

WORK EXPERIENCE FOR SCHOOL STUDENTS (PROFESSIONAL STAFF) PROCEDURE

SCOPE

This procedure applies to the University's Australian campuses.

PROCEDURE STATEMENT

The University accepts school students for work experience placements in professional services areas, to provide them with insights into the University as a workplace, and the particular work area in which they are located.

Work experience placements at the University ('us', 'our' or 'we') are conducted under the provisions of section 5.4.4, 5.4.11 and 5.10.4 of the Education and Training Reform Act 2006 Victoria (the Act), which is designed to enable pupils at school to obtain work experience as part of their education.

1. A school or student enquires about a work experience opportunity with us

- 1.1 Work areas are responsible for responding to and managing enquiries from career advisers, students or parents for work experience. A work area may determine that it is appropriate to nominate an individual staff member to coordinate the following process. Procedural advice or assistance may be sought from Access HR on 9902 0400, if required.

2. A work area determines if a student is eligible for a work experience placement

- 2.1 A work area may consider accepting a student for work experience if the principal of the student's school has made an arrangement, in writing with us about the placement of a student with us. The following eligibility criteria must also be met:
- the student(s) must be over the age of 14 years;
 - the student(s) must be in a class the academic level of which is at least that of second year of secondary schooling; and
 - the student(s) must have the written consent of a parent.
- 2.2 We may only consider a work experience placement for a student over the age of 21 years if they are an adult returning to school after a period away from study or if the student is classified as a refugee and has had little exposure to the workplace or to work culture.
- 2.3 In accordance with the Act, we are permitted to engage a maximum of one work experience student for every three full-time staff member. Responsibility for ensuring this rests with the work area.

3. The work area considers suitable activities for a work experience placement

- 3.1 We have obligations to provide a safe and healthy working environment for work experience students. Work areas must therefore assess the workplace to determine which activities can be safely managed. Students should be given tasks which are interesting and which will give them an understanding of your business. However, we must take care not to place them at risk, and must provide supervision at all times.
- 3.2 If the school or student requests that the work experience placement constitutes specific activities, the work area will determine if the request can be accommodated.
- 3.3 If no recommendation or request for specific activities has been made by the student or school, a work area will consider appropriate work experience activities for the student and provide them to the principal of the student's school.

- 3.4 The work area is responsible for ensuring the work experience placement is subject to the following conditions:
- A student shall not be placed for more than 40 days during any school year nor more than ten days during any school term.
 - The period of placement in respect of any arrangement shall not exceed a total of ten days.
 - The full period in respect of the placement shall be a period falling within the school year.
 - A student must not attend beyond the number of hours in a day which are normal working hours for a standard shift.
 - A student must not attend between the hours of 11:00pm and 6:00am or, if the student is a child, between the hours of 9:00pm and 6:00am.
 - A student must not attend beyond a time which is ten hours before the start time of a work experience day or a school day which the student is expected to attend.
- 3.5 The nominated supervisor in the work area should use their best efforts to ensure that the principal of the student's school is satisfied that:
- the health, education and moral and material welfare of the student will not suffer from the proposed arrangement;
 - the student is fit to engage in the proposed work experience;
 - the student will not be subjected to any form of exploitation in the course of the proposed work experience; and
 - the proposed work experience is not prohibited employment within the meaning of the [Child Employment Act 2003](#).

4. The work area documents the workplace experience arrangement

- 4.1 The work area must provide the student with a [Work Experience Arrangement Form](#) which provides the details of the placement, including:
- details of accredited course of study (if applicable);
 - the activities the student will undertake;
 - the skills and competencies that the student is expected to obtain during the work placement; and
 - the total number of days or hours that the student will be placed with us.
- 4.2 The student must return the signed Work Experience Arrangement Form to the work area prior to commencement.
- 4.3 Where the student is under 15 years old, the student must also return the [Risk Assessment Form](#) to the work area prior to commencement. The Risk Assessment Form identifies potential hazards and risks and ways in which to control them.
- 4.4 In addition, we must also obtain a [Child Employment permit](#). The nominated supervisor and all other staff who will have direct supervision or control of a student under the age of 15 are to ensure they have a valid [Working with Children Check](#) in accordance with the [Working with Children Checks procedure](#).
- 4.5 The student or the parent (where the student is under 18 years of age) will be responsible for the student's transport to and from the workplace.
- 4.6 A [Travel and Accommodation Form](#) must be completed where it is proposed that the student may be required to undertake vehicle travel with us and/or supervisor as part of the work experience arrangement (or where the student has to stay in accommodation other than their normal place of residence). The form must be completed before travel or change of accommodation occurs.

