



**NASSSA**

**VOCATIONAL EDUCATION  
AND TRAINING PATHWAYS**

# ***INDUCTION BOOKLET 2016***

**STUDENT NAME:**





# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

**Course name:**

**Training Provider:**

**Trainer name:**

**Phone/mobile contact:**

**Trainer Email:**

**Training location address:**

**VET Leader name:**

**VET Leader contact phone:**

**Notes: Key information from my induction:**



[WWW.NASSSA.COM.AU](http://WWW.NASSSA.COM.AU)





# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

**Congratulations on being awarded the opportunity by your school, to participate in a Regional VET (Vocational Education & Training) course.**

**This booklet will provide you with some key information to make your experience a positive and rewarding one! You must complete this booklet before you can embark on any training or work placement.**

## Contents:

What is VET?	3
What are my rights and responsibilities with VET?	4
What is SWL (Structured Workplace Learning)?	5
What are my rights and responsibilities with SWL?	7
Unique Student Identifier (USI)	8
Work Health & Safety (WHS) and Safety for young workers	10
Equal Opportunity	17
Keeping Safe	19
What if I am unsure about something?	20
Places to get information	21
Appendices:	23
a. NASSSA Code of Conduct & Course Application Form	24
b. Workplace Learning Agreement Form	29
c. Work Placement Checklist - Prior to placement	31
d. Workplace Induction Checklist	32
e. Brochure for Parents	33
f. Induction checklist for training	35
g. Excursion Consent form	36
h. DCSI Clearance forms flowchart and sample	37
i. Grievance Procedure	45
j. Orientation Program Certificate	46

**Page:** NASSSA VET Videos

What is VET?

[Click here!](#)



Course Videos

[Click here!](#)



# What is VET?

VET stands for "Vocational Education and Training".

It is industry specific training providing you with nationally recognised qualifications which can also contribute to your SACE.

As a NASSSA regional VET student, you will be receiving training from a trainer/teacher, qualified to deliver and assess accredited training from a training package. If you are successful, you will receive nationally recognised qualifications in your chosen field.

The training may occur at a school, in a Trade Training Centre, or at the facility of a Registered Training Organisation (RTO).

The specific qualification for your VET course will comprise of "units of competency".

Your trainer will collect evidence of your "competence" from which they will assess whether you have met the criteria for the unit.

The evidence will comprise of a selection from your:

Work books

Work placement Logbook/Journal

Work placement feedback/report

Practical activities

The trainer will collect this information, collate it and send it to an RTO at the end of the course, who will issue a Statement of Attainment for those Units of Competency you have successfully completed. If you complete all the required competencies for a qualification, you will also receive a Certificate for that Qualification.

This will be nationally registered and recognised.



Your school will also receive this information and organise for your VET results to be recognised and counted towards your SACE certificate. Your VET Leader can talk to you about how much and at what Stage of the SACE, each competency will be recognised.

You need to be aware that you will only gain credits for SACE if you complete all the requirements of training, so poor attendance and non-completion of tasks, means you could be putting your SACE completion at jeopardy!

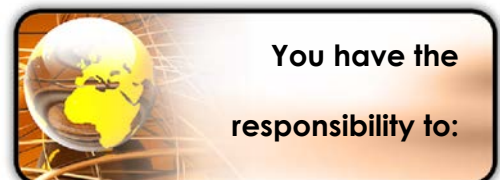


# What are my rights and responsibilities with VET?

*When you begin a VET course, you are entering an adult learning environment. This means that it is not school...it is learning with some different expectations and assessment requirements.*



- 😊 A training environment that allows you feel safe and be free from harassment, discrimination and bullying
- 😊 To be properly informed of the assessment requirements of the course
- 😊 To be properly informed of changes to the program
- 😊 A training environment that gives you a number of different opportunities to demonstrate your understanding of the subject being taught



- 😊 Be on time...times for VET training may be different to school!
- 😊 Notify your trainer AND VET Leader, if you cannot attend, or are going to be late for any reason
- 😊 Submit any work required on time
- 😊 Wear appropriate clothing. VET courses may have different dress requirements
- 😊 Ensure you orient yourself to the training venue (HINT: The checklist on page 25 must be completed and signed on your first day)
- 😊 Negotiate with your trainer and your teachers to catch up on either missed VET or missed school work. You will have to manage your time!
- 😊 Follow the Code of Conduct you signed as part of your initial VET application for enrolment (see a copy on page 18 of this booklet)
- 😊 After one term, you will be required to complete an online survey about your training. This is a simple survey and you will be given time to do it at school. It asks you to reflect about your attendance, subject matter in the course, the trainer, the actual training, assignments and assessments, resources and facilities, career, well being and other general training matters. It will give you a chance to provide feedback on the quality of the training and whether it is meeting your needs and expectations.



# What is SWL?

SWL stands for  
**STRUCTURED  
WORKPLACE  
LEARNING**

It is the workplace learning component of your VET course.

