

Work Experience Information for Workplace Supervisors

Work Experience

A Work Experience Program is utilised by Senior Schools in the Northern Territory. This program is managed by individual schools.

This program is a required component (20%) of the SEDA College NT (SEDA) program, and it is used to allow students to complete VET and Northern Territory Certificate of Education and Training (NTCET) subjects.

To complete this program, a student must:

- Attend one day of work placement per week for the agreed duration.
- Meet Student responsibilities outlined in this document

MyPlan

Throughout the SEDA Program, students are required to log their workplace experiences on the MyPlan online platform.

MyPlan involves students exploring and reflecting on stages of their development, encompassing personal, academic, sporting and workplace goals. Any feedback work placement employers can provide to either the student or their teacher would be greatly appreciated.

Student Responsibilities

It is the responsibility of the student to:

- Attend one day of work placement per week for the agreed duration.
- Commit to workplace learning and to cooperate and accept duties in an obliging manner.
- Contact the workplace before the placement to confirm details such as start and finish time, lunch arrangements.
- Be respectful, polite, and courteous.
- Meet standards of hygiene, decency and cleanliness, and comply with the workplace specified uniform and/or dress standard.
- Follow workplace rules and protocols, be punctual and follow instructions.
- Comply with the workplace's safe working practices and protocols to maintain their own safety and carry out work in a safe manner.
- Contact the workplace supervisor in reasonable time if they are not able to attend on a particular occasion and advise SEDA of their non-attendance.
- Use tools, equipment and digital media in a responsible manner and according to workplace procedures.
- Complete set tasks to a high standard.

Host Workplace Responsibilities

Pre-Placement

Your workplace should:

- Inform workplace staff when a student placement will commence/end and what their involvement will be.
- Make it clear to staff that students are not employees that will have limited knowledge and experience of workplaces and must, at all times, be treated in accordance with their age, experience and abilities.
- Discuss any special student requirements with appropriate staff. In doing so, require staff to ensure that a student's privacy is protected at all times and that confidential information is not unnecessarily disclosed.
- Organise a range of opportunities for students to work shadow employees that will provide insight into as many aspects of the workplace as possible.

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During Placement:

- Be able to provide 6-8 hours of work for the student and commit to one day of work placement per week.
- Nominate a workplace supervisor who will monitor the progress of the student and ensure appropriate levels of instruction and supervision occurs.
- On the first day meet and greet the student, conduct an induction on the workplace and its practices to ensure risks to the health and safety of the student are minimised. Discuss the types of tasks that a student will be expected to do. Introduce the student to any supervisors and co-workers as appropriate.
- Provide a variety of experiences and activities that develop the core skills for work and offer regular feedback to the student.
- Contact the SEDA teacher listed on work placement forms immediately if you are unable to accommodate the student on a specified day, if there are any issues, or the student fails to attend the workplace when expected.
- Provide a workplace that is safe and free of bullying, discrimination, harassment, or intimidation.
- Advise the student of the workplace's safe working practices and protocols.
- Take all reasonable steps to avoid foreseeable risks of loss or injury to students participating in work experience.
- Advise SEDA of any accidents or injuries to the student while in the workplace as soon as possible.
- Ensure that students only travel in a comprehensively insured, registered company or departmental vehicle with an appropriately licenced driver.

Workplace Supervisor

The workplace supervisor is an adult employee of the host workplace who is acting in a designated supervisory capacity, with responsibility for monitoring the progress of the student while in the workplace.

The workplace supervisor is requested to:

- Verify the number of hours the student works and days attended.
- Verify the tasks completed by the student.
- Provide feedback on the student's workplace performance.

Attendance & School Supervisory Visits

SEDA students are required to attend **all** days as per outlined in their Workplace Agreement Forms. On the occasion that a student is absent the following responsibilities apply:

SEDA student responsibilities:

- Contact supervisor (phone call) prior to start time and advise of absence and arrange for suitable make up day (if required).
- Contact SEDA Teacher and advise of absence.

Workplace Supervisor responsibilities:

- If SEDA student has called, no action required.
- If you have not heard from your SEDA Student, please contact the SEDA Teacher.
- Notify SEDA Teacher if you are unable to accommodate student for the day, or if student is not required for a full day.

Insurance Cover for Students

SEDA College NT holds Public Liability and work cover insurance, which covers student while undertaking work placement during the hours and dates specified on the Workplace Agreement Form.

Insurance will only cover students once forms have been approved by SEDA College NT.

***NOTE: Paid work is not covered under SEDA College NT insurance.**

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Schools and Industry Working Together

Work Experience enables schools and industry to work together to provide opportunities for students in Years 10, 11 and 12 to prepare for the workplace.

Through participation in a work experience program, students can develop and demonstrate competence in the core skills for work. I.e., those skills often referred to as generic, transferable or employability skills.

In the SEDA Program, one day per week is allocated specifically for a Work Experience program.

Benefits to Industry

Benefits to industry include:

- Developing in young people a realistic understanding of industry expectations and standards.
- Giving employers a valued training role in assisting young people in acquiring workplace skills.
- Development of a pool of pre-skilled and immediately productive young workers from which employers can recruit.
- Providing a direct link to schools and the opportunity to make education more relevant to industry needs.

Benefits to Students

Benefits to students include:

- Developing first-hand experience in a real workplace in preparation for the transition from school to work.
- Developing competence in the core skills for work.
- Enhancing an understanding of the link between school studies and work.
- Developing career pathways that help students decide if a particular industry or job is right for them.

Preparation for the Workplace & Student Induction

SEDA College NT provides its students with a work readiness and induction program before placing them in a real workplace. Programs typically cover:

- The purpose of the work placement and the specific requirements of this Workplace Learning program.
- An understanding of the work health and safety requirements of the industry.
- Workplace expectations and behaviours.
- Appropriate duties the student may undertake.
- An understanding of the importance of maintaining confidentiality in the workplace.
- Roles and responsibilities of the student and of the host workplace.

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