structured Workplace Learning, unless the student is working for a not-for-profit organisation or a Commonwealth instrumentality.
9. Who can I talk this over with beforehand?
You may wish to discuss a proposed workplace learning opportunity in Victoria with your Principal and your regional vocational education consultant. You are also welcome to contact the Vocational Education in Schools Directorate in Sydney on (02) 9244 5252.

If you wish to ring Victoria regarding the likelihood of approval of your request for a particular placement in Victoria, please call the Youth Transitions Division in Melbourne on (03) 9637 2968.