

Structured Workplace Learning and Work Experience Arrangements

Interim Guidelines for
Non-school Providers



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1. Purpose and focus of the Interim Guidelines

Who should use the Interim Guidelines?

These Interim Guidelines apply to training providers registered to deliver senior secondary certificates including the following Registered Training Organisations (RTOs):

- vocational education and training providers registered by the Australian Skills Quality Agency (ASQA); and
- vocational education and training providers registered by the Victorian Registration and Qualifications Authority (VRQA).

These Interim Guidelines should also be used by senior secondary providers other than schools who are registered by the VRQA to provide accredited senior secondary certificates or registered senior secondary qualifications.

What are these Interim Guidelines about?

Recent amendments to the Education and Training Reform Act 2006 (the ETRA) clarify that training providers, in appropriate circumstances, can enter into work experience arrangements, structured workplace learning arrangements, and practical placement arrangements with their students.

These Interim Guidelines clarify which arrangement should be entered into for which student, and specify the documentation that is required for each of the three arrangements.

The current documentation, including the arrangement forms and Ministerial Orders for structured workplace learning and work experience arrangements, has been developed for use by schools.

These Interim Guidelines clarify how training providers should interpret and use the current documentation, including the arrangement forms and Ministerial Orders for structured workplace learning and work experience, during the interim period, until new documentation is developed. In particular, they assist training providers to clarify who will be responsible for discharging the responsibilities of 'schools', 'school principals' and 'school teachers' as set out in the current documentation i.e. Ministerial Orders 382 and 55 for work experience and structured workplace learning respectively.

Which arrangement should my student enter into?

It is important to make sure that the correct arrangement is entered into for each student undertaking a placement for a period of time with an employer. There are three kinds of workplace learning arrangements under the ETRA:

Structured workplace learning

Structured workplace learning arrangements are undertaken by senior secondary students aged 15 years and over undertaking vocational education and training courses as part of either the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL). Students undertaking Foundation VCAL or VCE Industry and Enterprise Studies should also undertake structured workplace learning.

Structured workplace learning resources, including agreement forms, guidelines for employers, and Ministerial Order 55 are available from

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx>

Work experience arrangements

Work experience placements are undertaken by secondary students aged 14 years and over and are short placements which are part of a student's general secondary education. Students are placed with employers primarily to observe and learn, not to undertake activities which require extensive training or experience. Work experience placements are not a requirement as part of a particular subject or course.

Work experience resources including agreement forms, guidelines for employers and Ministerial Order 382 are available from <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

Practical Placements

Practical placements are undertaken by students in post-secondary vocational education and training (VET) courses and are intended to develop job-related skills in the area of the particular post-secondary course. They vary widely in duration and content from course to course, although the minimum requirements are set out in the Practical Placement Guidelines. The Practical Placement Guidelines are available from <http://www.education.vic.gov.au/training/providers/rto/Pages/serviceagree2011.aspx>

NOTE: These Interim Guidelines do not cover students who are undertaking School Based Apprenticeships and Traineeships (SBATS).

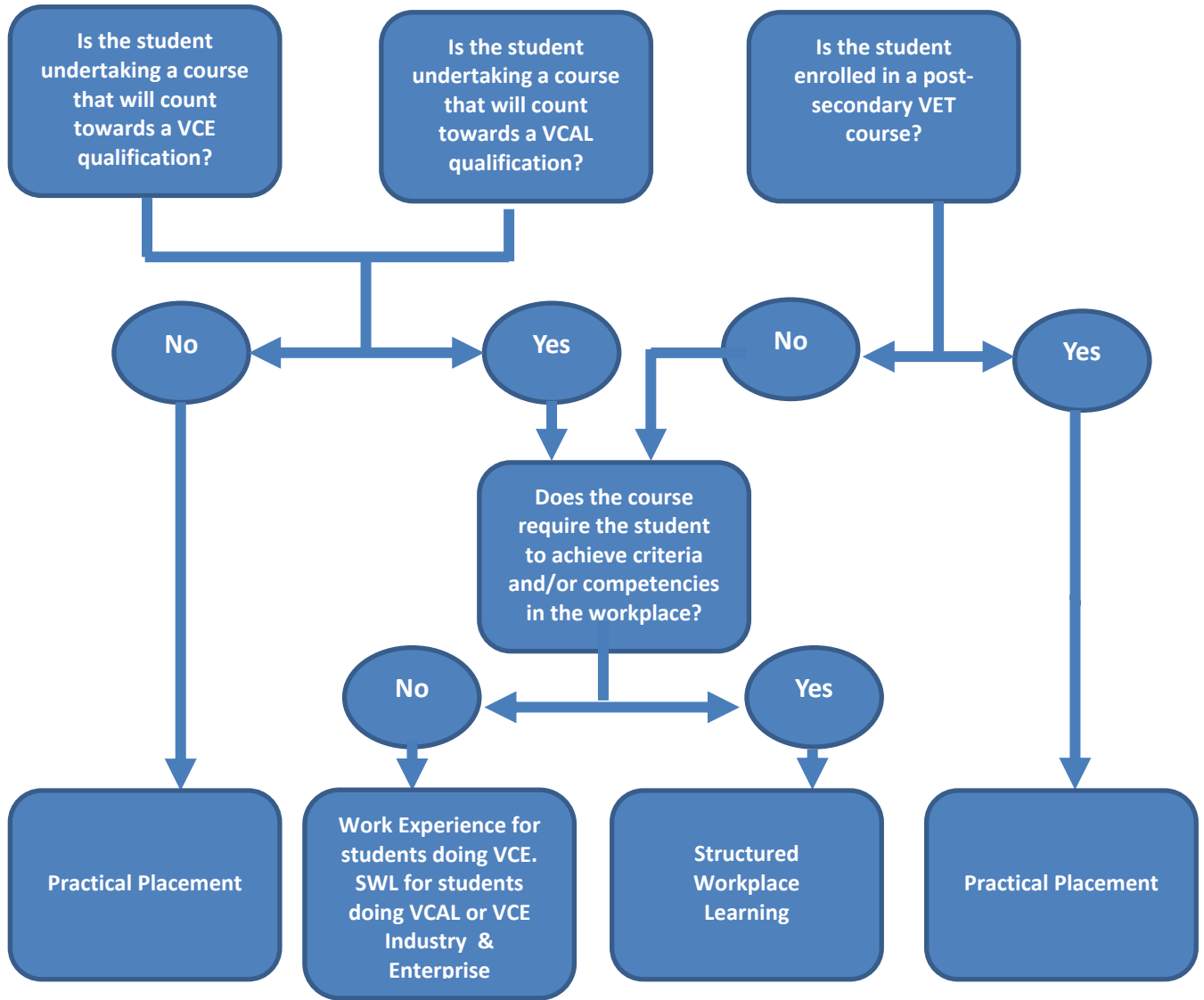
Limitations on placements

Students undertaking senior secondary certificates with non-school providers *should only* undertake work experience or structured workplace learning placements. They should not undertake practical placements (which are for students enrolled in post-secondary VET courses only).

