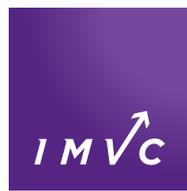


EMPLOYER WORKPLACE LEARNING INDUCTION **HANDBOOK**



National Disability Coordination Officer Program
An Australian Government Initiative



Endless Opportunities

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THANK YOU FOR BEING INVOLVED IN WORKPLACE LEARNING. WE VALUE YOUR SUPPORT AND ASSISTANCE AND LOOK FORWARD TO YOUR CONTINUED INVOLVEMENT IN THE **WORKPLACE LEARNING PROGRAM. THIS HANDBOOK HAS BEEN DEVELOPED IN RESPONSE TO REQUESTS BY INDUSTRY. IT ENDEAVOURS TO ANSWER THE MOST COMMONLY ASKED QUESTIONS RECEIVED FROM HOST ORGANISATIONS AND WORKPLACE SUPERVISORS.**



WHO IS THE INNER MELBOURNE VET CLUSTER (IMVC)?

The IMVC provides a diverse suite of programs and, as such, we have the unique capability to provide our participants with a holistic approach to the development of skills, assets, opportunities and capabilities to:

- Learn – Participate in education and training
- Work – Participate in employment, unpaid or voluntary work; and
- Engage – Connect with people and community

Services are delivered for at risk young and marginalised people (including people with disability, refugees, and culturally and linguistically diverse (CALD) communities), who experience barriers to education and employment.

Services offered include:

- Personalised case management/outreach
- Advocacy support
- Flexible training and learning initiatives
- Re-engagement programs
- Vocational guidance and employment support

WHAT IS WORKPLACE LEARNING?

Workplace learning provides participants with the opportunity to gain on-the-job practical experience. It can be delivered within the following models:

- **Structured Workplace Learning (SWL)** is delivered as part of a VET Program delivered through VCE or VCAL. As part of a student's schooling a student participates in SWL whilst undertaking accredited training. This involves an employer hosting a VET student for a one week block or one day per week over a series of weeks. It allows the student to demonstrate acquired skills and knowledge in an industry setting.
- **Work Experience** is where a participant is placed with an employer to observe the different aspects of work within an industry or career.
- **Youth Jobs PaTH (PaTH Internship)** is an Australian Government Initiative and gives a young person aged 17-24 years the chance to demonstrate their skills in the workplace to a potential employer, develop vocational skills and improve their employment prospects. An internship allows the provider, host business and participant to work together to create an internship that meets the needs of the business and is designed to fit the participant's skills.

It is designed to support young people to gain the skills and experience they need to get and keep a job. It also supports employers to host internship placements and provides them with incentives when they take on a young person. Each internship is voluntary for 30 to 50 hours per fortnight.

WHAT ARE MY RESPONSIBILITIES WHEN HOSTING A PARTICIPANT?

Whilst hosting a participant in your workplace, the participant needs to be aware of situations that you may take for granted. Participants should be treated as if they were a new employee so you may need to point out any risks in your workplace or any hazards that may exist. Responsibilities include:

- Provide a safe working environment complying with the Occupational Health and Safety (OH&S) requirements under the applicable legislation and standards as required by WorkSafe Victoria
- Provide support for the participant in the workplace
- Encourage the participant in a range of activities
- Assist the participant to complete a log-book
- Ensure the participant is adequately supervised at all times
- Ensure the participants welfare and safety in the work environment at all times
- Notify IMVC immediately if any problems or issues arise

SPECIFIC TO STRUCTURED WORKPLACE LEARNING & WORK EXPERIENCE

- For insurance and work cover requirements ensure the participant is in the workplace on the dates and times specified on the Structured Workplace Learning Arrangement Form and the Work Experience Arrangement Form
- Pay a minimum of \$5.00 per day to cover cost of transport (not of profit organisations, government departments, an organisation that is engaged wholly or mainly in an educational, charitable or community welfare service are exempt from payment)
- Complete the participant evaluation form and scan it back to IMVC

WHAT ARE THE BENEFITS OF HOSTING A WORKPLACE LEARNING PARTICIPANT?

- Opportunity for involvement in the education and development of a participant
- Opportunity to contribute to the development of entry level skills in industry
- Opportunity to develop the training and supervisory skills of employees
- Opportunity for employers to mentor a participant in their career decision-making
- Opportunity to create dialogue with teachers on aspects of work readiness and other matters related to work
- Building industry-school partnerships that provide for local community needs and endeavours
- Encouraging participants to become involved with businesses in their local community

SUMMARY OF SWL OR WORK EXPERIENCE OBLIGATIONS

EMPLOYER OBLIGATIONS:

- Sign a Structured Workplace Learning Arrangement Form or other relevant forms
- Appoint a supervisor
- For insurance and work cover requirements ensure the student can only be at the work place on dates and times specified on the relevant form
- Treat the student as a new employee for the purposes of OH&S and WorkSafe Victoria
- Work Placement cannot occur between 11pm and 6am
- Contribute a minimum of \$5.00 per day to the participant
- Will not use the placement as a substitute for employment
- Ensure that the tasks are undertaken and feedback is provided through the participants log book

SCHOOL/PARTICIPANT OBLIGATIONS:

- Complete details and signatures on the relevant form
- Prepare the participant for work placement
- Participant behaves as a responsible employee adhering to workplace regulations and processes of the organisation
- Work placement cannot occur between 11pm and 6am
- Student is responsible for travel, equipment etc. required for the work placement
- Student is responsible and diligent in the workplace
- Ensure that work tasks are undertaken
- Ensure that employer feedback is noted in the participant logbook

Please note: If the participant is enrolled in secondary school and is completing a SWL or Work Experience placement, the Department of Education and Training is responsible for public liability and Work Cover insurances.



