



POLICY: Rangitikei College Board of Trustees

Work Experience (Students) Policy

Rationale

To provide students with the opportunity to experience appropriate workplace learning outside the classroom in a planned, safe and well managed way.

Aims:

To ensure that when students go into or remain in a workplace, the following apply:

- The school's conditions have been complied with.
- The school, parents and employer have all the necessary information and documentation completed and approved before a placement commences.
- Health and safety of all students is paramount.
- The placement is purposeful.

Definition


This policy applies to all students placed in a workplace of any kind other than for one-off workplace visits. It includes, but is not limited to, Gateway programmes.

Guidelines:

21. Rangitikei College will provide practical work based components opportunities for students where practical and in their best interests.
22. A member of the Senior Leadership Team will be delegated responsibility for 'Vocational Pathways Coordination'. This role will include having an overview of all work experience programmes and experiences, and being line manager for the Gateway Coordinator.
23. In assessing whether the work experience placement is suitable for a student, the Vocational Pathways Coordinator will ensure the following have been undertaken:
 - a. Contacting the placement host and discuss workplace health and safety to determine what types of health and safety risks that exist in the workplace and how these risks are managed. If possible, and especially for long periods of work experience, a workplace visit should be made.
 - b. Review the records of previous student work experience placements (where applicable) to determine if the workplace has ensured a safe and healthy working environment for students in the past
 - c. Establish a communication system involving the student, host employer and school.

- d. Parental/caregiver consent in writing for all students prior to the commencement of the work experience.
 - e. Ensuring that students receive general health and safety training before being placed with host employers
 - f. Ensure that the student concerned will not undertake work that is arduous or dangerous in relation to the student's age or development
 - g. Consult, cooperate and coordinate with the host employer to ensure all relevant induction and training is covered and supervision provided.
 - h. Ensure a written work experience agreement is in place that covers the following:
 - i. The knowledge and skills to be attained
 - ii. The assessment method
 - iii. The supervision to be provided to the student
 - iv. The student's attendance and hours in the workplace
 - v. The applicability of school rules and workforce rules
 - vi. Procedures for early withdrawal (if necessary) from the work experience
24. Maintaining good public relations will be a factor in all practical/work based components.
25. The school will endeavour that all students on work experience have undertaken US497 – Health and Safety in the Workplace. Students who do not have this Unit Standard will need special dispensation from the teacher in charge of work experience before the placement can commence.
26. The only cost, if any, which is charged to the student or their family is for travel to and from the workplace.
27. The student concerned is not to be paid, nor required to join a union.

Chairperson:

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Date: 25.11.19

Next review date: April 2022

ASSOCIATED PROCEDURES AND DOCUMENTS:

- *Students on Work Experience: A Health and Safety Guide for Schools and Employers*, Ministry of Education, November 2016
- *Gateway Handbook*, Tertiary Education Commission, 2016
- *Health and Safety Practical Guide for Boards of Trustees and School Leaders*, Ministry of Education/NZ School Trustees Association, August 2017
- Work Experience Notice, 2004 (pursuant to section 71(2) of the Education Act, 1989).

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)