



## JOHN PAUL COLLEGE OUT-OF-SCHOOL LEARNING AND TRAINING POLICY 2B-9

### Rationale

Out-of-School Learning and Training Programs provide a valuable pathway for students to explore their transition from school to post-school opportunities. John Paul College contributes to the development of students and their individual needs by providing an educational experience that seeks to promote integrated personal development by relating their curriculum and learning to real life situations (Mandate paragraph 66).<sup>1</sup>

John Paul College offers a range of pathways and provides information, advice and options to students so they can make informed choices to pursue university or post-secondary vocational qualifications. The facilitation of effective transition in a safe and supportive environment increases the students' opportunities for productive and rewarding employment (Melbourne Declaration on Educational Goals for Young Australians 2008 page 12).<sup>2</sup>

### 2. Definitions

Out-of-school Learning and Training Programs are those which place students in work environments as part of Work Experience accredited programs, School Based Traineeships or Apprenticeship programs and School Apprenticeship Link programs.

The Host Employer or authorised delegated officer of the business where the student is placed and may or may not be the host trainer.

### 3. Principles

3.1 John Paul College is involved in learning, training and other educational contexts in physical settings beyond the school environment.

3.2 John Paul College has a responsibility to focus on risk management issues and procedures initiated as part of the school curriculum.

3.3 The Principal and staff are responsible for ensuring that 'duty-of-care' requirements are in place when students are involved in out-of-school learning and training programs.

3.4 The Principal and Host Employers share a responsibility for ensuring adequate supervision and safety for students in the work place.

3.5 Parents have a responsibility to provide relevant information when their child is attending out-of-school learning and training programs.

### 4. Procedures

4.1 The Principal or nominee shall approve all Out-of-School Learning and Training Programs.

4.2 Teaching staff shall take reasonable care for the safety and welfare of students whilst students are involved in Out-of-School Learning and Training Programs.

4.3 Planning for Out-of-School Learning and Training Programs shall be in accordance with *Out-of-School Learning and Training – Processes and procedures for Catholic Schools in Western Australia* and shall cover:

- any medical or special requirements of participants
- communication strategies and emergency response procedures
- insurance cover
- transport arrangements
- preparation/induction of students
- assessment of student capacity
- risk assessment/minimisation
- record keeping

4.4 Students will not be permitted to participate in Out-of-School Learning and Training Programs in Year 11 and 12 unless written permission is granted by a parent/guardian. Prior to students being involved in Out-of-School Learning and Training Programs a meeting is held with parents to ensure they understand the requirements of the program and ask for clarification of issues they may have.

4.5 Students involved in the Year 11 and / or 12 Out-of-School Learning and Training Program must complete a log book and have it counter signed by the Host employer. This booklet enables the students to reflect upon the learning that takes place in the workplace and also provides a document as proof of attendance in the workplace.

4.5 Students may be involved in Out-of-School Learning and Training Programs prior to Year 11 in order to enable a smooth transition to the workplace or associated activities. In this instance a meeting is held with parents to ensure they understand the requirements of the program and communicate their expectations for their child undertaking this program.

4.6 Year 10 students undertake a week of Out-of-School Learning and Training Program. Prior to this programme parents are contacted via letter in terms of the expectations of the program and the requirements for students who are undertaking this program. Parents are encouraged to contact John Paul College to clarify or discuss issues associated with the placement of students.

4.7 At the completion of the Out-of-School Learning and Training Program the host employer provides written feedback on the students' performance. This is copied and placed on the students' file and the student receives the original copy.

4.8 John Paul College and its' students will adhere to the regulations pertaining to specific industries and the placement of minors in work environments.

4.9 During the course of the Out-of-School Learning and Training Program a report shall be submitted to the Principal by the staff member of the Out of School Learning and Training program if a student:

- suffered an injury
- experienced ill health
- was involved in an incident which was related to student discipline or safety
- was involved in any other serious consequence

## 5. References

Bishops Mandate the Catholic Education Commission of Western Australia 2009 - 2015  
Melbourne Declaration on Educational Goals for Young Australians December 2008, page 12

## 6. Related Documents

- Catholic Education Commission of Western Australia Policy 2-B2 'Curriculum'
- Catholic Education Commission of Western Australia Policy 2-B4 'School Camps and Excursions'
- Catholic Education Commission of Western Australia Policy 2-D3 'Child Abuse'
- Catholic Education Commission of Western Australia Policy 2-D7 'Exclusion of Students for Disciplinary Reason'
- Catholic Education Commission of Western Australia Policy 2-D8 'The Management of Confidential Information'
- Catholic Education Commission of Western Australia Policy 2-A1 'Catholic School Retreats'
- Catholic Education Commission of Western Australia Policy 2-B7 'Justice Education'
- Curriculum Council Act 1997 (WA)
- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- School Education Regulations 2000 (WA)
- Volunteers (Protection from Liability) Act 2002 (WA)
- Western Australian College of Teaching Act 2004 (WA)
- Western Australian College of Teaching Regulations 2004 (WA)
- Workers Compensation and Injury Management Act 1981 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Vocational Education and Training Act 1996 (WA)
- Industrial Training Act (1975)
- WACE (Western Australian Certificate of Education) Manual
- The First Step: Managing safety and health hazards in your workplace, 2007
- Processes and Procedures for Out-Of-School Learning and Training for Catholic Schools in Western Australia
- Handbook for Catholic Schools in Western Australia, Section 8: Legal Responsibilities

## 7. Review History

To be reviewed following CEOWA Review 2016