YOUTH PaTH INTERNSHIPS

HOW CAN I HOST A YOUTH PaTH INTERNSHIP?

An employer can host an internship placement in their business for between 4 and 6 weeks. An internship can help an employer find out if a young person is the right fit for their business. The employer will receive a payment of \$1000 to help with the costs of hosting an intern and the intern is covered by insurance purchased by the Australian Government. Interns are unpaid by your business. The intern receives a fortnightly incentive paid by the Government, on top of the support payment. To be eligible to be part of this program you must have:

- A valid ABN
- A current vacancy or will likely have a vacancy following the internship or has a regular pattern of recruitment for a position aligned with the participants interests, experience and qualifications
- Comply with 'risk assessment' requirements

WHAT ARE THE BENEFITS OF HOSTING YOUTH PaTH INERNSHIPS?

- Hosting a young person is an opportunity to find out if they are a good fit for your team
- You do not pay the young person during the trial
- Internships run for 4 to 6 weeks and must offer 30 to 50 hours of work experience per fortnight. This can include weekend or shift work (excluding public holidays) if that's a normal part of your business
- You will receive a payment of \$1000 to help cover the costs of hosting an intern
- If you decide to hire the young person, you may be eligible to receive a wage subsidy of up to \$10,000 (GST inclusive)

HOW DO I GET INVOLVED?

For more information on how you or your organisation can get involved, please contact the IMVC on **9686 2354**.

FREQUENTLY ASKED QUESTIONS (FAQs)

HOW DO I PLAN FOR A WORK PLACEMENT?

Planning is important when hosting a participant in Work Placement, here are some tips:

- Take into account the skill level of the participant
- Set tasks aside for the participant to do when the Work Placement approaches
- During the Work Placement provide the participant the opportunity to repeat skills
- Provide the participant with feedback

WHAT DO I DO ON THE FIRST DAY OF WORK PLACEMENT?

- It is important to make the participant feel comfortable and welcome
- Appoint a suitable staff member to show the participant around the organisation
- Arrange for the participant to have their own working space
- Induct the participant accordingly for example mention, break times, mobile phone policy in the work place, dress code
- Explain work place expectations
- Explain any Occupational Health & Safety policies within your organisation
- Discuss the kind of tasks and duties the participant will be expected to complete during the work placement
- Induct the participant in the use of equipment which may need to be used during the work placement
- Provide the participant a nominated staff members contact details if they are unable to work for any reason

FREQUENTLY ASKED QUESTIONS (FAQs)

WHO DO I CONTACT IF I NEED HELP OR IF SOMETHING GOES WRONG?

It is the IMVC's responsibility to provide support to all parties and monitor the progress of the participant. If the participant doesn't attend or any reason, contact the IMVC.

WHAT DO I DO IF AN ACCIDENT OCCURS INVOLVING A PARTICIPANT?

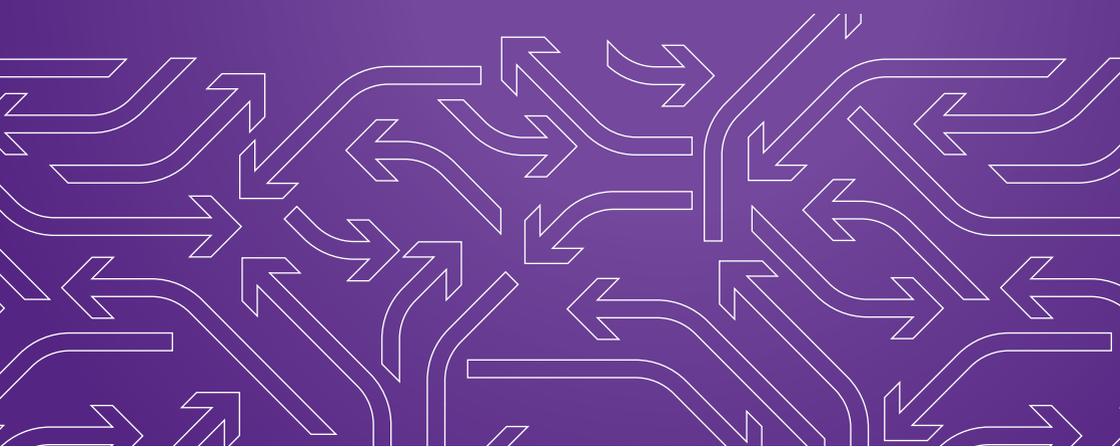
Should an accident involving a participant occur whilst being hosted, the following steps should be taken:

- Seek medical help immediately
- Call for an ambulance immediately if required
- Contact the school and/or the IMVC
- Complete an incident report of the accident and forward a copy to IMVC

DO I NEED TO CONSIDER ANY INDUSTRIAL RELATIONS ISSUES?

Certain conditions need to be taken into consideration. They are:

- The hours that a participant does in your workplace should be in accordance with the award for your industry
- The participant should not replace a paid employee or reduce the hours which a paid employee would otherwise be paid to work; and
- The participant should not be used to replace employees in industrial disputes



FOR FURTHER INFORMATION PLEASE CONTACT

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