5. The work area orients and supervises the student

- 5.1 The nominated supervisor must ensure the student is provided with an orientation on the first day of the work experience arrangement. The orientation should comprise:
- an introduction to the nominated supervisor (if required);
 - an induction to the work environment, department, University and security access;
 - [online Occupational Health & Safety Training](#);
 - online [Privacy Training](#); and
 - workplace conduct and compliance expectations as deemed appropriate.
- 5.2 The nominated supervisor will also provide support and direct supervision to the student and is responsible for carrying out our obligation to ensure:
- the welfare and safety of the student; and
 - that the work environment is non-discriminatory and harassment free.
- 5.3 Where required, the nominated supervisor will assess the student at appropriate times and communicate results to the appropriate contact at the student's school.
- 5.4 We will permit access to the workplace for the principal of the school, or their representative, at any reasonable time as agreed between us and the principal or their representative during the period of the student work experience.

WorkSafe Insurance

- 5.5 All students under an arrangement that is undertaken in Victoria or in a reciprocating state are covered under the WorkSafe Insurance Policy held by the Department of Education and Early Childhood Development.

Payment

- 5.6 The Act requires the student to receive \$5.00 per day to contribute to the student's expenses such as daily travel and incidental costs incurred. A work area should authorise payment to the student by petty cash voucher. The costing should be allocated to the relevant fund centre and cost centre.
- 5.7 If the student is under the age of 18 and receiving \$5.00 a day, the Australian Taxation Office does not require a tax file number or tax return from the student and we do not have to issue a Payment Summary to the student. However, work experience students aged 18 and over will be required to provide a tax file number to us and tax will be withheld and a payment summary issued.
- 5.8 With the written consent of a parent, which may be included in the arrangement, the student may donate the payment back to us.

6. Completion of work experience

- 6.1 If appropriate, the nominated supervisor, or staff who coordinated the work experience placement, should reiterate the student's requirement to adhere to privacy and other University policies and procedures as appropriate.
- 6.2 The nominated supervisor or staff member who coordinated the work experience placement should ensure the student returns any other University property.

7. Breach of procedure

- 7.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Child	For the purposes of this procedure means a person under the age of 15 years of age.
Direct supervision	Where a supervisor is in sight and sound of the student, at all times while the student is undertaking work related activities as determined under the Arrangement.
Staff member	For the purposes of this procedure is a person employed by the University under the terms of the relevant Monash University Enterprise Agreement, who has authorisation for supervision.
Nominated supervisor	For the purposes of this procedure, is a staff member who is responsible for supervising a work experience student and ensuring that they are provided with opportunities to undertake tasks in the workplace which will enable them to master the required skills and competencies.
School	For the purposes of this procedure, means a registered secondary school in Victoria.
School year	In respect of any school means that portion of the year beginning with the first school day of the year and ending with the last school day of that year.
Student	For the purposes of this procedure, refers to a person who is enrolled in or attends classes at a school in Victoria.
Work experience arrangement	A written agreement between the University, a school student, their parent or guardian and the principal of their school, outlining the details of a work experience placement.
Work experience placement	A short term placement of a secondary school student with the University.
Working with Children Check	The Working with Children Act 2005 requires that people who work or volunteer in certain child-related work apply for, and pass, a Working with Children Check. A Working with Children Check considers certain offences and makes an assessment of the level of risk an individual poses to children's safety. A WWC Check is valid for five years (unless revoked). Refer to the Working with Children Checks procedure .

GOVERNANCE

Parent policy	Recruitment and appointment
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> • Working with Children Checks <p>Other supporting information</p> <ul style="list-style-type: none"> • Applying for a Child Employment Permit Website • Frequently Asked Questions – Child Employment Legislation and Work Experience • Risk Assessment Form • Travel and Accommodation Form • Work Experience Arrangement Form • Work Experience Guidelines for Employers • Work Experience Manual
Legislation mandating compliance	<ul style="list-style-type: none"> • Education and Training Reform Act 2006 • Education and Training Reform Act 2006 – Amended Ministerial Order 382 Work Experience Arrangements • Working with Children Act 2005
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