



**WESTERN STUDENT CONNECTIONS**  
**ABN: 26 189 442 391**

**Work Readiness: Preparing Students for Workplace Learning**  
*(including VET and TVET work placement, work experience and school based traineeships)*

NSW Institute of Teachers' endorsed provider of Institute Registered professional development for the maintenance of accreditation at Proficient Teacher/Professional Competence.



*Completing Work Readiness: Preparing Students for Workplace Learning will contribute 6 hours of QTC Registered PD addressing 1.3.2, 2.3.2, 3.5.2, 5.1.2, 5.5.2, 6.2.2, 7.2.2, 7.3.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW*

**Scope of Endorsement**

- Australian Professional Standards for Teachers at the level of Proficient Teacher
  - 1.3.2, 2.3.2, 3.5.2, 5.1.2, 5.5.2, 6.2.2, 7.2.2, 7.3.2 for the course *Work Readiness: Preparing Students for Structured Workplace Learning*

**Duration:** One, one day workshop – 6 hours. Proposed dates are listed on the course flier and will be negotiated with participants.

**Venue:** To be Advised for each workshop

**Catering:** Morning tea and lunch is provided for participants. Please advise if you have any special dietary requirements.

**Cost:** \$253.00 (including GST)

**Payment:** A Tax Invoice will be sent to your school/campus or organisation

**Target Group:**

VET/TVET Teachers, VET/TVET Coordinators, Careers Advisers & Work Placement Coordinators (including Job Coaches Special Education Work Placement Coordinators and Support Personnel)

Anyone who is involved in the organisation, support and implementation of work experience or work placement programs for young people enrolled in NSW Department of Education, Catholic Education Commission and Association of Independent Schools of NSW schools.

**Entry Requirements / Pre-requisites:** Nil

**How to Enrol:** Register your interest by completing an Enrolment Form.  
Phone: 02 6885 6144      Fax: 02 6885 6199      Email: [reception@wsc.edu.au](mailto:reception@wsc.edu.au)

**What to bring:** Pen, paper

**Accreditation:** Following participation in the workshop your attendance will be recorded with the NSW Institute of Teachers.

## Course Overview:

### Rationale:

The NSW Board of Studies has made work placement a mandatory HSC requirement for all Industry Curriculum Framework courses and most VET Board Endorsed Courses, and appropriate hours have been assigned to each course.

Learning in the workplace will enable students to:

- progress towards the achievement of industry competencies
- develop appropriate attitudes towards work
- learn a range of behaviours appropriate to the industry
- practise and apply skills acquired in the classroom or workshop
- develop additional skills and knowledge, including the employability skills

Non-completion of work placement is grounds for withholding the course. Schools are advised to follow the issuing of 'N' determinations as outlined in the Board of Studies *Assessment, Certification and Examinations (ACE) Manual*.

It is the responsibility of the school and/or RTO to determine how course outcomes are best achieved and to structure delivery accordingly.

For units of competency that must be assessed in a work environment, work placement provides an opportunity to collect evidence required for a student to be deemed competent.

The Board of Studies identifies 4 Principles that underpin work placement in the Higher School Certificate.

Work Placement, Work Experience and the on-the-job component of School Based Traineeships fall under the NSW Department of Education and Communities Workplace Learning Policy which is also endorsed for the Catholic Education and Independent Schools sectors.

### Session 1 – The Policy

- Introduction – outline of workshop content
- Work Placement vs Work Experience
- NSW Board of Studies Requirements - Principles underpinning work placement in the HSC
- Recognition of Prior Learning (RPL)
- Industry Curriculum Framework and Board Endorsed Course Information
- Work Placement Coordination, Workplace Learning Policy, Procedures and Standards

### Session 2 – Preparing Students

- Workplace Learning Policy, Procedures and Standards
- School requirements, employer requirements, student responsibilities
- Mandatory documents
- Prohibited activities
- Safety and Emergency Procedures
- Employability Skills
- Work readiness
- Pre-placement activities
- Guides
- Forms
- Workplace Induction and OH&S requirements
- Workplace Assessment

### Session 3 – During and After Placement

- Contact with host employer
- Record keeping and reporting
- Post placement activities
- Students' second placement – what should be different?
- Case studies
- Evaluation

## WORKSHOP & TRAINING POLICIES AND PROCEDURES

### PROMOTION & MARKETING

All workshops and courses offered by Western Student Connections will be advertised on the Western Student Connections website:

<http://www.wsc.edu.au>

If further information is required, contact [reception@wsc.edu.au](mailto:reception@wsc.edu.au), or phone 02 6885 6144

### ENTRY REQUIREMENTS & PREREQUISITES

Where a workshop or course has entry requirements, these will be indicated in the course description. As a general rule, courses offered by Western Student Connections will not require any prior knowledge of content or pre-requisites. A workshop or course may target a particular group. In that instance, this will be indicated in the Course Overview and advertisement.

### HOW TO ENROL

To enrol in a Western Student Connections workshop or course, contact the WSC office and register your interest. An Enrolment Form will be emailed to you for completion (or download an Enrolment Form from our website). Return the Enrolment Form to the WSC Office by the due date.

### FEES AND CHARGES

Fees and charges will be indicated in the Course Overview and advertisement. Fees and charges are all inclusive and participants will not be required to pay any additional fee.