SWL is more than work experience because the logbook and journal you complete during your placement as well as the feedback from the employer/supervisor, will be part of your VET assessment. In fact, for some courses, you cannot complete the qualification without such placements and industry verification (or confirmation) of your competency. It can be **COMPULSORY** and failure to do so means you cannot get your full certificate!!! During your placement you will have the opportunity to put into practice what you have learnt in your VET course.

The Department for Education and Child Development (DECD), also has rules around work placement. *Doing this orientation course is part of that requirement.*

DECD's definition of work place learning is a broad term that can apply to many work placements including Structured Workplace Learning (SWL) for VET courses, Work Experience, community learning, volunteering and employer-student mentoring programs. Read these descriptions:

## Work Experience

Work Experience is short-term option and offers students a general taste of the world of work. Students observe different aspects of the work carried out and assist with tasks nominated by their supervisor or employer. The experiences and understanding of the work environment help students to make career plans and decisions. Assessment tasks to prove what you've learnt at the placement, will need to be done!

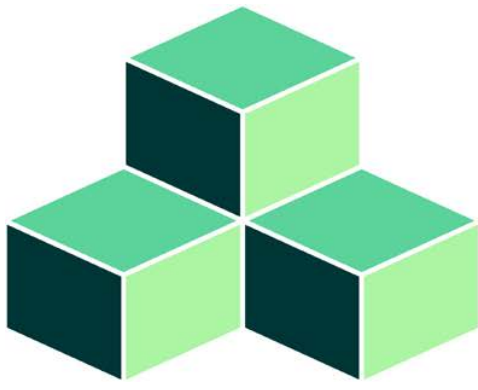
## Structured Workplace Learning (SWL)

SWL occurs when a student is actively participating in a workplace as a component of a formal VET course.

SWL enables students to gain specific skills on-the-job or in a simulated workplace environment. The placement must be directly related to the specific units of competency/skill requirements of a VET course/ qualification. The school and participating employers agree on these skills or competencies prior to the placement.



If your employer/supervisor is concerned about your conduct, they will notify your trainer, school and/or parent/guardian. You may be interviewed about this and it could lead to you being withdrawn from your placement and even your VET course! Remember the Code of Conduct!



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## Watch a video

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx>

Click here to watch Structured Workplace Learning Videos (Internet connection required)

Either click the link above, or one of the pictures/links below, to watch a video of vital information about the work environment, with a strong focus on the importance of good WHS (work health and safety) practice.



Childcare



Business

Introduction to Workplace Learning

Preparing for work placement

Bullying and sexual harassment

Common workplace hazards



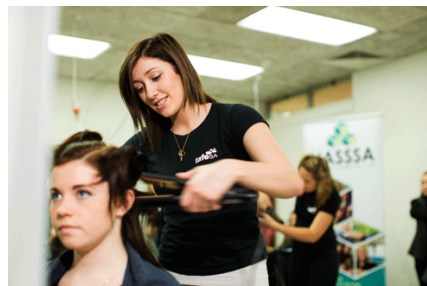
Agriculture



Automotive



Construction



Hairdressing



Engineering



Hospitality



Manufacturing



Recreation



# What are my rights and responsibilities with SWL?



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*Your work placement may be your first experience of the world of the workforce! Doing a work placement (as with being an actual employee), means you have some responsibilities, but also some rights.*



😊 A workplace that allows you feel safe and be free from harassment, discrimination and bullying

😊 An induction to the workplace that includes site specific Work Health and Safety (WHS) procedures.



😊 Ensure you have a signed workplace agreement form returned to your school BEFORE you begin your placement. This covers you should any injury occur, under your school/DECD insurance policy (see Appendix)

😊 Be on time

😊 Notify your employer/supervisor and school VET Leader, if you cannot attend, or are going

😊 Notify your school VET Leader immediately, of any changes to arrangements, eg you being sent unexpectedly to a different work site

😊 Follow the employer's rules and regulations including WHS, privacy and confidentiality, as well as phone use

😊 Ensure you orient yourself to the workplace (HINT: The checklist in the Appendix must be completed and signed on your first day)

😊 Wear appropriate clothing for the particular workplace

😊 Present yourself clean and tidy and with a positive attitude

😊 Follow reasonable instructions

😊 Fill out your workplace journal/logbook





# DO YOU HAVE YOUR USI?



Australian Government  
Department of Industry

**Skills**  
Unique Student Identifier



## Student Information for the Unique Student Identifier

*USI...bringing your skills together*

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

### ***Do you need a USI?***

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit [usi.gov.au](http://usi.gov.au) for more information.