Likewise, a post-secondary VET student only has the option of undertaking a practical placement, and *should not* undertake a work experience or structured workplace learning placement.

The decision about which arrangement is appropriate depends on the course the student is undertaking, and not the provider. The flow chart annexed to these Interim Guidelines will help RTOs decide which type of placement should be arranged. Refer to Table 1 in order to help you identify which arrangement a student should undertake.

Table 1: Which type of arrangement should my student do?



2. Structured workplace learning

Structured workplace learning is on-the-job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the VRQA.

These courses are VET programs undertaken as part of VCE or VCAL. The Victorian Curriculum and Assessment Authority (VCAA) has determined that structured workplace learning is an appropriate and valuable component of all VET undertaken by VCE and VCAL students, and of VCAL Personal Development Skills and Work Related Skills units. Structured workplace learning complements the training undertaken with the training provider and should be spread across the duration of the training program. It provides the context for:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency/modules as determined by the RTO
- increased employment opportunities.

Payment for structured workplace learning

- Students undertaking structured workplace learning are entitled to be paid a minimum rate of \$5 per day by the employer for every day of their placement.
- Exemptions apply for Commonwealth Departments or bodies established under a Commonwealth Act, and educational or not-for-profit institutions.
- If the placement is with a Commonwealth Department or a body established under a Commonwealth Act, students will not be paid, and the words “Commonwealth establishment – exempt from paying” should be written on the line “rate of pay” on the arrangement form.
- If the placement is with an organisation which is engaged wholly or mainly in an educational, charitable or community welfare service not conducted for profit, which as a condition of engagement requires the student to donate back the payment, then the student and the parent of the student (if the student is under the age of 18 years) can decide to donate back the payment to the organisation.
- Students are not permitted to work before 6am or after 11pm. The total number of days or hours for structured workplace learning must not exceed the total number of days or hours set out for the relevant accredited course. If no hours of structured workplace learning are specified in the accredited course of study, then the CEO shall determine an appropriate number of days or hours.

Age restrictions for structured workplace learning

- Students under 15 cannot undertake a structured workplace learning arrangement.
- There are no maximum age requirements for students undertaking structured workplace learning.

What documentation do I use for structured workplace learning?

For structured workplace learning arrangements, the following documentation applies:

- Ministerial Order 55 - Structured Workplace Learning Arrangements;
- Structured Workplace Learning Arrangement Form; and
- Structured Workplace Learning Guidelines for Employers.

In using the documentation for structured workplace learning arrangements, the following interpretation rules apply:

- any reference in the documentation to the 'school' should be read as a reference to the RTO;
- any reference in the documentation to 'the student' should be read as a reference to a student undertaking an accredited senior secondary certificate at the RTO;
- any reference in the documentation to 'the principal' should be read as a reference to the Chief Executive Officer (however described) of the RTO;
- any reference in the documentation to a 'teacher' of the 'school' should be read as a reference to a member of staff of the RTO.

For example:

- Clauses 7 and 8 of Ministerial Order 55 set out requirements of the Principal prior to entering into a structured workplace learning arrangement. The Chief Executive Officer (however described) of an RTO is bound by the requirements of those clauses in respect of structured workplace learning arrangements undertaken by students in senior secondary certificates provided by the RTO.
- The Chief Executive Officer (however described) of the RTO is required to sign the 'Principal Consent' section of the Structured Workplace Learning Arrangement Form.

OHS requirements for structured workplace learning

Safety in the workplace is important to everyone. The safety of the student undertaking structured workplace learning activities is of paramount importance. Any workplace hazard not effectively managed could cause injury to the student or other person(s).

Students must undertake OHS training prior to commencing their placement. The type of OHS training for structured workplace learning will vary according to the nature of the student's course of study:

- Students doing an accredited VET program as part of their VCAL, and undertaking a SWL placement in the same industry as their VET certificate should undertake an OHS unit of competency from their VET certificate before commencing their SWL placement.
- If the student's placement is not in the same industry as their VET certificate, the student must complete Work Related Skills Unit 1, including DEECD's safe@work OHS program (or A Job Well Done for students with disabilities and additional needs) before commencing their SWL placement.
- Students not doing an accredited VET program as part of their VCAL program must complete Work Related Skills Unit 1, including DEECD's safe@work OHS program (or A Job Well Done for students with disabilities and additional needs) before commencing their SWL placement.

The OHS programs *safe@work* and *A Job Well Done* and instructions for completing them can be found at <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/safety.aspx>

DEECD has also developed the Workplace Learning Toolbox, a suite of resources that aim to provide young people with information about the work environment, with a strong focus on OHS. The Toolbox can be accessed at

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx>

Every workplace has site and industry specific OHS requirements. Before a student undertakes a structured workplace learning program, it is vital that the student is made aware of the OHS procedures and practices at the workplace. Induction must be provided for students on the first morning of their placement. Training, instruction, information and supervision are legally required by the *Occupational Health and Safety Act 2004* and induction is an essential part of this duty of care.

A good OHS training program in the workplace will ensure that all employees know how to:

- perform tasks safely, with no risk to themselves or others
- use appropriate equipment, machinery and chemical products safely
- identify and report any hazards and potential risks
- use safety equipment such as safety glasses, safety footwear and hearing protectors
- respond to emergencies (remembering that a SWL student should be under

- supervision at all times, and should not have to handle emergencies on their own).

A safety-conscious employer will also have regular workplace hazard inspections and a program of effective risk controls, understood by everyone in the workplace. Warning signs should be displayed prominently wherever they are required, and the meaning of the signs must be known to employees and visitors, including students.

The RTO needs to check that the sections on OHS requirements in the Employer Certification section of the Structured Workplace Learning Arrangement Form have been completed satisfactorily by the employer.

Where possible, students should be taught how to identify, assess and report possible risks in the workplace. For example, in an automotive workshop it would be dangerous if oil spills are not soaked up and cleared immediately, if car hoists are left up for extended periods, if hoses are not coiled up or electrical leads are defective.

Students should be told that if they have any concerns or do not know how to use any equipment, they must speak to their workplace supervisor before proceeding with the task. Safety at the workplace should be the employer's, and the student's first priority.

3. Work Experience

Work experience involves secondary school students in short-term industry placements, which broadens their experience and understanding of the world of work and career opportunities.

Placements with parents and relatives are not recommended as the student gains more benefit from meeting new challenges in new environments.

Work experience can be used to assist students to develop employability skills and an understanding of the work environment, career options and pathways as a positive foundation for their life-long learning.

In assisting students, RTOs may wish to refer to the Victorian Careers Curriculum Framework, designed to support the work of teachers, trainers and careers practitioners in the preparation of young people to make a successful transition into further education, training and employment.

