GOVERNMENT OF WESTERN AUSTRALIA

Department of **Education**

Workplace Learning for Public Schools procedures

Effective date: 28 April 2025

Version: 2.2

Last update date: 2 July 2026

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

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These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

1. Policy supported

Duty of Care for Public School Students Policy

2. Scope

These procedures apply to all principals and/or school staff nominated by the principal in public schools.

3. Procedures

3.1 Workplace learning

The principal and/or school staff nominated by the principal must:

- confirm that a workplace learning management plan is developed to manage the students' engagement with the workplace.
- nominate one or more employees as the workplace learning coordinator(s) to:
  - identify workplace learning opportunities that are consistent with and responsive to the needs and aspirations of students and their families.
  - respond to feedback to determine placements are inclusive, culturally safe, and (culturally) responsive to all, including Aboriginal and Torres Strait Islander students, culturally and linguistically diverse students, and students with disabilities
  - respond to feedback from students and families to determine whether placements are made in a culturally responsive and culturally safe work environment.
  - complete the Workplace Learning Management Plan (Appendix A).
  - monitor the implementation of the Workplace Learning Management Plan.
  - monitor student wellbeing, engagement and achievement.
  - monitor students' progress, where student assessment is part of the workplace experience.
  - liaise with the employer providing the placement and with the student's

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family/caregiver.

- complete and retain the Student Placement Record for each student placement to support workplace learning implementation (Appendix B).
- confirm that the family/caregiver sights and signs the relevant completed documentation for the Student Placement Record (Appendix B) or that the documentation identified in Appendix C is collated and retained for School Based Trainees or Apprentices.
- provide the family/caregiver with the relevant insurance information for the type of placement (Appendix D).
- collect and retain the Certificate of Currency for the host employer's public liability insurance for reporting purposes.
- supervise the student's work placement by means of scheduled visits and phone and/or email contacts with the workplace.

- confirm any duties undertaken that relate to teaching and learning, and curriculum activities are undertaken by one or more teachers.
- communicate to the family/caregiver their responsibilities for workplace learning activities which fall outside of the direct control of the schools.

Guidance

See the Workplace Learning Guidelines for more information. (staff only)

4. Definitions

Certificate of currency

A document issued by an insurance company or broker confirming a current policy is in place for the sums insured as at the date the certificate was issued.

Cultural responsiveness

The ability to understand, interact and communicate effectively and sensitively with people from a cultural background that is different from one's own. It is characterised by respect for culture, ongoing self-reflection, expansion of knowledge and commitment to improving practices and relationships, and is responsive to the diverse needs, backgrounds, experiences and knowledge of all students.

Cultural safety

Is determined by Aboriginal people and experienced when they are in environments and relationships where they do not experience racism in any form and their:

- presence is welcomed and respected
- experiences are believed and validated
- cultures are centred and valued
- knowledges and skills are recognised and supported
- advice is listened to and acted upon.

Duty of care

A duty imposed by law to take reasonable care to minimise the risk of harm to another.

External agency

A business, organisation or individual with which the Department of Education, principal or their nominee has negotiated provision of a workplace learning service and/or expertise appropriate to a particular school activity.

Family/caregiver

A person who has legal responsibility for the care and welfare of the child.

Host employer

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The person/organisation who has control of the workplace in which a workplace learning student is placed. A host employer may be the proprietor of the business or may manage the workplace on behalf of the proprietor. In some cases (for example School Based Apprenticeships/Traineeships), the host employer may also employ the student in the usual sense of the word.

Independent minors

Students under 18 years of age living independently whom the principal decides (under Regulation 147 of the School Education Regulations 2000) may sign their own consent forms.

Minor

A person under the age of 18 years.

Nominated person

School staff or regional office staff nominated by the principal including workplace learning officers, workplace learning coordinators, VET coordinators, teachers, regional VET coordinators, engagement and transition managers and Directors of Education.

School based traineeships and apprenticeships

A structured paid employment-based training program that leads to school-based apprentices or school-based trainees gaining a nationally recognised qualification. School-based apprenticeship and traineeships are part-time and subject to conditions stipulated on the Register of Class A and B qualifications (Department of Training and Workforce Development).

Supervisor

School staff nominated by the principal with the official task of overseeing the provision of the workplace learning program.