**Use a non-school email address and other contact information when you register for your USI...that way, you will still get reminder information once you leave school.**

**If you need to use your school email, you should change it on the Department of Industry USI website, immediately before you leave school. You keep the same USI for all your training throughout your life!**

## How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

### Steps to create your USI

The following steps show how you can create a USI:

**Step 1** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)  
for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

**IMPORTANT:** To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: [usi.gov.au](http://usi.gov.au)  
Or contact us at Email: [usi@industry.gov.au](mailto:usi@industry.gov.au)  
Phone: Skilling Australia Information line – 13 38 73  
To view this document online please visit: [usi.gov.au](http://usi.gov.au)

23 September 2014

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

**Step 2** Have your personal contact details ready (e.g. email address, or mobile number, or address).

**Step 3** Visit the USI website at: [usi.gov.au](http://usi.gov.au).

**Step 4** Select the 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

**Step 7** You should then write down the USI and keep it somewhere handy and safe.

**No USI =  
No results =  
No SACE  
recognition  
for your  
training!!!**

[usi.gov.au](http://usi.gov.au)

**You must get a USI to enrol...  
Your VET Leader must have it so they  
can ensure you get results for your  
SACE!**



# Workplace Health and Safety [WHS]

Your teacher will take you through a program covering the following Work Health and Safety areas:

1. Health and safety is important at work
2. Employer responsibilities to protect workers
3. Employee rights and responsibilities
4. Identifying, understanding and controlling workplace hazards
5. Recognising and protecting yourself from a range of hazards
6. Personal protective equipment (PPE)
7. Emergency procedures
8. Work-related injury and illness
9. Workplace hazardous substances



You may participate in some online training eg Safework SA's "Safety Check" [or recommended Passport to Safety - currently unavailable]

There are also online quizzes at [http://www.safework.sa.gov.au/show\\_page.jsp?id=6421#.VLbtpocSM8](http://www.safework.sa.gov.au/show_page.jsp?id=6421#.VLbtpocSM8)

These include:

- Hunt for Hazards
- Safety Check
- Virtual Hotel
- Virtual Office
- Virtual Supermarket

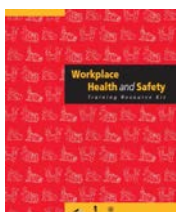


Other information may be found about safety for young workers in SA, at:

<http://www.safeworkaustralia.gov.au/sites/swa/australian-strategy/case-studies/pages/safety-for-young-workers-in-sa>, or click image at right.



By the end of this section, you may complete a test, eg the online test "Safety Check" and will need to print out your Certificate after successfully completing it. This will need to be presented to your teacher for verification to receive your sign off to begin training and work placement.



WHS Training Resource Kit:  
[http://dlb.sa.edu.au/ctmoodle/pluginfile.php/2210/mod\\_resource/content/1/Safe%20Work%20SA%20WHS%20Training%20Resource%20Kit.pdf](http://dlb.sa.edu.au/ctmoodle/pluginfile.php/2210/mod_resource/content/1/Safe%20Work%20SA%20WHS%20Training%20Resource%20Kit.pdf)

Teacher Toolbox:  
[http://www.safework.sa.gov.au/show\\_page.jsp?id=6424#.VLbyLoccSM8](http://www.safework.sa.gov.au/show_page.jsp?id=6424#.VLbyLoccSM8)



# CASE STUDY

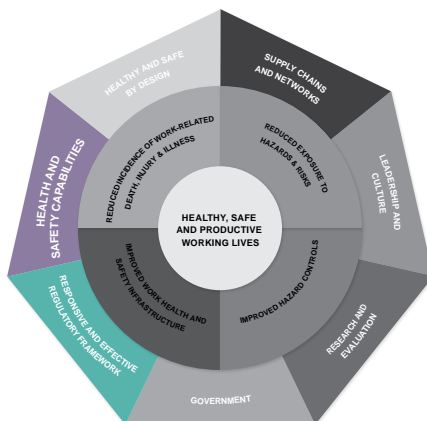
## SAFETY FOR YOUNG WORKERS IN SOUTH AUSTRALIA



Street art

### Australian Strategy Action Areas:

Health and safety capabilities,  
Responsive & effective regulatory framework



### Priority industries:

Construction, Agriculture, Manufacturing

### Mechanism of injury:

All

### Location:

South Australia

### Business size:

All

Young workers can sometimes be at increased risk of workplace injury due to lack of experience, maturity and awareness. They may also be:

- developing their skills, competencies and physical capabilities
- unaware of their rights and responsibilities
- unaware of the duties of others regarding workplace health and safety
- unfamiliar with appropriate workplace behaviours
- reluctant to make requests, ask questions or speak out about problems
- overly keen to please and make a good impression, and
- over-confident in their capabilities.

Australian Bureau of Statistics data show that in 2011 there were 54,458 women and 54,864 men aged between 15 and 24 years in South Australia's workforce with young men predominately employed in the agriculture, mining, manufacturing and construction industries whilst young women's employment was concentrated in the community, health, clerical and sales sectors<sup>1</sup>.

SafeWork South Australia (SA) understands the importance of raising awareness of work health and safety issues affecting young workers by providing accessible information on workplace hazards, safety procedures and workplace rights.

Awareness raising strategies include:

- communicating information in a relevant and culturally appropriate way
- providing a safe environment for young workers to have a voice, and
- providing a positive learning environment that supports education, training and skill development.