The Framework provides Career Action Plan templates for each age group and cohort that allow information regarding a student's learning, wellbeing, career aspirations and pathway options to be recorded. Further information about the Framework is available at:

www.education.vic.gov.au/careersframework

Payment for work experience

- Students undertaking work experience are entitled to be paid a minimum rate of \$5 per day by the employer for every day of their placement.
- Exemptions apply for Commonwealth Departments or bodies established under a Commonwealth Act, and educational or not-for-profit institutions.
- If the placement is with a Commonwealth Department or a body established under a Commonwealth Act, students will not be paid, and the words "Commonwealth establishment – exempt from paying" should be written on the line "rate of pay" on the arrangement form.
- If the placement is with an organisation which is engaged wholly or mainly in an educational, charitable or community welfare service not conducted for profit, which as a condition of engagement requires the student to donate back the payment, then the student and the parent of the student (if the student is under the age of eighteen years) can decide to donate back the payment to the organisation.

Working hours for work experience

- Working hours for work experience placements depend on the age of the student undertaking the placement.
- For students aged 14 years the requirement is that they do not undertake work experience placements before 6am or after 9pm.
- For students aged 15 years and over the requirement is that they do not undertake work experience placements before 6am or after 11pm.
- In addition there is a 40 day limit per year (up to 15 days per term) for work experience placements.

Age restrictions for work experience

- Students are eligible to undertake work experience if they are 14 years of age or over and have the written consent of a parent/guardian if under the age of 18. Students up to the age of 21 are eligible to undertake work experience.
- For students under 15 years of age, the employer is required to obtain a Child Employment Permit and ensure that all supervisors of these students hold a valid Working with Children Check card before work experience can commence. All of the requirements of Ministerial Order 382 must be

complied with when an Arrangement is made for a student under 15 years including Working with Children checks, Declared High Risk Industries and Child Employment Permits.

- The maximum age limit for students undertaking work experience placements is 21 years of age. However, an exception to this requirement is that a RTO can make a work experience arrangement for the placement of a student of or over the age of 21 years with an employer in the following circumstances:
- when the student is an adult returning to school after a period away from study (determining period away from study is at the discretion of the CEO); or
- when the student is classified as a refugee from a war-torn country and has had little exposure to the workplace or to work culture.
- All of the requirements of Ministerial Order 382 must be complied with when an arrangement is made for a student of or over the age of 21 years.

What documentation do I use for work experience?

For work experience arrangements, the following documentation applies:

- Ministerial Order 382 - Work Experience Arrangements;
- Work Experience Arrangement Form; and
- Work Experience Guidelines for Employers.

In using the documentation for work experience arrangements, the following interpretation rules apply:

- any reference in the documentation to the 'school' should be read as a reference to the RTO;
- any reference in the documentation to 'the student' should be read as a reference to a student undertaking an accredited senior secondary certificate at the RTO;
- any reference in the documentation to 'the principal' should be read as a reference to the Chief Executive Officer (however described) of the RTO;
- any reference in the documentation to a 'teacher' of the 'school' should be read as a reference to a member of staff of the RTO.

For example:

- The Work Experience Arrangement Form must specify the 'teacher-in-charge of Work Experience' and requires the employer to sign an acknowledgement that, among other things, they will consult with the 'teacher-in-charge of Work Experience' if they consider it necessary to terminate the arrangement before the specified time. An RTO using this form must specify a member of staff of the RTO who is in charge of the work experience, and the employer must sign an acknowledgement that they will consult with this person.
- Clauses 6 and 7 of Ministerial Order 382 set out requirements of the Principal prior to entering into a work experience arrangement. The Chief Executive Officer (however described) of an RTO is bound by the requirements of those clauses in respect of work experience arrangements undertaken by students in senior secondary certificates provided by the RTO.
- The Chief Executive Officer (however described) of the RTO is required to sign the 'Principal Consent' section of the Work Experience Arrangement Form.

OHS requirements for work experience

Safety in the workplace is important to everyone. The safety of the student undertaking work experience activities is of paramount importance. Any workplace hazard not effectively managed could cause injury to the student or other person(s).

Before a student undertakes a work experience program, it is vital that the student is made aware of the OHS procedures and practices at the workplace. Induction must be provided for students on the first morning of their placement. Training, instruction, information and supervision are legally required by the *Occupational Health and Safety Act 2004* and induction is an essential part of this duty of care.

Students are required to successfully complete the requisite OHS program **safe@work** (or **A Job Well Done** for students with disabilities and additional needs) before they commence their work experience placement. These OHS programs and instructions for completing them can be found at <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/safety.aspx>

DEECD has also developed the Workplace Learning Toolbox to support *safe@work* and *A Job Well Done*. The Toolbox is a suite of resources that aim to provide young people with information about the work environment, with a strong focus on OHS. The Toolbox can be accessed at <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx>

A good OHS training program in the workplace will ensure that all employees know how to:

- perform tasks safely, with no risk to themselves or others
- use appropriate equipment, machinery and chemical products safely
- identify and report any hazards and potential risks
- use safety equipment such as safety glasses, safety footwear and hearing protectors
- respond to emergencies (remembering that a work experience student should be under supervision at all times, and should not have to handle emergencies on their own).

A safety-conscious employer will also have regular workplace hazard inspections and a program of effective risk controls, understood by everyone in the workplace. Warning signs should be displayed prominently wherever they are required, and the meaning of the signs must be known to employees and visitors, including students.

The RTO needs to check that all sections on OHS requirements in the Employer Certification section of the Work Experience Arrangement Form have been completed satisfactorily by the employer.

Where possible, students should be taught how to identify, assess and report possible risks in the workplace. For example, in an automotive workshop it would be dangerous if oil spills are not soaked up and cleared immediately, if car hoists are left up for extended periods, if hoses are not coiled up or electrical leads are defective.

Students should be told that if they have any concerns or do not know how to use any equipment, they must speak to their workplace supervisor before proceeding with the task. Safety at the workplace should be the employer's, and the student's first priority.

There are additional requirements for work experience students. All employers of work experience students under 15 years are required to obtain a Child Employment Permit. Furthermore they must ensure that all supervisors of these students hold a valid Working with Children Check card.

Further information is provided in the following Appendices at the end of this document:

- Appendix 1: OHS requirements for work experience students aged under 15 years; and
- Appendix 2: OHS requirements for work experience students aged 15 years and over.

4. WorkSafe arrangements for Structured Workplace Learning and Work Experience

Students who suffer work related injuries or illnesses while undertaking structured workplace learning and work experience placements are entitled to compensation under the WorkSafe scheme. All structured workplace learning and work experience students are covered under DEECD's WorkSafe Insurance Policy, including those enrolled with non-school providers.

Employers of structured workplace learning and work experience students are exempt from the normal employer obligations to provide suitable employment or plan for the return to work of students who may be injured while undertaking structured workplace learning or work experience placements. Also employers of structured workplace learning and work experience students are not liable for any claims costs or consequent premium costs that may be incurred as a result of a student lodging a WorkSafe claim.

