

**Advice for Schools, TAFE NSW Institutes and private and community RTOs - Completion of the Student Placement Record to meet the Department's standards - for Work Experience and Work Placement programs**

The 2015 document for employers, [Completion of the Student Placement Record to meet the Department's standards](#), was prompted by a serious injury to a student undertaking workplace learning in industry.

Standards have now been made explicit. Examples of acceptable and unacceptable responses have been provided.

The document is mandatory as it is essential advice to host employers. The 2015 Student Placement Record (see the host employer declaration) and the 2015 guide for employers both refer to this document and provide links to it.

**Responsibilities of schools and TAFE NSW Institutes (and private and community RTOs along with the school)**

**Work experience programs and HSC work placements**

A practical implementation approach is encouraged with most effort concentrated on host employers in workplaces with greater potential risks for students as new or young workers, for example, in construction, auto and metals workshops and on farms.

By using the 2015 Student Placement Record and the 2015 *Workplace Learning Guide for Employers*, the host employer is directed to this mandatory document in the Record and in the Guide.

Where you think needed, ring the host employer beforehand to pave the way for this new document, or call afterwards to provide support. This might be as part of the regular process of communicating with long term or new host employers.

For HSC VET Industry Curriculum Framework Course work placements, Work Placement Service Providers (WPSPs) will draw employers' attention to this document. They will guide and support host employers to meet the standards before the employer section of the Student Placement Record reaches the school or TAFE. These expectations were discussed at the annual WPSPs workshop on 30 March 2015.

### **Reviewing Section 3 of the Student Placement Record**

Schools and TAFE NSW Institutes (and where relevant, private providers) must review the responses from the host employer to check they are meeting the Department's standards.

Where information is deficient, or the teacher has any doubts about the information, teachers are encouraged to seek further information to satisfy themselves that the employer has properly planned for the placement. A call to the host employer is recommended. It is permissible to add details provided by the host employer over the phone to the Student Placement Record. It must be initialled and dated by the school/TAFE /private provider. This practice is no different from what should already be current practice. Over time, there should be less need to contact host employers for the required level of detail. Schools are entitled to rely on more detailed information provided by host employers as evidence of appropriate risk assessments.

Provided teachers obtain the relevant information from employers and follow up on any obvious or perceived shortcomings in the information provided, no legal liability attaches to individual teachers in the event an incident occurs. As the employer, the Department will be vicariously liable for the actions of its staff.

Each semester, a range of completed Student Placement Records for both Work Experience and Work Placement may be examined. This standard procedure encourages and instils a high level of commitment to conscientious provision of precise information and conscientious consideration of the suitability of placements.

Queries should be directed to the relevant Senior Pathways Officer in your Educational Services Team or to the Coordinator, Workplace Learning in Secondary Education – Senior Pathways on telephone 9244 5425 or email [wendy.byrne@det.nsw.edu.au](mailto:wendy.byrne@det.nsw.edu.au).