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| Policy Name | Work Experience Policy |
| Related Policies and Legislation | Work Experience Procedure Excursion Policy Duty of Care Policy |
| Policy Category | Education Programs |
| Relevant Audience | All Treetops Community |
| Date of Issue / Last Revision | 08 May 2012 08 June 2015 – Re-Formatted |
| Date Set for Review | May 2016 |
| Person/s Responsible for Review | Treetops Administration |

Work Experience Policy

Work experience is the placement of students in the workplace as an introduction to the work environment. It is a valuable aspect of the transition from school to post school opportunities and is enhanced by appropriate classroom programmes within the Upper Secondary area.

It is expected that all Upper Secondary students will attend work experience at some point and the level of supervision organised by the school will be adjusted according to the individual student's needs. The experience for each student will vary according to the type of work placement undertaken, with work placement being selected on the basis of each individual student's work readiness.

Students who are not work ready will not be placed in the workplace as this may expose them to failure and present a very difficult situation for Work Experience Supervisors. Students demonstrate work readiness by having a positive attitude towards learning in a workplace environment and making an honest commitment to the experience.

The Principal will designate the role of Work Experience Coordinator to a member of staff. This person will act as the contact person within the school and will work with the teachers, students,

parents and Work Experience Supervisors to arrange a suitable placement. The Work Experience Supervisor is an adult employee of a host work place who acts in a designated supervisory capacity.

All work experience requires the approval of the Principal in accordance with the relevant school policies, such as the Duty of Care, Excursion and Camp policies. (See relevant policies)

The school will hold an insurance policy that covers students participating in work experience for personal accident and public liability.

Details of all work placements are to be retained by the school in accordance with legislation governing the management of records within the school and the school's Records Management Policy.

Relevant School Policy includes:

Child protection

Occupational Health and Safety

Risk Management

Sexual Harassment

Behaviour Management

Relevant Legislation or Authority:

School Education Act 1999 (WA), ss 61(1)(b), 63 (i)(c) (ii), 64 (1)(e)

School Education Regulations 2000, regulations 38 and 39

Occupational Safety and Health Act 1984 (WA)

Volunteers (Protections from Liability) Act 2002 (WA)

Equal Opportunity Act 1984 (WA)

Liquor Licensing Act 1988 (WA)

Privacy Amendment (Private Sector) Act 2000

Mines Safety and Inspection Regulations 1995

Road Traffic Act 1974 (WA)