<sup>1</sup>Australian Bureau of Statistics 2011 Census of Population and Housing, South Australia

In 2012-13 SafeWork SA undertook extensive consultation to develop a work health and safety strategy for young workers. This consultation process identified the following improvement areas:

- health and wellbeing focussed on the physical and psychosocial work environment, fatigue management and work life balance
- engagement and participation—giving young workers a voice
- education, training and skills development—targeting young workers, employers and their advocates, and
- better connections - improving processes for employers to access information for young workers.

South Australia's *Work Health and Safety Youth Strategy 2014-2018*, released in late 2013, encourages a coordinated and proactive approach to reducing workplace injuries, illness and deaths among young workers by supporting young workers and helping businesses. This integrated approach is informing SafeWork SA's ongoing engagement with young workers.

### MORE INFORMATION

For more information on work health and safety for young people in South Australia visit [New and Young Workers](#)

# REPORT HAZARDS

You could be next!



Government  
of South Australia

SafeWork SA



A hazard is anything that could cause you or someone else an injury or illness. Don't wait for someone to be hurt before you tell someone about a hazard. Think about what you can do to make it safe. Take some action – tell someone who can fix it.

More Safe School information is available at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

# SAFE WORK

Unsure? Ask someone!



Government  
of South Australia

SafeWork SA



Many workplaces have safe work procedures. These are step-by-step guides to follow about how to work safely. When you start a job you must be trained to do the job safely so you don't get hurt. Don't risk a permanent injury – ask someone if you are unsure.

More Safe School information is available at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

# WORKPLACE HAZARDS

Know the job, know the hazards, no problems!



Government  
of South Australia

SafeWork SA



A hazard is anything that could hurt you or cause damage. Think about what hazards are in your environment, both at school and at work. Think about what you can do to make it safe. Take some action or tell someone who can fix it.

More Safe School information is available at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)



# ERGONOMIC HAZARDS

Is it the job or how you do it?



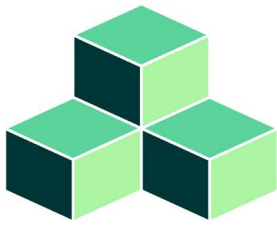
Government  
of South Australia

SafeWork SA



Could the way you carry your backpack be damaging your spine? If you're working already, think about how you stand behind a counter, sit or lift and carry things. Working safely means thinking about your body's health.

More Safe School information is available at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)



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**EQUAL  
OPPORTUNITY**  
4 SCHOOLS

The **Equal Opportunities 4 Schools** website at <http://www.eo4schools.net.au/work-life>, gives a great deal of information to support your understanding of your rights at work, school and the community. [If you have an internet connection, click on any **green bold** text to go to the related link]

In this **Work life** section, your teacher will guide you through resources and activities to cover topics such as:

**Conditions at work**

**Discrimination**

**Sexual harassment**

**Workplace bullying**

**Finding a placement/job**

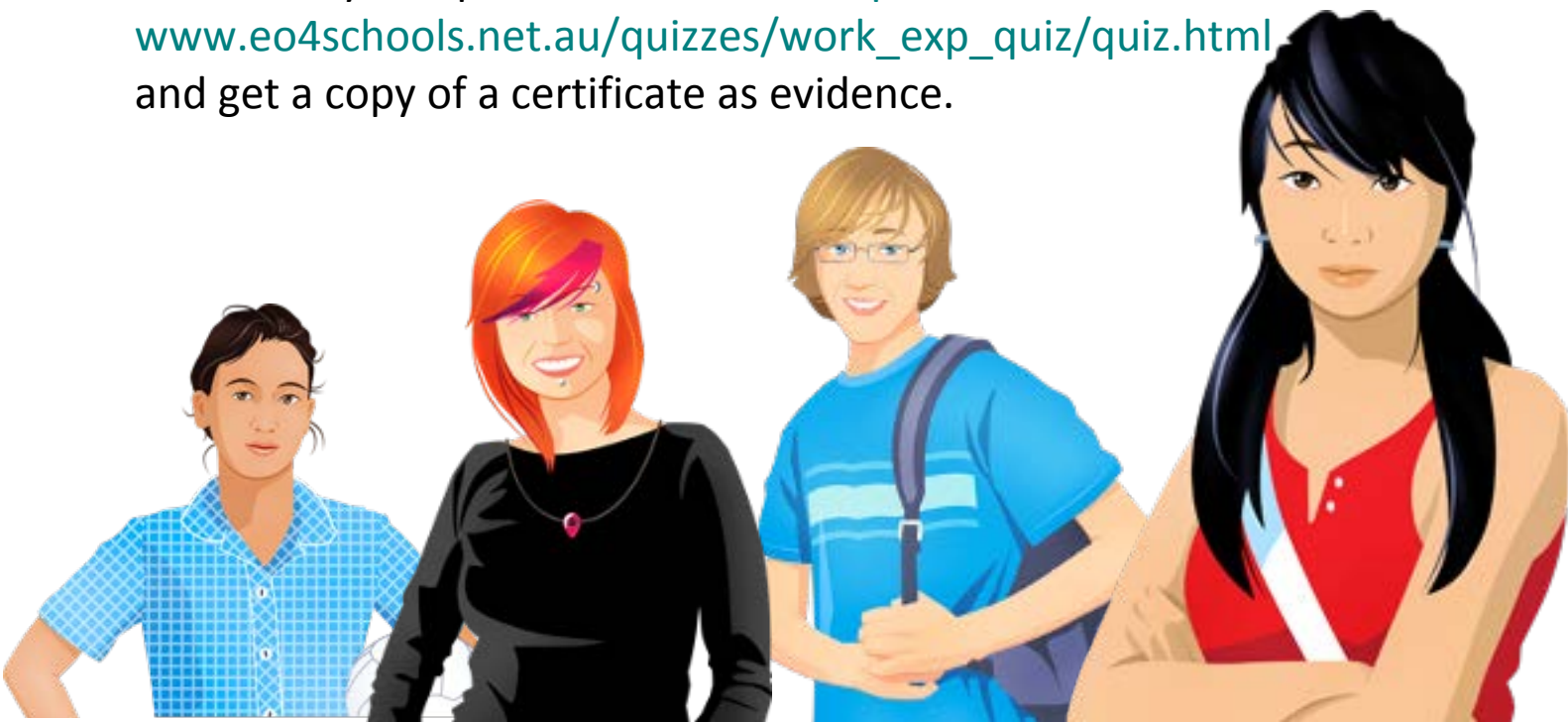
**Work experience placements**

**What to do about issues at work**

**Places to get information**



Before you finish this induction booklet, you should be able to successfully complete the **QUIZ** at: [http://www.eo4schools.net.au/quizzes/work\\_exp\\_quiz/quiz.html](http://www.eo4schools.net.au/quizzes/work_exp_quiz/quiz.html) and get a copy of a certificate as evidence.



