

## Policy Overview

These standards apply to all workplace learning which takes place as part of a classroom based course program. The standards and procedures for workplace learning should not limit the development of innovative programs.

The value of workplace learning is to enrich and extend learning gained in a classroom or simulated setting and for students to make a direct connection with industry, enterprise, careers and transition to further education.

A key feature of workplace learning that differentiates it from learning in the classroom, excursions, or unstructured work experience, is the range of stakeholders participating in the activity. Workplace learning programs may involve the cooperative engagement of MEGT Institute staff (Program Coordinators, Workplace Coordinator, Trainers/Assessors) together with employers and supervisors from the businesses, community agencies, and voluntary organisations where work placement will take place.

Workplace learning programs are dependent upon the willing participation of a range of stakeholders. It is necessary MEGT Institute to take a lead in building strong relationships with employers and industry representatives. Respect for the skills and expertise of the stakeholder groups plus recognition of the different imperatives that have an impact upon them should be part of the understanding that underpins communication and cooperative activity.

All stakeholders have responsibilities in the implementation of workplace learning programs. It is the duty of MEGT Institute staff to take reasonable steps to ensure that stakeholders are aware of, and prepared to take on, their responsibilities.

Regular and effective communication with between MEGT Institute staff, host employers and students is essential to a successful work placement program.

Programs must take into account the capacity of the employer to host students and the workplace facilities as elements contributing to the learning experience of the student.

It is the responsibility of MEGT Institute to monitor and review its procedures and practices in operating workplace learning programs.

## Guidelines

1. Workplace learning programs are to be designed to achieve unit outcomes and enhance the vocational, educational and competency development of students.

In all instances MEGT Institute Program Coordinators must consider

- the overall requirements of the relevant Training Package
- individual competency and assessment requirements
- the benefits arising from a proposed workplace learning program
- the capacity of the MEGT Institute to support the activity
- the capacity of the workplace to ensure that competency and skill building objectives will be achieved.

Learning in the workplace is a mandatory inclusion in some qualifications. In these instances, mandatory work placement programs must be designed to meet the assessment requirements set down in the relevant units of competence and qualification guidelines as stated in the Training Package.

Work placement is also provided as a support to the development, enhancement and assessment of student competency in an authentic industry setting. Where competency is to be assessed within the workplace as part of the qualification assessment process, this is to be clearly outlined in the Learning and Assessment Strategy, and appropriate assessment guidelines and assessment instruments provided.

## 2. Scheduling of workplace learning placements

MEGT Institute must take into account the following when scheduling workplace learning activities in the course program:

- suitable pre-placement activities must be completed prior to work placement
- pre-requisite learning and competencies must be completed in order that students can optimise the planned workplace learning experience
- workplace learning programs must take into account individual student needs
- the need for student follow-up immediately after placement
- sensitivity to host employers' work cycles

- students must not be used in place of regular employees and must not undertake unpaid work trials
- MEGT Institute takes ultimate responsibility for the workplace learning program

The MEGT Institute National Training Manager has the primary responsibility for approving workplace learning programs. This function may be delegated to the Campus Manager, a State Training Manager or Program Coordinator who may approve a workplace learning program following careful consideration of the vocational goals and educational value of the proposed placement, the learning outcomes and educational benefits and the potential risks or dangers.

MEGT Institute must take reasonable steps to ensure that students, staff, and workplace personnel are aware of their responsibilities in the implementation of workplace learning programs.

Formal communications and agreements (MOU's) to enhance collaboration between MEGT Institute and the workplace must be established to ensure each partner's role in the provision of workplace learning is effective and complementary to the whole process.

### **3. MEGT Institute pre-placement responsibilities**

Where practicable, a pre-placement visit to all new workplaces should occur. A 'new' workplace is one that is either not known to the personnel responsible for managing the workplace learning program or that has not hosted students for workplace learning. In instances where a visit cannot be undertaken, discussion by telephone with the employer must take place and must be documented.

During the pre-placement interview it is important to establish with the employer and student's workplace supervisor the expectations of MEGT Institute and the responsibilities required in hosting a student and supervising the placement, including the formal contact arrangements between MEGT Institute staff, workplace supervisors and students.

Workplace selection must take into consideration

- the selection of workplaces which demonstrate their willingness and ability to assess any risks to the health and safety of students in the proposed activities; remove or minimise those risks and who will deliver quality workplace learning experiences

- the selection of employers who understand and can make appropriate adjustments and accommodations for students with specific needs as required by the program
- promoting the benefits to the employer of offering workplace learning placements
- providing mandatory support documents and explanations about them, to employers, students and parents
- ensuring that the employer is aware of the purpose, process and outcomes of the placement so they are better able to deliver a positive learning experience for the student
- provision of MEGT Institute staff contact details and methods of communication
- ensuring that the employer is aware of obligations regarding payment of students on placement
- clarifying and documenting lines of communication between the stakeholders, but most importantly between the employer, the workplace supervisor, the workplace learning program coordinator and the student.

