



## How to become a Work Experience Host Employer

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Experience shows that a positive, hands-on experience with a host employer has a large impact on youth when making career choices.

The following information is designed to help you understand the roles and responsibilities of being a host employer and support you in planning and administering the process.

Should you like further support, contact the NSW Surveying Taskforce on (02) 9294 4475.

### **Roles and Responsibilities**

Under the OHS&W Act and EO Act the work placement provider has a duty of care for all those in the workplace including students on work experience and structured work placements.

Work placement providers are responsible for:

- Ensuring they have a copy of the signed Student Placement Record prior to the commencement of the placement.
- Ensuring they conduct a site specific induction on commencement of the work placement
- Taking all reasonable steps to protect the student from inappropriate behaviour such as teasing, bullying, sexual harassment, initiations etc.
- Reporting any accident, inappropriate behaviour or other serious allegations regarding abuse involving the student to the school principal or designated school contact person as the school holds the primary 'Duty of Care' in this situation.
- Ensuring specific tasks and responsibilities are negotiated and recorded with the student and school before any placement occurs.
- Ensuring negotiated outcomes are recorded and reported on by personnel in the workplace; any agreed assessment will be linked to the school and/or relevant program or industry training package.
- Advising shop stewards, union/OHSW representatives (where applicable) of the presence of work placement students at the workplace.
- Engage the student with interesting and educational activities. Student materials can be downloaded from [www.alifewithoutlimits.com.au](http://www.alifewithoutlimits.com.au) to supplement your program.

All workplace learning in the construction industry requires as a pre-requisite that the student completes the general construction induction training (GIT) for construction work and holds the construction induction card (CIC or 'white card'). Workplace supervisors must make students aware of the risks associated with handling and operating all tools and equipment the student is to use and how to manage those risks.



## Guidelines

The Workplace Learning Guidelines 2004 are designed for students who undertake a work placement program at a worksite without the direct supervision of a teacher:

- Students must be 15 years or older.
- Work Experience is done as part of their formal education in which their role is that of a learner, not an employee.
- There must be a formal arrangement between parents/caregivers, the student, school and employer.
- Students are to receive **no payment or gift** for this planned time in the workplace.

Workplace learning does not include activities:

- Under a Contract of Training (eg a school-based New Apprenticeship)
- Involving any payment or gift for work completed
- Incorporating any job trial
- Involving students undertaking school activities off campus (e.g. Enterprise or Vocational Learning).

## Public Liability Insurance

You will need to ensure you are covered by Insurance during the student placement.

- Year 9 and 10 work experience placements are generally covered by the Dept of Education for public students or in the case of Independent Schools by the School itself.
- The Work Placement Provider must have a policy which covers damage or injury to third parties caused by the student but which resulted from the work placement provider's negligence, e.g. lack of supervision. Government and non-government schools accept liability for all costs, claims, proceedings or demands whatsoever arising out of, or in respect of, the participation of their school students in authorised work placement programs, with the proviso that the liability will not be accepted if the injured party is able to obtain appropriate benefit from some other source of cover, including the workplace provider's public liability insurance.

Thus work placement providers who participate in the work placement program must certify that they hold current public liability or protection and indemnity insurance, or, as is the case with some large corporations, statutory authorities and government departments and instrumentalities which self-insure, that they stand their own risk.

## Work Cover

Volunteers and unpaid work experience students are not 'workers' under the Workers Compensation Act 1987 and you do not need to cover them with your workers compensation insurance policy. You still need to make sure that volunteers and work experience students have a safe working environment.