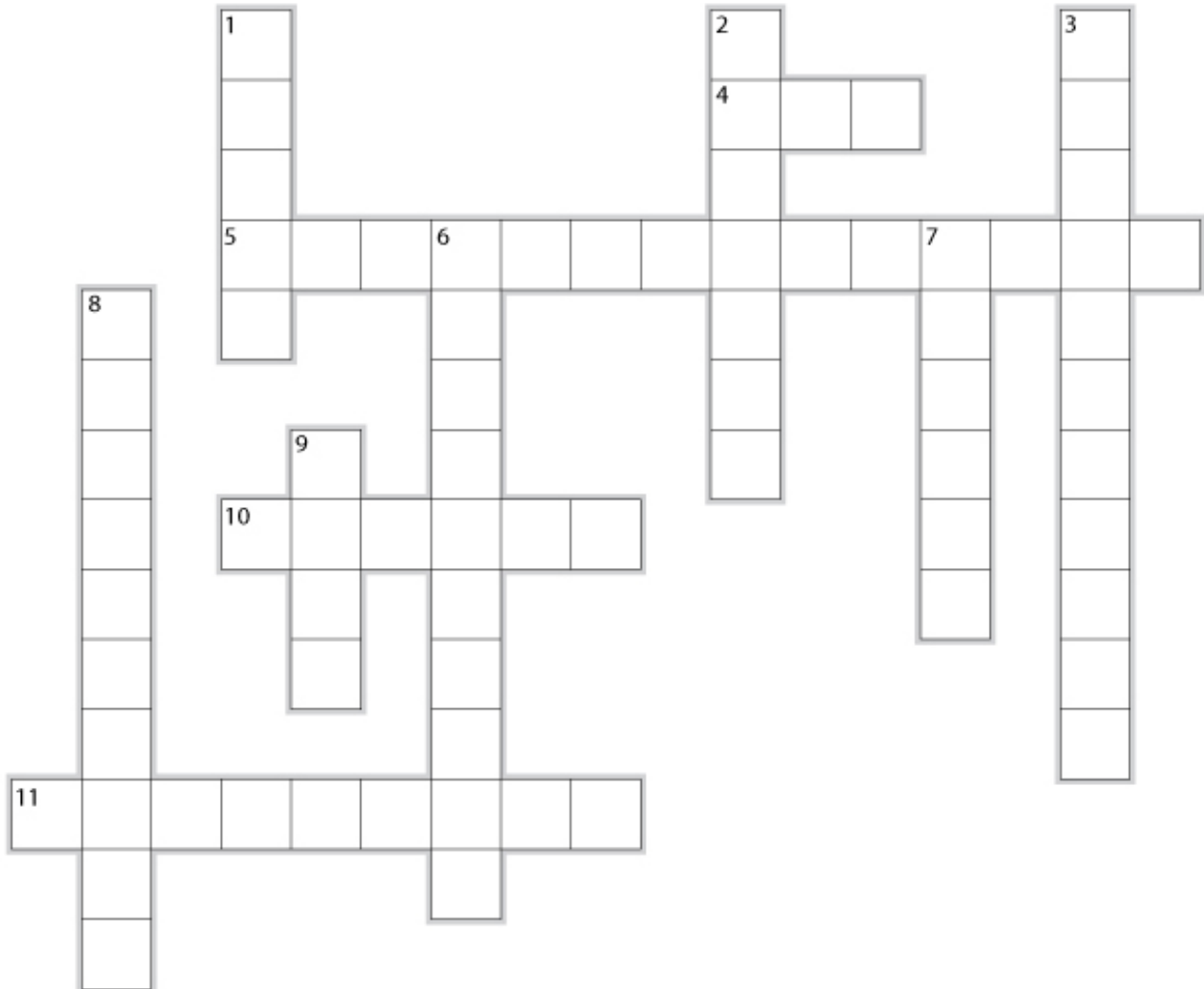


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**EQUAL  
OPPORTUNITY**  
4 SCHOOLS

## EO Crossword



Across

4. Searching the bags of teenagers and not older people is \_\_\_\_ discrimination
5. If you treat someone unfairly because of a person characteristic, it is called \_\_\_\_\_
10. Treating someone unfairly because they look after a family member is discriminating against them because of their \_\_\_\_ responsibilities
11. School dress policies generally can't stop people from wearing their \_\_\_\_\_ jewellery

Down

1. \_\_\_\_\_ dogs are allowed in shops, taxis and restaurants
2. Not hiring someone because they are married is \_\_\_\_\_ status discrimination
3. In South Australia, discrimination law can be found in the Equal \_\_\_\_ Act
6. If you are discriminated against in South Australia, you can complain to the Equal Opportunity \_\_\_\_\_
7. You need to lodge a discrimination complaint within \_\_\_\_ months
8. If you keep asking someone out on a date when they have said no, it is sexual \_\_\_\_\_
9. If a club wouldn't let someone in because they were Indian, it would be \_\_\_\_ discrimination



# KEEPING SAFE

In this **Keeping Safe** section, your teacher will guide you through refreshers and activities/discussions around how to help keep yourself safe

## Themes

1. We all have the right to be safe
2. We can help ourselves be safe by talking to people we trust

## Focus Areas

1. The right to be safe
2. Relationships
3. Recognising and reporting abuse
4. Protective Strategies

**Think, Feel,  
Act, Persist...**

**Protect yourself!**



# What if I am unsure about something?

**IF** during your VET training or Work Placement...

You are asked to carry out a task that you feel is unsafe or you don't understand, then



...and talk to your supervisor or trainer and contact your VET Leader

**OR** you are made to feel uncomfortable by the actions of others...



...get away from the situation immediately and then contact your VET Leader or a trusted adult as soon as possible

**OR** you feel you have been treated unfairly, or are unsure about anything to do with your training or work placement...

...then contact your VET Leader

VET Leader Name

**SEE OTHER CONTACTS ON THE NEXT PAGE!**

VET Leader Phone



# Places to get information



## Information about your conditions and rights at work

Fair Work Ombudsman  
[www.fairwork.gov.au](http://www.fairwork.gov.au)  
13 13 94

Employee Ombudsman  
[www.employeeombudsman.sa.gov.au](http://www.employeeombudsman.sa.gov.au)  
(08) 8207 1970

Young Workers Legal Service  
[www.ywls.org.au](http://www.ywls.org.au)  
(08) 8279 2233



## Information about discrimination

Equal Opportunity Commission  
[www.eoc.sa.gov.au](http://www.eoc.sa.gov.au)  
(08) 8207 1977

## Information about workplace health and safety

# INFORMATION



SafeWork SA  
[www.safework.sa.gov.au](http://www.safework.sa.gov.au)  
1300 365 255

Headspace  
<http://headspace.org.au/>

Child and Youth Health  
[www.cyh.com](http://www.cyh.com)

Reach Out.com  
[au.reachout.com](http://au.reachout.com)

## These organisation provide counselling services

Kids Help Line  
1800 55 1800  
[www.kidshelpline.com.au](http://www.kidshelpline.com.au)

Lifeline Australia  
13 11 14  
[www.lifeline.com.au](http://www.lifeline.com.au)

Youth Healthline  
1300 13 17 19





[http://www.lawstuff.org.au/sa\\_law/topics](http://www.lawstuff.org.au/sa_law/topics)

Another website which may interest you is "Lawstuff". It is created by the National Children's and Youth Law Centre. You can select South Australia and look at the information they have available around:

## "My Stuff"

Birth Certificates  
 Camera Phones  
 Cars and Driving  
 Changing Your Name  
 Cyber-Safety  
 Internet Downloading  
 Mobile Phones  
 Passports  
 Privacy  
 Shopping  
 Social Security  
 Voting

## "School stuff"

Bullying  
 Child Abuse  
 Discrimination  
 Going to Uni  
 Internet Downloading  
 School  
 Sexual Assault & Sexual Harassment  
 Travel & Concession Cards