Where additional services or information are requested, the additional fee will be negotiated individually.

Payment may be made by cash, cheque or direct deposit. Please contact WSC for banking details. On receipt of payment, Western Student Connections will issue a Tax Invoice / Receipt.

### REFUNDS

Refunds will only be granted in exceptional circumstances. Where a participant withdraws from enrolment at least one week prior to the first workshop of a course, a pro-rata refund may be negotiated.

### CANCELLATIONS

Participants must contact Western Student Connections at least one week prior to the first workshop of any course to cancel and/or withdraw from enrolment.

### CONDITIONS OF ENROLMENT

A condition of enrolment is that you actively participate in the workshops and bring with you all required documentation as outlined in the Course Overview.

### TOOLS & EQUIPMENT REQUIREMENTS

Western Student Connections will provide all learning materials. Participants will need to have their own paper, pens and/or laptop (if preferred). Internet facilities will not be available, or required.

### VENUES

Western Student Connections will select training venues which best suit the delivery of each course. The venue and its available facilities will be indicated in the Course Overview.

### TRAINERS / PRESENTERS

Trainers and presenters will provide all workshop materials – booklet, CD

### RECOGNITION OF PRIOR LEARNING (RPL)

Western Student Connections trainers will tailor delivery to suit participants' current knowledge, skills and understanding.

### DELIVERY MODE / LEARNING MATERIALS / TRAINERS

Workshops will be delivered face-to-face. All learning materials will be provided. The content of learning materials remains the property of Western Student Connections, unless it is indicated as acquired from another source.. You may not reproduce any part of the materials without the consent of Western Student Connections.

### ASSESSMENT

There will be no assessment.

### RISK MANAGEMENT, INSURANCE & PUBLIC LIABILITY

Western Student Connections has public liability insurance.

In order to meet our legal WHS obligations for Risk Management, it is necessary for us to assess and manage any known risk. If you have any circumstance which may pose a risk, it is a condition of your enrolment that you advise WSC on your Enrolment Form.

### PRIVACY & CONSENT FORMS

Information collected by Western Student Connections will be used for the purposes of general administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Participant information will be held securely and disposed of securely when no longer required. We will only disclose information about you to the extent specifically required by law. Information will not be disclosed to any third party.

## ANTI-DISCRIMINATION / ACCESS AND EQUITY

Western Student Connections has a policy of equal access to training for all people seeking to enhance their knowledge and skills. We have strategies in place to ensure that we provide an accessible and equitable service to our clients. Western Students Connections staff will adhere to Equal Employment Opportunity (EEO):

- Making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- Providing programs and policies to assist members of EEO groups to overcome past or present disadvantage.

Western Student Connections' workplace culture is free from all forms of discrimination, is based on respect for others and displays fair practices and behaviour.

Being an incorporated body Western Student Connections is required to comply with *the Anti-Discrimination Act 1977 (NSW)*, *the Anti-Discrimination (Racial Vilification) Amendment Act 1989 (NSW)*, *the Ethnic Affairs Commission (Amendment) Acts 1987 and 1997 (NSW)*, *the Disability Services Act 1993 (NSW)* and *the Privacy and Personal Information Protection Act 1998 (NSW)*.

All trained staff have knowledge of and commitment to the Aboriginal Education policies as defined by the NSW Department of Education and Training.

## WORK HEALTH & SAFETY

Western Student Connections will ensure the health and safety of workshop participants. Venue WHS policies and procedures will be adhered to.

## EVALUATION

Participants will be required to complete an Evaluation Form at the conclusion of each course. A copy of the Evaluation Form can be found on our website.

## SUGGESTIONS & COMPLAINTS

If you have any suggestions or complaints, please contact [reception@wsc.edu.au](mailto:reception@wsc.edu.au), or provide information in writing to Western Student Connections, PO Box 1033, Dubbo NSW 2830

## ADMINISTRATION & RECORD KEEPING

Information provided by course and workshop participants will be handled by Western Student Connections in accordance with the Privacy notice above.

Where a course or workshop is registered by the NSW Institute of Teachers, information on your Enrolment Form may be used to meet their data collection requirements.

## QUALITY MANAGEMENT FOCUS

Western Student Connections has a commitment to providing a quality service and a focus on continuous improvement. We value feedback for incorporation into future programs. We have sound management practices to ensure effective client service. Our quality focus includes Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaint and Appeal Policy, and an Access and Equity Policy.

## ISSUANCE OF CERTIFICATES

Each participant will receive a certificate of participation.

Certificates will only be issued to participants who attend all the scheduled workshops for a particular course.

Where a workshop or course is registered by the NSW Institute of Teachers, the certificate will include the relevant Australian Professional Standards for Teachers at the level of Proficient Teacher and the NSW Professional Teaching Standards at Professional Competence.

## ENQUIRIES

**CEO: Ana Pateman**

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Mobile: 0427 660 733

**Workshop Manager: Hollie Bonham**

[Hollie.Bonham@wsc.edu.au](mailto:Hollie.Bonham@wsc.edu.au)

**Website:** [www.wsc.edu.au](http://www.wsc.edu.au)

**Facebook Group:** WesternStudentConnections

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