Claims from structured workplace learning and work experience students are lodged against the DEECD's WorkSafe insurance policy and the costs are met under the DEECD's policy.

Procedures for lodging a WorkSafe claim

If a student is injured during a structured workplace learning or work experience placement, the following procedures should be followed when lodging a WorkSafe claim:

- the student is to complete and sign a WorkSafe Workers Injury Claim form from http://www.worksafe.vic.gov.au/data/assets/pdf_file/0018/3627/WorkersInjuryClaimForm-v800.03_Extended.pdf with the assistance of the host employer and/or RTO staff member who arranged the placement
- the host employer details should be entered in the Incident & Worker's Injury details and the Workers Employment Details sections of the claim form
- the host employer ensures the Workers Injury Claim form is sent to the student's RTO
- an Incident notification form should be completed from http://www.worksafe.vic.gov.au/data/assets/pdf_file/0003/8715/FOR537_pdf_of_Incident_Notification_form_WEB_26_EDITABLE_VERSION.pdf

The CEO of the RTO must ensure that:

- the words "structured workplace learning student" or "work experience student" are inserted in the top left hand area of the Workers Injury Claim Form
- the number 1624618 (for structured workplace learning) or 1656618 (for work experience) is inserted as the Employer's scheme registration number in the Employer Lodgement Details section of the claim form
- sections 1, 2, 5, 7, 8 and 9 of the Employer Injury Claim Report Form are completed with the number 1624618 (for structured workplace learning) or 1656618 (for work experience) entered as the Employer's scheme registration number and 9573347 entered as the Employer's reference number
- Sections 3 and 4 of the Employer Injury Claim Report Form should not be completed. Section 6 should only be completed if the student is claiming for loss of wages from a part time job
- the originals of both forms, together with any medical Certificates of Capacity (if the student is claiming loss of wages from part time work), medical accounts and a copy of the Structured Workplace Learning or Work Experience Arrangement Form are forwarded to CGU Workers Compensation (Vic.) LTD. DEECD Team, GPO 2090S, Melbourne, Vic, 3001
- the forms are forwarded to CGU within 10 calendar days from the date on which the host employer received the Workers Injury Claim Form from the student.
- a claim file is set up retaining duplicates of both forms together with copies of any Certificates of Capacity and medical accounts.

5. Public liability insurance for Structured Workplace Learning and Work Experience

The public liability insurance requirements are set out in the Ministerial Orders and the Resources Manuals for both work experience and structured workplace learning arrangements. These provisions provide different requirements for 'Government Schools' and 'schools other than Government Schools'. RTOs should read the provisions relating to **'schools other than Government Schools'** as being applicable to that RTO.

This means that, where an arrangement is entered into by a Chief Executive Officer (however described) of a RTO, it is the obligation of the RTO to hold or take out public liability insurance to provide at least \$10 million cover per event. The persons to be insured are the student and the RTO.

Where an arrangement is entered into by the CEO of an RTO not covered by public liability insurance as set out above, the employer must be informed of this by the Chief Executive Officer of the RTO at least four weeks prior to the commencement of that arrangement. In this event, the employer will be obliged to hold or take out public liability insurance to provide at least \$10 million cover per event for any loss or damage which may be caused by any act or omission of the student while engaged under the arrangements. The persons to be insured are the student and the employer.

6. Requirements for criminal history record checks in aged care services

For students undertaking either work experience or structured workplace learning in aged care services, the Police Certificate Requirements for Aged Care Providers guidelines state that full time students under the age of 18 do not require a Check. These Guidelines are available at:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/ageing-qualityfactsheet-policechecks.htm>

These requirements apply to all Australian Government subsidised services, specifically:

- Residential aged care;
- Community aged care services under the Aged Care Act 1997: Community Aged Care Packages (CACP);
- Flexible care services under the Aged Care Act 1997: Extended Aged Care at Home (EACH); and
- Extended Aged Care at Home Dementia (EACHD) packages, Multi-Purpose Service places and Transition Care.

For further information, please contact: The Assistant Director, Compliance and Programs, Office of Aged Care Quality and Compliance, Federal Department of Health and Ageing via the Aged Care Information Line: 1800 500 853.

7. Further assistance

Assistance can also be obtained from the Workplace Learning Coordinator Service, whose primary role is coordination between industry and providers of senior-secondary education in order to identify appropriate learning placement opportunities and to facilitate and coordinate access for young people aged 15-19 years. Details regarding the WLC service can be found at:

<http://www.education.vic.gov.au/about/programs/pathways/Pages/coordinators.aspx>

Appendix 1: OHS Requirements for work experience students under 15 years

1. Introduction

These guidelines have been developed to assist Chief Executive Officers, RTOs and employers when organising work experience arrangements for students aged under 15. Chief Executive Officers, RTOs, employers and workplace supervisors need to be aware that all work experience students:

- are still developing physically, cognitively, and emotionally and that there may be tasks that are beyond their current capabilities
- are inexperienced and less skilled than older workers and unaware of workplace risks
- may not have the confidence to ask questions or speak up for fear of looking incapable
- may neglect their own health and safety in their enthusiasm to impress others.

While undertaking work experience, students learn through observing and assisting with simple tasks. They must NOT undertake activities that require extensive training or experience, or expose them to dangerous or risky situations.

Work experience students must successfully complete the relevant DEECD safe@work program online general and industry modules prior to commencing their placement. Employers must ensure that students receive an appropriate induction and on-the-job occupational health and safety training before commencing their work experience. Work experience students must also be closely and competently supervised throughout their placements. Those supervising should have a thorough understanding of workplace health and safety requirements.

All references to sections, unless otherwise stated, refer to sections in these 'OHS requirements for work experience students aged under 15 years'.

2. Mandatory requirements for work experience students aged under 15

Occupational health and safety program

All students undertaking work experience must complete safe@work, the occupational health and safety program required by DEECD, prior to undertaking their work experience. Information about the required occupational health and safety program can be found at <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

Employers must also ensure that students receive an appropriate induction and on-the-job occupational health and safety training before commencing their work experience.

Impact of the Child Employment Act 2003

A Child Employment Permit under the *Child Employment Act 2003* must be issued before a student under 15 years of age may undertake work experience. A student under 15 years of age may undertake work experience only if the Chief Executive Officer is satisfied that:

- the health, education, moral and material welfare of the student will not suffer from the proposed arrangement
- the student is fit to be engaged in the proposed work experience
- the student will not be subjected to any form of exploitation during the proposed work experience
- the proposed work experience is not 'prohibited employment' within the meaning of the *Child Employment Act 2003*. 'Prohibited employment' under the *Child Employment Act 2003* includes:
 - door-to-door selling
 - employment on a fishing boat, other than a boat operating on inland waters

- employment on a building or construction site (whether commercial or residential) at any time before the buildings on the site are at lock-up stage
- any other kind of employment prohibited by the Governor in Council.