## "At Home"

Adoption  
 Child Abuse  
 Cyber-Safety  
 Domestic Violence  
 Family Law  
 Forced Child Marriage  
 Internet Downloading  
 Mobile Phones  
 Parties  
 Prank Calls  
 Privacy  
 Renting

## "On The Job"

Discrimination  
 Employment  
 Sexual Assault & Sexual Harassment  
 Social Security  
 Tax (Income Tax)

## "The Law"

Bail  
 Being Sued  
 Criminal Law  
 Defamation  
 Discrimination  
 Fake IDs  
 Family Law  
 Forced Child Marriage  
 Graffiti  
 Legal Advice  
 Police  
 Self-Incrimination & Social Media  
 Victims of Crime  
 Youth Justice System

## "Sex, Love & Health"

Alcohol  
 Child Abuse  
 Cigarettes  
 Drugs  
 Marriage  
 Medical  
 Pornography  
 Pregnancy  
 Sex  
 Sexting  
 Sexual Assault & Sexual Harassment  
 Tattoos & Piercings



# APPENDICES





# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

**Northern Adelaide State Secondary Schools:** Fremont-Elizabeth City High School  
 Craigmore High School • Gawler & District College B-12 • Kaurna Plains School  
 Northern Adelaide Senior College • Para Hills High School • Paralowie R-12 School  
 Parafield Gardens High School • Salisbury East High School • Salisbury High School

**STUDENT NAME:**

**COURSE:**

**NORTHERN ADELAIDE STATE SECONDARY SCHOOLS' ALLIANCE**

## REGIONAL VOCATIONAL EDUCATION AND TRAINING PROGRAMS

### COURSE APPLICATION FORM 2016

There is a cost for students to undertake any VET course which covers materials, services and the Trainer &/or Registered Training Organisations (RTO's) cost for delivering the course.

Student involvement in any of these courses, and arrangements regarding payment of the course costs must be discussed with your VET Leader.

Please submit this completed form to your school's VET Leader for processing.

Students must return this form even if the course is delivered by your home school.

Submitting this application does not guarantee you a place in your chosen course.

**Selection guidelines - Selection & approval for entry to VET courses will be based on all the following guidelines:**

- Identified relevant interest and/or previous experience, demonstrated capacity for independent learning, identified career pathway and watched relevant NASSSA VET Video.
- Recommendation by Home School VET Leader
- Approval by Host supervisor/trainer



**Government of South Australia**  
 Department for Education and  
 Child Development

**VET COURSE APPLICATION FORM**

# APPLICATION FORM 2016 NASSSA VET COURSES



## SCHOOL USE ONLY

I confirm that requirements listed on the previous page.

has met the selection guidelines

The following criteria have also been utilised to identify the suitability of this student in the chosen course(s) [select all that apply]

- Aptitude test
- PLP Satisfactory & identifies pathway
- NAPLAN satisfactory
- Course Counselling / Career information sessions attended
- Interview
- Round table assessment
- Student review panel
- Evidence of research about pathway & course
- Expo/Taster program attendance
- Scaffolded written application
- Attendance and achievement data from Daymap

VET Leader Name:

Date:

VET Leader Signature:

[FLO Students Only] FLO Coordinator name:

[FLO Students Only] FLO Coordinator signature:

Date:

**ONCE COMPLETE, PLEASE ENSURE YOUR SCHOOL DATA ENTRY OFFICER ENTERS THE ENROLMENT INTO WEBVET PRIOR TO SEPTEMBER 25TH, 2015. A COPY OF THE FULLY SIGNED FORM MUST BE SENT TO THE HOST APPROVING SUPERVISOR, TO BE RECEIVED BY NO LATER THAN OCTOBER 12th, 2015, TO ENABLE THE APPROVAL PROCESS TO OCCUR BY THE DATE REQUIRED. THIS DOCUMENT MUST BE SECURELY STORED FOR FUTURE REFERENCE, FOR THE DURATION OF THE COURSE OR STUDENT'S ENROLMENT AT THE SCHOOL (WHICHEVER IS LONGER).**

Enrolment entered by (Name):

On Date:

Data Entry officer Signature:

### NASSSA Regional VET

WebVET Administrator  
Bev Roy  
Paralowie School  
Phone: 8182 7222  
Email: bev.roy301@schools.sa.edu.au  
<http://nasssa.eschoolsolutions.com.au>

### NASSSA Regional VET

Pathways, Senior Leader  
& WebVET Administrator  
Heather Bitter  
Phone: 0418 855 460  
Email: heather.bitter647@schools.edu.au  
[www.nasssa.com.au](http://www.nasssa.com.au) or <http://nasssa.eschoolsolutions.com.au>



## NAME OF QUALIFICATION/PROGRAM(S) I WOULD LIKE TO ENROL INTO FOR 2016

1st preference

Delivery location

Day

2nd preference

Delivery location

Day

## STUDENT DETAILS please complete all sections

School

School Number

Student Code (EDSAS ID)

