

WAITAKERE COLLEGE

Section A (NAG 1) CURRICULUM MANAGEMENT

Policy: Work Experience

Date of Review August 2019

Reviewers: Board Curriculum Sub-Committee, Ants Cotton, Karen Carter

Goal

To provide students with the opportunity to experience workplace learning outside the classroom in a planned, safe and well managed way.

Off-site, work based components are fully integrated into the relevant programmes within school.

To meet the requirements of the Work Experience Notice 2016 for students in the workplace.

Definition

This policy applies to all students placed in a workplace of any kind other than for one-off workplace visits designed to give students a taste of different occupations, helping students in career planning or to illustrate an aspect of the curriculum.

Objectives

To ensure that when students go into or remain in a workplace, the following apply:

- 1 The school's conditions have been complied with.
- 2 The school, parents and employer have all the necessary information and documentation completed and approved before a placement commences.
- 3 Health and safety of all students is counted as paramount.

Guidelines

- 1 For vocational training Waitakere College will provide off site activities and practical/work based components where practical.
- 2 All off site practical/work based components must be directly related to a planned programme of developing vocational skills.
- 3 Standards of safety will be maintained and activities will comply with the Health and Safety in Employment Amendment Act 2015, Industry Codes of Practices (where relevant) and the School's Policy on Education Outside the Classroom.
- 4 Access will be negotiated to practical/work based components on an individual basis with the relevant employer. A work experience agreement will be filled in and filed for each individual placement.
- 5 Appropriate off-site environments will be identified by the teacher responsible for the programme with regard to student readiness, off-site employer capability and commitment, and the aims and objectives of the programme. The teacher will consult with the Head of Department, Vocational Pathways.
- 6 Maintaining good public relations will be a factor in all practical/work based components.

- 7 In the case of work experience for students from the Inclusion Support Centre (ISC), the teacher-in-charge of work experience shall be the ISC manager.

Procedures

- 1 The teacher in charge of work experience programmes must be consulted in advance of all off site practical/work based components involving employers.
- 2 The teacher responsible for the programme will negotiate the role of prospective employers with regard to; delivery of learning, criteria for and extent of employer assessment of student, standard of supervision required by employer.
- 3 Employers will be required to provide an appropriate training environment with special regard to the Health and Safety Act, Industry Codes of Practice and the objective(s) of the student's placement, and shall not ask the student to undertake work that is arduous or dangerous in relation to the student's age or stage of development.
- 4 The School will ensure that students on work experience have undertaken the appropriate Health and Safety standard. Students who do not have this Unit Standard will need special dispensation from the teacher in charge of work experience before the placement can commence.
- 5 The only cost, if any, which is charged to the student or their family is for travel to and from the workplace.
- 6 The student concerned is not paid, and not required to join a union.
- 7 There is a written agreement between each student, the School and the employer that covers the following:
 - The knowledge and skills to be attained
 - The assessment method
 - The supervision to be provided to the student
 - The student's attendance and hours in the workplace
 - The applicability of school rules and workforce rules
 - Procedures for early withdrawal (if necessary) from the work-based learning or work experience.
- 8 The School must take all reasonable steps to monitor and record attendance as required by appropriate regulations.
- 9 Clear student outcomes from activities must be defined and recorded.
- 10 All off-site practical/work based components will be subject to the quality system for Waitakere College as approved by NZQA, except for external provider programmes where assessment involves an external assessor.
- 11 Where students are off site on practical/work based programmes; all relevant staff must be advised in advance, a record will be available to staff of those students who are off site.
- 12 Records will be kept and made available to the Principal and teacher in charge of work experience of: students who have been involved in programmes, the nature of the activity, objectives and outcomes for each student.

- 13 All work experience documentation as deemed necessary by the teacher in charge of work experience at Waitakere College must be completed, filed and maintained by the teacher for the duration of the placement. Upon completion of a placement this must be filed with the Head of Department, Vocational Pathways.
- 14 The Principal, or a senior manager delegated by the principal, will be informed of students undertaking work experience placements on a regular basis.

Chairperson

Principal

Date