Note: Please see complete list at Section 3 below.

Applying for a child employment permit

A prospective employer is required to apply for a Child Employment Permit by completing the Child Employment Permit application form: www.workforce.vic.gov.au

The prospective employer is required to enter details about the job, including supervision arrangements. The parent/guardian of the student is required to enter their details and provide their written consent. This is provided on the application form. With each application for a Child Employment Permit, the employer is required to indicate on the form that the child will be supervised at all times by a person who holds a valid WWC Check card.

The Chief Executive Officer, parent/guardian and the employer are required to sign the application form as well as a Risk Assessment Form (see 2.5 below). Both forms are to be submitted by post, email or fax to:

Child Employment Officer
Workforce Victoria
Department of Business and Innovation
GPO Box 4509
Melbourne Vic 3001

Email: childemployment@diird.vic.gov.au
Fax: 9651 9703

The forms must be sent for approval well in advance of the placement as a Child Employment Permit must be obtained before the placement commences. To ensure that Child Employment Permits are obtained when required, applicants should allow sufficient time to plan and lodge their applications.

It is important to note that prior to the work experience arrangement being approved, the Chief Executive Officer must obtain from the Employer a certified copy of the Employer's Child Employment Permit and a certified copy of the WWC Check card of any proposed Supervisor. A WWC Check application can take up to 12 weeks to be issued and it is imperative that this is not left until the last minute (see Section 2.6 Working with Children Check).

For more information and advice about the *Child Employment Act 2003* or to obtain an Application for a Child Employment Permit, visit the Workforce Victoria website or contact a Child Employment Officer. Child Employment Officers are happy to assist teachers with requirements for gaining Child Employment Permits, via telephone or through a visit if desired. Phone enquiries: 1800 287 287 Website: www.workforce.vic.gov.au

Risk assessment form

The purpose of the Risk Assessment Form is to identify the hazards and risks students may be exposed to in a particular workplace and the processes that are put in place to minimize and manage these hazards and risks. The form accompanies the Work Experience Arrangement Form and is submitted to the Department of Business and Innovation when applying for a Child Employment Permit. The form is available from:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

Working with Children (WWC) Check

When a student under 15 years is undertaking work experience, it is mandatory that the supervisor (meaning the person supervising a student who is physically present at all times to oversee and control what the student is doing) holds a valid WWC Check card before the work experience can commence. The

nominated supervisor/s must have a WWC card. They are not allowed to supervise a work experience student under 15 years on the basis of being given a receipt on application. The RTO must establish in discussion with the employer as to those who will supervise students under the age of 15 and will require a WWC card.

In some cases, employers and/or supervisors may already have a valid employee WWC Check issued (undertaken within the past 5 years for the purposes of supervising a child). Where there is documented evidence to this effect (e.g. a certified copy of the WWC Check card see Section 2.7 below) they may not require another check to be undertaken. The Department of Justice must however be notified of any change of employer and category of child related work. Supervision of child employees must be entered as Code 76 on the form. A supervisor with a valid WWC Check card is able to supervise a number of work experience students during the year without having to complete a WWC Check each time.

In addition, it is mandatory that any person who will have direct supervision of a student will also require a WWC Check unless the Supervisor is exempt from the requirement pursuant to section 19B of the *Child Employment Act 2003*.

Payment of new applications for Working with Children (WWC) checks for work experience purposes

Note: This is only to apply to employees who are proposed to supervise students under 15 and not volunteers.

WWC Checks for work experience purposes will be reimbursed by DEECD. Persons who apply for a WWC Check for the purposes of supervising a work experience student will be required to provide DEECD with an invoice/receipt of the WWC application payment. Please forward invoice/receipt to:

Workplace Learning
Pathways, Participation and Youth Division
Department of Education and Early
Childhood Development
GPO Box 4367
Melbourne VIC 3001

Employer/supervisor obligation

If an employer does not wish to apply for a Child Employment Permit and/or an employer/supervisor does not agree to undertake a WWC Check; or if an application for a Child Employment Permit or WWC check is not successful then the work experience must not proceed.

Documented evidence required prior to Chief Executive Officer's final approval

As outlined in Ministerial Order 382, the Chief Executive Officer must not make an Arrangement for a student, who is a child, unless:

- a. the Employer obtains a Child Employment Permit issued pursuant to the *Child Employment Act 2003* and;
- b. any proposed Supervisor has a valid WWC Check card.

Prior to the Chief Executive Officer's final approval, the Chief Executive Officer must obtain from the Employer a certified copy of the Employer's Child Employment Permit and a certified copy of the WWC Check card of any proposed Supervisor.

3. Prohibited, restricted and permitted activities for students aged under 15

The following prohibitions, restrictions and permitted activities apply to ALL students under 15 undertaking work experience.

Undertaking work experience with animals

No student under 15 years should be permitted to undertake work experience involving direct contact with animals (students under 15 can undertake other activities that are safe and suitable, such as preparing feeds).

Prohibited industries

All work experience students under 15 years are not permitted to undertake work in:

- the security industry
- the sex industry
- tattoo parlours
- any retail or other business where guns or ammunition are sold
- abattoirs
- fishing boats (other than boats operating on inland waters)
- equine industry
- civic construction (such as roads and bridges)
- Defence Force and Emergency Services
- the following retail areas: butchery, fishmongers
- mining (above and underground),
- quarrying, extraction, recycling plants,
- foundries and tips
- transmission and distribution industries (linespersons and/or cabling).

Prohibited activities

All work experience students under 15 years are not permitted to undertake the following activities:

- hand out medication or discuss condition of patients
- administer medication either internally or externally
- bathe patients
- undertake any task that requires training or special skills to avoid a risk to safety - e.g. operating machinery, using explosives, welding, brazing or flame soldering
- undertake work relying on safe worker behaviour (for example, the correct use of personal protective equipment such as respirators) rather than risk controls that protect everyone (such as a fully enclosed ventilation booth to isolate the hazard)
- hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding \$100. (This excludes the student's personal items)
- hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- door-to-door selling (selling any goods or services at a private or commercial residence (including making a contact sales agreement within the meaning of the Fair Trading Act 1999))

- employment on a fishing boat, other than a boat operating on inland waters
- employment on a building or construction site (whether commercial or residential) at any time before the buildings on the site are at lock up stage
- any other kind of employment prohibited by the Governor in Council
- use ANY dangerous plant and equipment including:
 - Powered mobile plant (students must never be permitted to drive any vehicle or mobile plant while on work experience – this includes tractors, forklifts, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders)
 - Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
 - Ultra Violet (UV) equipment
 - Gas fuelled cutting equipment
 - Chain saws
 - Welding, brazing and open flame soldering equipment
 - Rubbish compactors
 - Power presses – unless press has laser guarding or a remote control, and training and close supervision are provided
 - Powered lifting equipment
 - Excavators
 - Elevating work platforms
 - Compressed air power tools
 - Abrasive blasting equipment
 - Explosive powered tools
 - Brush cutters with attached metal blades
 - Scaffolding
 - Power saws, including docking saws and circular saws
 - Buzzers
 - Thicknessers
 - Guillotines
 - Spindle moulders
 - Power wood shapers
 - Nail guns
 - Jack hammers.
 - Plastic moulding machines
 - Lathes
 - Petrol sales consoles.

