

# WORK PLACEMENTS

## WHAT ARE THEY?

There are 3 different types of work placements: Structured Work Place Learning, Work Experience and School Based Apprenticeships and Traineeships.



**Work experience** is the short-term placement of secondary school students (generally from Years 9 and 10) with employers to provide insights into the industry and the workplace. It provides students with the valuable opportunity to develop employability skills, explore possible career options, understand employer expectations, increase their self-understanding, maturity, independence and self-confidence.



**Structured Workplace Learning** allows students to gain hands on skills related to the VET course they are studying at school. Employers provide training to assist students to master key competencies or skills. Placements for Structured Workplace Learning can be undertaken in one week blocks or on a one day per week basis.



**School Based Apprenticeships and Traineeships (SBATs)** are the same as normal apprenticeships and traineeships except that they are completed part time whilst the young person continues their schooling, rather than being done full time. Government incentives, available to employers for taking on a full time apprentice or trainee, are also available for employers who take on a school based apprentice or trainee.

# BENEFITS

## BENEFITS OF OFFERING A WORK PLACEMENT

The transition from school to employment has changed remarkably in recent years. Students are able to gain competencies in a workplace environment which complements their classroom learning. Hosting a workplace student has many benefits for employers as well as for the student.

- The prospect of recruiting new employees who are pre-skilled and work-ready
- An opportunity to enhance the business's image in the community
- Developing in young people a realistic understanding of employer expectations, needs and entry level requirements
- Meaningful input into a young person's preparation for life after school
- The opportunity to pass on knowledge and skills
- Involvement in a direct industry/school links program
- Increased opportunities to become familiar with school courses and student performance standards
- The enhancement of staff morale and employee's training skills while working with students

## COST TO EMPLOYERS

- A Coordinator provides FREE support, services and resources to employers and works with local schools to support students.
- The minimum payment for students completing structured workplace learning is just \$5 per day.
- School Based Apprentices and Trainees are required to be paid the relevant apprenticeship or traineeship wage according to the national training wage.



## EMPLOYER REQUIREMENTS AND RESPONSIBILITIES

Employers must:

- Provide a healthy and safe work environment
- Complete a workplace induction with the young person
- Assign a direct supervisor for the young person
- Ensure there is adequate supervision—the young person must be supervised at all times
- Notify the school ASAP if there is an accident or if the student does not attend on a designated work placement day.

## LEGAL MATTERS

- Students completing work placement are covered by Work Cover.
- A Working With Children Check is NOT REQUIRED if the student is over 15 years of age.
- If the student is under the age of 18 and paid less than \$112 per week, the employer is NOT required to withhold tax, collect a TFN declaration, issue a payment summary or payslip or report payment details to the ATO.

## VCE, VOCATIONAL MAJOR & VET

The **Victorian Certificate of Education (VCE)** is Victoria's senior secondary qualification. It opens pathways to university, higher-level TAFE or VET certificate courses, apprenticeships, traineeships and the workforce.

The VCE has expanded to include the **Vocational Major**. Students can study a new 2-year vocational and applied learning program within the VCE.

**Vocational education and training (VET)** is a course where students develop targeted and practical skills. These skills relate to a career pathway and are designed to be applied at work or in further education and training.

Students can add a VET course or certificate to their studies while in year 11 or 12. They may even start VET in year 10.



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