

© State of Victoria

Department of Education & Training, Victoria, 2005

ISBN 0 7594 0395 3

Copyright in this work is owned by the State of Victoria. No part may be reproduced by any process except with the express written permission of the Minister for Education or a person acting under his/her authority or in accordance with the provisions of the *Copyright Act 1968*.

Detailed requests for uses not specifically permitted by the *Copyright Act 1968* should be submitted in writing to

The Copyright Officer

Department of Education & Training

GPO Box 4367

Melbourne Vic 3001 Australia.

Published by the Office of Learning and Teaching

Department of Education & Training

GPO Box 4367

Melbourne Vic 3001 Australia

Message from the Deputy Secretary

Vocational Education and Training in Schools (VETiS) programs have been a major feature of post compulsory schooling in Victoria in recent years. VETiS programs link general and vocational education, and allow students to combine classroom learning with hands-on industry training and practice in the workplace. These programs can enhance students' pathways to employment, further education and training.

The structured workplace learning components of VETiS programs and the Victorian Certificate of Applied Learning (VCAL) allow students to learn skills relevant to the workplace, and complete practical work placements in real industry settings. It has enormous benefits for students, schools and for employers.

Structured workplace learning exposes students to the world of work, provides opportunities to develop work related competencies, and can increase self understanding, maturity and personal growth. It also allows employers to make a positive contribution to the education and development of students whilst promoting their industry to young people.

This manual, developed by the Office of Learning and Teaching, is designed to assist those who manage, coordinate and develop structured workplace learning programs, to ensure they deliver valuable learning outcomes for students. It has been designed for structured workplace learning coordinators, however, other stakeholders such as employers may find the clear and accessible information presented in this manual useful in their program development, or may find it a handy reference to the legislative requirements.

Located in the front of this manual is a video, *Workwise – workplace safety for students*. This video highlights occupational health and safety issues in the industry areas of hairdressing, engineering, automotive, primary industry and hospitality.

I trust you find this manual useful and informative. I recommend this resource to everyone who is involved in the implementation of structured workplace learning programs.

Dr Dahle Suggett

Deputy Secretary

Office of Learning and Teaching

Section A:

Overview

This section introduces definitions and terminology related to the delivery of structured workplace learning. It details the rationale for incorporating structured workplace learning into the curriculum, and can be used to inform school communities of the place of vocational learning in the senior secondary years.

Section B:

Roles and responsibilities

This section details the roles and responsibilities of staff involved in the development and delivery of structured workplace learning programs, and provides guidance on the coordination required for the delivery of a successful program.

Section C:

Procedures and guidelines

This section details the procedures and guidelines which must be adhered to when delivering a structured workplace learning program to senior secondary students in Victoria.

Section D:

Forms and information sheets

This section contains a complete list of the current relevant forms for structured workplace learning. School communities will need to familiarise themselves with the relevant documentation relating to structured workplace learning. Guidelines for parents and employers are also available in this section.

Section E:

Policy

This section contains copies of the relevant legislation and procedures relating to the delivery of structured workplace learning. The *Education Act 1958* and Ministerial Order No. 23 – Structured Workplace Learning Arrangements cover all legislative requirements for the development and delivery of structured workplace learning in schools, whilst the Victorian Government Schools Reference Guide covers the school's administrative reporting procedures.

Section F:

Useful resources

This section outlines suitable resources in the development and delivery of structured workplace learning. Details to assist in the location of these resources are also given.

Section G:

Updates

This section has been included to assist school communities keep an up to date file of the latest changes to structured workplace learning arrangements.