Note:

1. The examples listed here do not form an exhaustive list of items in this category.
2. For prohibited industries and activities for students aged 15 years and over please see 'OHS requirements for work experience students aged 15 years and over.

Workplace hazards

All work experience students aged under 15 years must never be exposed to the following hazards:

- Asbestos (including exposure through inadvertent disturbance of, or contact with, asbestos or asbestos-containing material)
- Biological/medical hazards (such as exposure to needle sticks from syringes or other 'sharps', blood or other body fluids, Legionella bacteria)
- Confined spaces (areas where it is difficult to enter or exit and which may have a contaminated atmosphere, low oxygen levels or stored substances that could cause engulfment)
- Exposure to occupational sources of ionising radiation (such as x-ray machines)
- Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)
- Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
- Excessive noise
- Exposure to hazardous substances and dangerous goods
- Extremes of heat or cold that could result in physical harm through illness or impaired performance
- Falling objects (such as objects falling from platforms, loads slung from cranes)
- Debris (for example, waste material generated by milling or grinding operations)
- Falls from, or collisions with, fork-lifts or mobile plant
- Falls from heights of two metres or more
- Trenching and excavation operations, including digging of post holes
- Exposure to high pressure liquids or gases, (associated with gas cylinders, compressed air tools, boilers and pressure piping)
- Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
- Impalement hazards, such as protruding angle iron
- Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
- Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
- Bullying, occupational violence, work-related stress, sexual harassment.

Note: there are 30 Workplace Hazards Fact Sheets dealing with hazards encountered in many of the industries and occupations in which work experience may be offered. These Fact Sheets are located at: http://www.education.vic.gov.au/safe@work/workplace_hazards.aspx

Declared industries

For the purpose of section 5.4.11(5) of the *Education and Training Reform Act 2006*, all industries and trades are declared to be dangerous employment, that is, classes of employment where there is a higher than usual possibility of a student, who is a child (i.e. aged 14 years), being exposed to the risk of physical injury.

Some specific industries have been identified as having particular risks and the information in Section 3.5 (below) identifies activities that students under 15 are prohibited from undertaking and also some activities that students may undertake under direct supervision in these industries.

The types of work shown as permitted are examples of activities which work experience students under 15 years may be permitted to undertake, providing an assessment has been made of the suitability of the proposed duties, taking into account the nature of the work, its potential hazards and the environment within which the work was to be performed.

All work experience arrangements for students under 15 are subject to direct supervision at all times.

Note: Supervision, where referred to in Section 3.5 (below) requires that the supervisor must be trained, competent and experienced in the tasks he or she is supervising. The supervisor must be able to explain health and safety procedures and arrangements to the student, and must understand the risks and control measures associated with any proposed activity.

Close or direct supervision means that the supervisor must remain with the student for the duration of the activity. It is expected that the supervisor would be within sight and sound of the student at all times, and that the proposed activity would have been discussed with the student to ensure it is understood. Students must know who and where their supervisors are, and must be encouraged to seek assistance if they are unsure of how to complete a task, or have any health and safety-related concerns.

Key prohibited and permitted activities for work experience students under 15 years

Note: that many of the prohibitions and safety considerations here will also apply to students aged 15 or over.

Industry	Prohibited Activities	Permitted Activities	Things to note
Agriculture (primary industries) and horticulture	Prohibited from: <ul style="list-style-type: none"> • Using herbicides, pesticides or fungicides, spraying of chemicals • Using tractors, ride-on mowers, all-terrain vehicles (4 wheel motor bikes) and other farm vehicles such as utilities and four wheel drives. Employers should ensure that students are inducted into the workplace especially in relation to awareness of movement of vehicles • Using chainsaws and mechanical equipment such as front-end loaders, bulldozers, brush cutters with 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Use line trimmers if appropriate safety protection such as a support harness, protective footwear, visor and hearing protectors are provided • Line trimmers must be used strictly in accordance with the manufacturer's directions and recommendations. 	

	attached metal blades.		
Automotive – retail, repair and service	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Driving vehicles • Handling industrial waste (though they may mop up small oil spills). 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Inflate and deflate tyres and use wheel nut placement and displacement machines • Wash machine parts in auto service shops, providing protective eyewear and gloves are worn in accordance with the manufacturers' directions. 	<p>There are a number of dangers in the automotive retail, repair and service industry.</p> <p>These include: cars falling from hoists, brake failure, sharp objects and compressed air tools; hazardous substances associated with the handling of brake lining (asbestos), gaskets, fumes and oil spills.</p>
Aviation	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Flying within an aircraft or aerial device other than as a passenger in a commercial aircraft licensed to carry passengers. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Travel as a passenger in a commercial aircraft licensed to carry passengers • Undertake office duties at ground level. 	
Building and construction (commercial and domestic/residential)	<p>Prohibited from:</p> <ul style="list-style-type: none"> • employment on a building or construction site (whether commercial or residential) at any time before the buildings on the site are at lock-up stage. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Observe work at building/construction sites once at lock-up stage, providing close supervision is maintained and there will be no risk to the student from tools, equipment or any other hazard on site. 	
Childcare	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Assisting with toileting • Having contact with body fluids • Feeding • Administering internal or external 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Prepare food • Play with children. 	<p>In order to work in a child care facility, the following conditions must be met:</p> <ul style="list-style-type: none"> • Students must be instructed in how to deal with any workplace • hazards, e.g.

	<p>medication</p> <ul style="list-style-type: none"> • Lifting and carrying children. 		<p>placement of furniture and equipment, use of equipment and materials, use of guards, rails and other safety fittings</p> <ul style="list-style-type: none"> • Students must be provided with suitable attire (e.g. gloves) to maintain a clean and hygienic work place as detailed by department of human services guidelines.
<p>Electro technology (including electrical, refrigeration and air-conditioning, electronics, computer systems, instrumentation and data communication)</p>	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Undertaking electrical work • Undertaking any work where a fall of 2 metres or more is possible • Performing any work on electrically 'live' components • Using scaffolding (erection, demolition or work from scaffolds) • Welding, brazing and open flame soldering • Using explosives or compressed air power tools. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Assist licensed electrical tradespeople to install conduit and dig holes to a depth of 600 mm • Assist electronics or computer repair workers using 100w • maximum output electric soldering iron only • Assist licensed electricians by passing tools and running cables in new buildings, subject to a formal risk assessment, the implementation of risk controls and close supervision • Use insulated ladders to a height of 2 metres subject to formal risk assessment, the implementation of risk controls and close supervision. 	