Supervisory team

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School staff nominated by the principal with the official task of overseeing the school's workplace learning program.

Venue

The facilities at which planned training, workplace learning, outdoor or recreational activity occurs.

Workplace

A place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to go while at work.

Workplace learning

The placement of a student in a work environment as part of work experience, work shadowing, or an accredited Workplace Learning program.

Workplace learning coordinator

A role carried out by any employee pursuant to section 235 of the *School Education Act 1999* or the *Public Sector Management Act 1994*, who is nominated by the principal to coordinate workplace learning for students enrolled in school-based programs. This role exists even if an external agency provides a workplace learning program service for the school.

Work readiness

The assessment of a student's readiness is made in the context of the outcomes to be achieved and the nature of the work placement. It is demonstrated by students having a positive attitude towards learning in a workplace environment and making an honest commitment to the experience. Work readiness may also include the student having met the legislative compliance requirements, such as permissions and licences, required by particular industries.

Workplace supervisor

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An employee of a host workplace who acts in a designated supervisory capacity for the student(s) engaged in workplace learning at that site.

5. Related documents

Relevant legislation or authority

Children and Community Services Amendment Act 2008

Disability Discrimination Act 1992

Equal Opportunity Act 1984 (WA)

Public Sector Management Act 1994 (WA)

School Curriculum and Standards Authority Act 1997 (WA)

School Education Act 1999 (WA)

School Education Act Employees' (Teachers and Administrators) General Agreement 2021

School Education Regulations 2000 (WA)

Volunteers (Protection from Liability) Act 2002 (WA)

Vocational Education and Training (General) Regulations (WA) 2009

Vocational Education and Training Act 1996

Teacher Registration Act 2012 (WA)

Work Health and Safety (General) Regulations 2022

Work Health and Safety Act 2020 (WA)

Workers Compensation and Injury Management Act 2023 (WA)

Working with Children (Screening) Act 2004 (WA)

Related Department policies

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Code of Conduct and Standards

Child Protection in Department of Education Sites

Curriculum Assessment and Reporting in Public Schools

Incident Management on Department of Education Sites

Excursions in Public Schools

Records Management

Risk and Business Continuity Management

Staff Conduct and Discipline

Student Attendance in Public Schools

Student Behaviour in Public Schools

Student Drivers on Western Australian College of Agriculture and Farm Based Public School Sites Procedures

Student Health Care in Public Schools

Visitors and Intruders on Public School Premises

Work Health and Safety

Working With Children Checks in Public Schools

6. Contact information

Policy manager:

Manager, Secondary, District High Schools and Post School Pathways

Policy contact officer:

Principal Consultant, Secondary, District High Schools and Post School Pathways

T: (08) 9402 6422

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7. History of changes

Effective date	1 January 2019
Last update date **Procedure version no.**	1.0
Notes	These new procedures support the Duty of Care for Public School Students policy that replaces the the Outdoor Education and Recreation Activities for Public Schools, Duty of Care VET for School Students Attending TAFEWA Colleges from Public Schools and Workplace Learning for Public School policies. Endorsed by the Director General at Corporate Executive on 9 August 2018.

Effective date	1 January 2019
Last update date	28 June 2023
Procedure version no.	1.1
Notes	Minor update to contact details D23/1271576

Effective date	22 April 2025
Last update date **Procedure version no.**	2.0
Notes	Major Review Corporate Exec approved on 15 January 2025 and approved by DG on 22 January 2025 D24/0414976

Effective date	28 April 2025
Last update date **Procedure version no.**	2.1
Notes	Minor changes approval D25/0330360

Effective date	28 April 2025
Last update date	2 July 2026
Procedure version no.	2.2

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Notes	Update to a broken hyperlink in Appendix D of the Workplace Learning procedures 'Insurance Letters'

8. Appendices

Appendix A: Workplace learning management plan (DOCX file - 56.4kB)

Appendix B: Student placement record (DOCX file - 78.6kB)

Appendix C: School based trainees and apprentices work placement records (DOCX file - 50.2kB)

Appendix D: Insurance letters (DOCX file - 64.8kB)

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9. More information

Supporting content

Policy

Duty of Care for Public School Students Policy

Procedure review date

28 April 2028

Procedure last updated

2 July 2026

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