

	Policy:	Out-of-school Learning and Training
	Originally Released:	2019
	Date for Review:	2021

1. RATIONALE

Out-of-school Learning and Training Programs provide a valuable pathway for students to explore their transition from school to post-school opportunities. Catholic Education 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, 66).

Schools offer a range of pathways and provide 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, p. 12).

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.

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

As in other education documents, the term *Parents* refers to any legal guardians or carers of students.

3. SCOPE

This policy applies to all St Clare's School, Lathlain, Staff and Students.

4. PRINCIPLES

4.1 St Clare's School is involved in learning, training and other educational contexts in physical settings beyond the school environment.

4.2 St Clare's School has a responsibility to focus on risk management issues and procedures initiated as part of the school curriculum.

4.3 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.

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

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

5. PROCEDURES

5.1 The principal or nominee shall approve all Out-of-school Learning and Training Programs.

5.2 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.

5.3 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, and
- record keeping.

5.4 Students shall not be allowed to participate in Out-of-school Learning and Training Programs unless written permission is granted by a parent/guardian, or according to their enrolment arrangement if living independently.

5.5 Before commencing out-of-school learning, each St Clare's student will complete a thorough application process, usually including an interview with external personnel to assist them in preparation for the experience.

5.6 In order to thoroughly prepare a student for an out-of-school learning experience, individual needs will be considered, for risk-mitigation. This will likely include an advanced-visit to the workplace, regular visits by the school WPL coordinator, clear communication with the training provider of the student's special needs.

5.7 St Clare's School shall adhere to the regulations pertaining to specific industries and the placement of minors in work environments.

5.8 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, and/or
- was involved in any other serious consequence.

6. REFERENCES

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015

Melbourne Declaration on Educational Goals for Young Australians December, 2008

7. RELATED DOCUMENTS

CECWA Curriculum policy

CECWA School Excursions policy

CECWA Child Protection policy

CECWA Exclusion of Students for Disciplinary Reasons policy

CECWA The Management of Confidential Information policy

CECWA Catholic School Retreats policy

CECWA Justice Education policy

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 (WA)

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

8. REVIEW HISTORY

Year of Review:	Reviewed by:	Amendments/Review
Created 2019	Principal, AP WPL coord	

9. NEXT REVIEW

Year:	Sub-Committee Responsible
2021	Principal, AP, WPL coordinator