<p>Fishing, diving, seafood, aquaculture and maritime (including charter and commercial shipping)</p>	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Placement on fishing boats, other than a boat operating on inland waters within the meaning of the • Fisheries Act 1995 • Employment on boats operating on inland waters where deck machinery hazards are present • Diving • Riding in dinghies except at fish farms under the supervision of a competent licensed operator who holds a coxswain certificate (life jackets must be worn) • Operating a fork-lift and other material handling machinery including conveyer belts. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Assist on passenger charter vessels maintained to standards required by marine safety Victoria (e.g. Skipper holds coxswain, appropriate safety equipment for • vessel, first aid kit, marine radio etc), and only within the approved working hours for work experience placements for students aged under 15 years and only on boats operating on inland waters within the meaning of the fisheries act 1995 • Assist on aquaculture placements at fish farms provided they wear life jackets when working around tanks and enclosures. 	<p>Supervising staff must be trained and competent in operational procedures including emergency control of vessel, emergency ship to shore contact, man overboard, fire on vessel and first aid.</p>
<p>Food technology (manufacturing)</p>	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Access to confined spaces such as freezers and cold stores, exposure to dangerous and toxic chemicals. 		<p>Students aged under 15 must:</p> <ul style="list-style-type: none"> • Receive instruction in personal hygiene and sanitation procedures • Be provided with adequate information, training and supervision in the safe operation of Permitted equipment.

Forestry and logging	Prohibited from: <ul style="list-style-type: none"> • Logging areas or inside sawmills • Chemical spraying • Fire spotting • Using chainsaws and mechanical equipment such as excavators, skidders, bulldozers, brush cutters with attached metal blades. 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Undertake activities such as small tree planting (up to a maximum of 1/2 metre height), plant propagation. 	
Hairdressing and beauty	Prohibited from: <ul style="list-style-type: none"> • Using sharp cutting implements, chemical solutions unless sold and packaged for general use. 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Shampoo hair provided they use appropriate gloves • Tidy waiting areas • Stock retail shelves • Undertake reception duties • Undertake hospitality duties, e.g. Making tea and coffee • Put out clean linen and towels and remove used linen, towels and rubbish, provided they wear gloves. 	Only hairdressing premises which are registered and licensed in Victoria may be approved for use by students. Schools should be aware of potential issues associated with some treatments at beauty therapists – the potential for such treatments to occur while a student is at the workplace must be carefully considered before allowing work experience to occur in this sector.
Health, medical and community services	Prohibited from: <ul style="list-style-type: none"> • Undertaking tasks of a 'personal service' nature, e.g. Bathing and • feeding patients • Having contact with body fluids • Handing out medication or discussing the condition of patients • Accessing patients' medical 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Undertake reception duties • Serve food to patients but not assist the patient with personal feeding • Read and talk to patients • Fetch and carry appropriate items • Undertake appropriate cleaning 	Needle-stick injuries and blood contamination (either to or from the student) leading to transmission of disease are a concern. Students who witness the death of a patient or significant suffering of a patient may require post-placement counselling If students are affected by cold and flu viruses, they must discuss their condition with their supervisor as it may not

	<ul style="list-style-type: none"> records Operating radioactive or carcinogenic, sterilizing or UV equipment Having contact with medical waste. 	duties.	be appropriate for them to attend the placement. This is particularly important in the area of aged care where patients may be at greater risk of acquiring respiratory illnesses.
Hospitality – cafés, restaurants, fast food and accommodation	<p>Prohibited from:</p> <ul style="list-style-type: none"> Serving liquor Entering gaming areas Entering a tab which is part of licensed premises Using large commercial mixers or dough mixers Using open flame hand-held torches used for searing, caramelizing, etc. Using deep fryers Using slicers and mincers Using band saws Using deli slicing equipment. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> Use knives intended solely for the cutting of bread and or dough Use blade knives to a maximum of 15cm in length provided they have been given appropriate instruction and training Undertake reception and catering duties provided they are under direct supervision Use bain maries (as long as they are not removing or replacing them above boiling water), milk shakers, microwaves, pie cabinets and some toasters/grills. 	
Manufacturing (including aerospace, automotive, biotechnology, chemical, electrical, pottery, environmental, plastic extruding, materials, mechanical, manufacturing and mechatronics)	<p>Prohibited from:</p> <ul style="list-style-type: none"> Undertaking work experience in a clay pit or quarry Driving vehicles Operating a fork-lift and other materials handling machines, e.g. lift loading machines and conveyor belts Using equipment 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> Use some hand tools, subject to a risk assessment determining their suitability Learn about the use and operation of machines in the industry. 	All workplace safety requirements in regard to the movement of vehicles near pedestrians, including forklift trucks and stock pickers, must be explained to the student and strictly observed.

	from the prohibited equipment list.		
Retail	Prohibited from: <ul style="list-style-type: none"> • Placements in tattoo parlours • Using rubbish compactors • Selling guns and ammunition • Mixing paints and using dry • cleaning solvents • Working in a dressing room used exclusively by members of the opposite sex. 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Undertake limited activities in delicatessens, poultry and fishmonger shops. These activities may include using the cash register (within specified limits), washing trays and hand food preparation, floor mopping and sweeping, putting out rubbish, weighing items and bagging them. 	Students aged under 15 undertaking placements with dry cleaners and paint shops must complete OHS training with respect to hazardous substances, e.g. Chemicals, fumes and steam. Limited activities such as using the cash register under supervision, serving, stock handling and general cleaning are allowed. Employers are reminded that work experience students are not permitted to hold and/or transport cash and negotiable items (e.g. stamps and cheques) with a value exceeding \$100, and so must be supervised when using a cash register.
Sport and recreation	Prohibited from: <ul style="list-style-type: none"> • Undertaking placements involving high risk sporting and recreational activities such as abseiling, martial arts, white water rafting and caving. 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Work in the office • Prepare appropriate equipment for activities. 	
Transport and distribution (including warehousing)	Prohibited from: <ul style="list-style-type: none"> • Undertaking work experience in grain storage facilities • Undertaking work experience in long and short haul road and rail transport • Working at heights greater 	Permitted under supervision and after appropriate induction and training to: <ul style="list-style-type: none"> • Work in the office. 	All workplace safety requirements in regard to the movement of vehicles near pedestrians, including forklift trucks and stock pickers, must be explained to the student and strictly observed.

	<p>than 2 metres</p> <ul style="list-style-type: none"> • Undertaking placements in controlled atmosphere storage, cold storage and bond storage. 		
Veterinary, parks and wildlife	<p>Prohibited from:</p> <ul style="list-style-type: none"> • Direct contact with animals. 	<p>Permitted under supervision and after appropriate induction and training to:</p> <ul style="list-style-type: none"> • Prepare feeds (but not feed animals) • Stock shelves and displays • Update notice boards • Work in the office. 	<p>Animal handling is a high risk activity that not uncommonly leads to bites or needle stick injuries.</p>

Appendix 2: OHS requirements for work experience students aged 15 years and over

1. Introduction

These guidelines have been developed to assist Chief Executive Officers, RTOs and employers in determining whether it is appropriate for students aged 15 years and over to undertake work experience, and contain information on the requirements of the Working With Children Check, and Criminal Record Checks for students undertaking work experience or structured workplace learning in aged care services.