#### **4. MEGT staff placement responsibilities include:**

- checking that a formal agreement or MOU is in place with the workplace
- matching the student to the proposed placement to optimise the outcomes of the experience
- ensuring that any special needs of students, particularly students with a disability or from non-English speaking backgrounds are appropriately supported in the workplace in consultation with MEGT Institute
- ensuring that all students have undertaken preparatory OH&S training prior to the placement to optimise their safe and effective participation in workplace learning
- ensuring the student has their work place log book and understands the importance of having this signed off for all attendances
- ensuring the workplace supervisor receives any specific training and assessment instructions and relevant documentation and instructions
- ensuring workplace progress is monitored and all work placement assessments are signed prior to the placement
- ensuring that any additional personal information necessary to student well-being and support is provided to the host employer or appropriate supervisor, with the consent of the student and in keeping with the Privacy and Personal Information Protection Act

- carrying out and documenting in a Contact Record the supervisory visits to the workplace during the placement to meet with the student and the workplace supervisor and/or employer to review progress. (Where a visit is not logistically possible due to distance or resources, the required telephone contact for the same purpose must be documented in a Contact Record.)
- carrying out post-placement interviews with students to review the experience and optimise the learning. Post-placement interviews also permit the reporting and follow up of inappropriate or negative incidents which may provide an opportunity to review the suitability of the workplace as well as contributing to continuous improvements.

Duty of care for students rests with MEGT Institute and extends to workplace learning placements even where there is no direct daily supervision of the student by the Institute or Institute staff member. Employers have responsibilities for the health, safety and welfare of employees and visitors to their premises but this does not exempt MEGT Institute from their responsibilities.

## **5. Employers and workplace supervisors' responsibilities:**

The persons responsible for supervising MEGT Institute students in their workplaces have responsibility to ensure:

- the health, safety and welfare of persons working in or visiting their work sites. This responsibility extends to all students and any support staff on workplace learning placements and includes:
  - any plant, substance or product to be used by the student and where relevant any support staff is safe and without risks for the student
- systems of work and the working environment are safe and without risk to health for the student and support staff where relevant
- identifying areas of risk to students and where relevant any support staff and implementing strategies to eliminate or minimise risks to students who are inexperienced and potentially vulnerable
- providing a workplace induction including relevant safety matters to orientate students
- information, instruction, training and supervision is provided to the student and others to ensure health and safety in the work place
- adequate facilities for the student's welfare at work

- provision of appropriate learning activities and skill development tasks for the student under the supervision of a capable and trustworthy employee briefed for the task
- having current public liability coverage

## **6. Student responsibilities include:**

- understanding and using documents correctly that support their workplace learning placement
- participating in pre-placement activities to optimise their safety and achievements during workplace learning programs
- punctual attendance at the workplace in accordance with schedules times and dates
- wearing the relevant uniform clothing and personal protective equipment (PPE) where required
- following the directions of their supervisor in the workplace
- making and using safe travel arrangements
- paying for their travel to and from placements
- completing attendance and log book details and ensuring these are appropriately signed by the supervisor
- completing assessment tasks as required by their program
- communicating concerns to the workplace supervisor and /or their MEGT Institute Workplace Coordinator or Program Coordinator

## **7. Prohibited activities cannot be included in workplace learning programs**

Some workplace learning activities are prohibited due to their nature, danger or inherent risk to students. Examples of prohibited activities include:

- high risk construction work
- use of dangerous machinery or equipment except under prescribed conditions and where appropriate training has been completed
- any activity requiring a license permit or certificate of competence

## 8. Child-related workplaces

Child-related workplaces are the subject of legislation that prevents unsuitable people from working with children and young people. The legislation applies to students and any support personnel undertaking workplace learning placement in child-related employment areas.

Completing and meeting the terms of the *Prohibited Employment Declaration* is a prerequisite for students to undertake these workplace learning placements.

## 9. Workplace learning evaluation and review

The review of workplace learning placements must be carried out by MEGT Institute Program Coordinators and the host employer at the end of each learning program/course.

The review is to include consideration of the activities/tasks which were undertaken, the documentation used to record workplace activities, a risk/incident review, the location of the worksite and the supervision in the workplace in view of the student's individual needs.

## 10. Insurance and indemnity provisions

MEGT Institute maintains Group Personal Accident Insurance which includes cover for all students whilst engaged in work experience authorised and organised by MEGT (Australia) Pty Ltd.

All workplaces are to have Public Liability Insurance and a copy of verification of this should be provided to MEGT Institute.

All student workplace learning placements arranged privately that are not authorised and approved by the Institute Training Manager or delegate are excluded from the insurance and indemnity provisions of MEGT. Students on workplace learning placement are classified as voluntary workers. Payment to students on workplace learning placement invalidates these provisions.

MEGT's insurance and indemnity provisions do not apply to situations where a student uses a designated period of regular paid part-time employment as part of their work placement. In these cases the student is not a voluntary worker and the workers compensation and insurance arrangements of the employer apply. For this reason, all student placement arrangements must be documented.

Should a student of MEGT Institute be injured during a workplace learning placement or during travel to or from the place of work an Accident Report Form must be completed and the Program Coordinator or Workplace Coordinator immediately notified. The Report must be completed irrespective of any claim (insurance or other). No liability is to be admitted by the MEGT Institute staff.

In cases of a serious accident or occurrence in the workplace the reporting requirements specified in the relevant State OHS Regulations must be implemented.

## 11. Mandatory and recommended support documents

A range of mandatory and support documents has been developed to assist in the implementation of workplace learning programs.

This document, *Workplace Learning Policy & Guidelines*, *Workplace Log Books*, *Contact Record*, *MOU's*, *Student Practicum Policies and Assessment Instruments (where applicable)* are mandatory documents to be used in the implementation of workplace learning programs.

The mandatory documents must be seen as essential components to this policy. They provide information for stakeholders on the practical and responsible processes that contribute to sound workplace learning.

<b>Responsibility</b>	General Manager Education
<b>Policy Endorsed By</b>	Continuous Improvement Committee
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