



WORKING TOGETHER

Statement of Expectations

WORK PLACEMENT COORDINATION PROGRAM

OVERVIEW

Welcome to South West Connect (SWC) guide for the provision of Work Placement support services.

We aim to provide professional and timely coordination of work placements in partnership with host employers, schools and EVET providers. This guide outlines the services we offer, how it is offered, requirements from participating schools, and expectations to ensure positive and successful outcomes for students studying VET.

WORK PLACEMENT CO-ORDINATION

Outlined below, are the responsibilities of the Work Placement Service Provider (SWC) in relation to supporting your school for placements:

Sourcing Placements: SWC will identify and secure suitable work placement opportunities that align with students' vocational studies in VET, EVET and BEC.

Employer Engagement: SWC will recruit and induct host employers, ensuring compliance with relevant policies and student safety protocols. All Host Employers will have completed the required annual onboard compliance documentation to meet each educational sectors needs.

Student Preparation: SWC will provide support and collaborate with schools to ensure that students complete pre-placement preparation. This includes participating in the SWC offered **VET Work Placement Ready** presentation (or the schools' own work ready presentation) as well as completion of the **Go2WorkPlacement** modules relevant to the students vocational course.

Ongoing Support: SWC will offer timely assistance to schools and host employers to address any issues that arise during the placement process.

Documentation: SWC will provide full **Student Placement Records** to schools once students have been allocated a placement and will provide the necessary insurance details to host employers.

Feedback and Improvement: SWC will host quarterly breakfast meetings (one per Term) with VET Cos and VET teachers to discuss and review work placement. All VET Cos and VET Teaches are encouraged to attend. Meeting minutes will be distributed to all schools' VET Staff.

WORKING WITH SCHOOLS & EVET PROVIDERS

- **Current and Future Needs Assessment:** SWC will work closely with all school sectors to identify and fulfill work placement requirements for students.
- **Resource Implementation:** SWC will provide the VET Work Placement Ready presentation to schools *free of charge*. Students will be provided with a free resource to take home to their parents/guardians.
- **Communication:** SWC will maintain open, ongoing communication with schools and EVET providers to ensure a smooth process.

WORKING WITH EMPLOYERS

- **Promotion and Recruitment:** SWC will source and engage local businesses to serve as host employers and promote the benefits of student placements.
- **Induction and Compliance:** SWC will brief host employers on student safety, supervision, and relevant policies at their induction as well as obtain the Host Employer signature on Page 3 of the SPR.
- **Evaluation and Maintenance:** SWC will maintain regular contact with host employers and conduct annual evaluations to ensure program quality and retention.

To ensure SWC can deliver on the above expectations, there are some school obligations to note:

- **Student Numbers/enrolments:** When requested by SWC, the School must inform SWC of expected number of students undertaking VET Courses, **including EVET** courses. In addition, we ask schools who are considering new EVET courses to liaise with SWC regarding relevant industry support for work placements in their service region.
- **Work Placement Registration:** All VET Coordinators and teachers requiring access to Pathways Cloud will receive a username from SWC and set their own password.
 - VET teachers must ensure all students enrolled in a VET subject register for work placement using SWC-provided instructions.
 - All Year 11 VET students must be registered by the end of Term 1.
 - **Note: Placements will only be provided to registered students.**
- **Work Readiness:** Schools are responsible for ensuring that all VET students complete *Work Placement Readiness* activities and the relevant *Go2Workplacement* modules before attending their first placement.
- **Work Placement Opportunities:** Schools must allocate students to all placements provided by SWC in a timely manner. Please return any placement excess to SWC as soon as possible. SWC will distribute work placement opportunities equitably to all schools in our service region, each term.
- **Duty of Care:** Schools hold duty of care for ALL students while on work placement.
- **Diverse Learners:** Schools must notify SWC of any student who has additional needs, language barriers, or medical conditions. Schools must contact host employers **prior** to these placements to discuss relevant student needs where appropriate. SWC and the school will collaborate to find a suitable placement for those students.
- **Student Sourced Placements:** Students are welcome to source a placement themselves at a chosen Host Employer, not retained by SWC. The school must provide the student with a Self Sourced Contact Form and pages 2 & 3 of the SPR for the Host Employer to fully fill out and sign. This documentation is to be returned to SWC for processing with a minimum of 4 weeks notice.
- **Insurance:** EVET providers and Independant (ISNSW) schools are to provide SWC with a copy of their individual Certificate of Currency (CoC) for insurance purposes. SWC will obtain the **DoE** and **CSNSW** CoC from the relevant websites.



WHAT YOU CAN EXPECT FROM SWC



Professional Conduct.



Timely support. SWC staff can be contacted via email or by phone between 8.30am and 4.30pm.



Equity. All schools and sectors are treated with the same level of professionalism and service.

South West Connect is committed to facilitating meaningful work placement experiences for NSW HSC VET students in our service region.

By working collaboratively with schools, EVET providers, and host employers, we strive to ensure that all VET students will be provided with meaningful work placement opportunities.

For additional support or enquiries, please contact us during business hours.