Work experience is an important part of school curriculum. Students undertaking work experience should be encouraged to complete a work experience assignment logbook or journal to record and reflect upon their experiences in the workplace. Principals, schools, employers and workplace supervisors need to be aware that all work experience students:

- are still developing physically, cognitively, and emotionally. Consequently, there may be tasks that are beyond their current capabilities
- are inexperienced and less skilled than older workers and unaware of workplace risks
- may not have the confidence to ask questions or speak up for fear of looking incapable
- may neglect their own health and safety in their enthusiasm to impress others.

Work experience students must successfully complete the relevant DEECD safe@work program online general and industry modules prior to commencing their placement. Chief Executive Officers, RTOs and host employers must ensure that students receive appropriate general and on-the-job induction training. Work experience students must also be closely and competently supervised throughout their placements. Those supervising should be mature, responsible and have a thorough understanding of workplace health and safety requirements.

WorkSafe Victoria has developed several publications specifically about the training and supervision needs of young workers. In the case of work experience students, the most relevant are: *A Training Checklist for Work Experience and Structured Workplace Learning Students*, located at:

www.worksafe.vic.gov.au/wps/wcm/resources/file/eb8293012bd46a9/WE%20Induction%20Checklist.pdf

Your Health & Safety Guide to Managing Young Workers, located at:

www.worksafe.vic.gov.au/wps/wcm/resources/file/ebd53206f8a836c/HSG_Young_Workers.pdf

While undertaking work experience, students learn through observing and assisting with simple tasks. They must NOT undertake activities that require extensive training or experience, or expose them to dangerous or risky situations. In addition, there are certain industries, hazards and activities from which all work experience students are excluded, detailed in this document. These exclusions have been carefully considered, and exist in order to protect the health and safety of students and employers.

2. Student health and safety

Occupational health and safety program

All students undertaking work experience with a training provider must complete safe@work, the occupational health and safety program required by the DEECD prior to undertaking their work experience. Information about the required occupational health and safety program can be found at:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

Employers must also ensure that students receive an appropriate induction and on-the-job occupational health and safety training before commencing their work experience.

Working with Children (WWC) Check

The requirements of the Working with Children Check legislation do not apply to employers or supervisors of students aged over 15 years who are undertaking work experience or structured workplace learning.

3. Guidelines for students (15 years and over) undertaking work experience with animals

These guidelines apply only to work experience students aged 15 years and over. No student under 15 years should be permitted to undertake work experience involving direct contact with animals (students under 15 can undertake other activities that are safe and suitable, such as preparing feeds). These guidelines allow students to have a safe and rewarding work experience in workplaces whose business involves dealing with animals.

In order to undertake work experience with animals, students must complete the *Proposed Work Experience with Animals: Summary of Student's Experience* Form, and provide it to their RTO's work experience coordinator. Before filling out the Form, students must read the DEECD Fact Sheet No. 25: Work Place Hazards in Working with Animals, to help them appreciate some of the hazards and understand some of the conditions that will apply to their work experience.

The work experience coordinator should use the Form to assess a student's suitability for work experience with animals. If satisfied, the coordinator must forward the Form to the prospective host employer, who will make the final decision. If not satisfied, the coordinator should assist the student to make alternative arrangements.

For further information on these guidelines, please see:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

4. Prohibitions and restrictions for all students undertaking work experience

Prohibited industries

Work experience students must not be permitted to undertake work in:

- Security Industry
- Sex Industry
- Tattoo parlours
- Any retail or other business where guns or ammunition are sold
- Abattoirs
- Fishing boats (other than boats operating on inland waters)

Prohibited activities

Work experience students must not be permitted to:

- Hand out medication or discuss condition of patients
- Administer medication either internally or externally
- Bathe patients
- Undertake any task that requires training or special skills to avoid a risk to safety - e.g. operating machinery, using explosives, welding, brazing or flame soldering
- Undertake work relying on safe worker behaviour (for example, the correct use of personal protective equipment such as respirators) rather than risk controls that protect everyone (such as a fully enclosed ventilation booth to isolate the hazard)
- Hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding \$100. (This excludes the student's personal items)

- Hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment

Or use ANY dangerous plant and equipment:

(The examples listed here do not form an exhaustive list of items in this Category)

- Powered mobile plant (students must never be permitted to drive any vehicle or mobile plant while on work experience – this includes tractors, forklifts, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders)
- Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
- Ultra Violet (UV) equipment
- Gas fuelled cutting equipment
- Chain saws
- Welding, brazing and open flame soldering equipment
- Rubbish compactors
- Power presses – unless press has laser guarding or a remote control, and training and close supervision are provided
- Powered lifting equipment
- Excavators
- Elevating work platforms
- Compressed air power tools
- Abrasive blasting equipment
- Explosive powered tools
- Brush cutters with attached metal blades
- Scaffolding
- Power saws, including docking saws and circular saws
- Buzzers
- Thicknessers
- Guillotines
- Spindle moulders
- Power wood shapers
- Nail guns
- Jack hammers.
- Plastic moulding machines
- Lathes
- Petrol sales consoles.

Workplace hazards

Work experience students must never be exposed to the following hazards:

- Asbestos (including exposure through inadvertent disturbance of, or contact with, asbestos or asbestos-containing material)
- Biological/medical hazards (such as exposure to needle sticks from syringes or other 'sharps', blood or other body fluids, Legionella bacteria)

- Confined spaces (areas where it is difficult to enter or exit and which may have a contaminated atmosphere, low oxygen levels or stored substances that could cause engulfment)
- Exposure to occupational sources of ionising radiation (such as x-ray machines)
- Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)
- Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
- Excessive noise
- Exposure to hazardous substances
- and dangerous goods
- Extremes of heat or cold that could
- result in physical harm through illness
- or impaired performance
- Falling objects (such as objects falling from platforms, loads slung from cranes)
- Debris (for example, waste material generated by milling or grinding operations)
- Falls from, or collisions with, fork-lifts or mobile plant
- Falls from heights of two metres or more
- Trenching and excavation operations, including digging of post holes
- Exposure to high pressure liquids or gases, (associated with gas cylinders, compressed air tools, boilers and pressure piping)
- Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
- Impalement hazards, such as protruding angle iron
- Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
- Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
- Bullying, occupational violence, work related stress, sexual harassment.

Note: there are 30 Workplace Hazards Fact Sheets dealing with hazards encountered in many of the industries and occupations in which work experience may be offered. These Fact Sheets are located at:

http://www.education.vic.gov.au/safe@work/workplace_hazards.aspx