Student SACE Number

Unique Student Identifier (USI)

First Name

Last Name

Date Of Birth

M

F

Year level in 2015

Postal Address

Postal Address Suburb

Postcode

Home Phone

Student Mobile Phone

Student Email

Parent/Caregiver 1 Name

Parent/Caregiver 1 Phone

Parent/Caregiver 1 Mobile

Parent/Caregiver 1 Email

Parent/Caregiver 2 Name

Parent/Caregiver 2 Phone

Parent/Caregiver 2 Mobile

Parent/Caregiver 2 Email

Emergency Contact Name

Emergency Contact Phone

Emergency Medical Contact

Emergency Medical Phone

Medicare number

Medical Conditions or allergies

Health Care Plan    Y    N (if yes, please attach a copy)

FLO student    Y    N

Disability    Y    N (if yes, please attach details)

NEP    Y    N (if yes, please attach details)

Indigenous Background    Y    N

Non-English Background    Y    N

Notes

History

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## CODE OF CONDUCT

As a VET student of NASSSA school, I agree:

### WORK PLACEMENT/TRAINING

- To be punctual to all lessons/shifts. To take only the allocated time for morning, afternoon tea and lunch breaks and return to work promptly. To attend my placement for the normal hours of work for that job (this is Work Placement and I am to treat it as paid work conditions).
- If I am unable to attend a lesson/shift, I will ring my trainer/supervisor ( I will be expected to account for any absences and may be required to make up the lost hours at another time).
- To take responsibility for my log book and negotiate a convenient time for a meeting with my supervisor to discuss my progress.
- To ensure that I am aware of and comply with the Work Health and Safety Guidelines in place in the workplace.

### RTO/SCHOOL

- To meet deadlines on assignments and projects.
- To use my study time, at school across all subjects, work, and at home productively and in a manner that will improve my chances of obtaining the highest possible grades.
- To take up my role as a VET student responsibly and model appropriate behaviour that will enhance the reputation of the NASSSA schools in both the local community and in the education system.
- To seek help and counselling where necessary.
- To balance my studies with work, social, sporting and family commitments.

### GENERAL

- To abide by the host school/RTO behaviour code as well as home school behaviour code.
- To follow all rules /expectations of the school/RTO/workplace (including WHS guidelines) I am working in, recognising that infringement that necessitates disciplinary action will be dealt with in line with site regulations in negotiation with my supervisor/VET Leader.
- To discuss any problems that arise with my lecturer, work placement supervisor or VET Leader ( if parents/ caregivers have any issues, please talk to the VET coordinator; parents should not discuss them with the RTO or employer).
- To complete satisfaction (quality assurance surveys) when requested during the course. To be contacted within the three years following completion of schooling with a simple survey around usefulness of my VET training in work or further training.
- To allow my photo/image, to be used (without directly identifying me) in reports on/ promotion of, the course or Trade Training Centre facility (if at a school).

## CODE OF CONDUCT *continued*

These requirements have been developed in order to make VET programs work successfully for you and the students who follow you.

VET programs are very reliant on the goodwill of the employers who provide work placements - these often result in apprenticeships/employment for students.

When students do not behave appropriately, the programs can be withdrawn because employers no longer want to take on VET students. Therefore, students who do not comply with the Code of Conduct may be removed from the course & parent/caregiver may be liable for costs involved.

This Code of Conduct is to be read along with the other detail on the NASSSA Regional VET Course Enrolment Form.

### **INFORMATION SHARING**

**By signing this form as a whole, I agree that all of the details on the form can be provided to the course supervisor and/or Registered Training Organisation for use in the Course Approval, Training and Resulting process.**

Should the student the application refers to be approved/accepted into the course, I also agree the information can be passed on to the trainer, to support the learning/training environment, whether this trainer be a teacher-trainer in a DECD NASSSA school or a Registered Training Organization (RTO) trainer.

**I understand and accept these conditions, including the Information Sharing requirement in the green box above:**

Student's Signature

Student's Name

Date

Parent/ Caregiver's Signature(s)

Parent/Caregiver's Name

Date

2. Workplace Learning Agreement Form

# Workplace Learning Agreement Form

This document is to be referenced against the *Workplace Learning Guidelines 2004* DECS form ED258

Space for School LOGO

School Name		School Contact Person	
School Address	Ph (08)	Fax (08)	Mobile
Suburb/town	P/code	Email	website

School Use

Date Submitted

Form Check

Notes:

Signature

Date

Data Entered

**Section A: Student Details**  
*Student is to complete all boxes in this section, carefully note the declaration below, then sign and date it.*

Family Name  Year Level

Given Name  Birth Date

**Student's Emergency Contact**

Name:   
(Parent / Caregiver / Other)

Address:

Phone:     
Home Work Mobile

Any special medical condition, medication or disability that may affect this student on work placement

As a student on work placement, I agree to attend the workplace at the agreed time and days or to notify both my workplace supervisor and the school promptly if I am unable to do so. I shall be appropriately dressed and comply with all reasonable directions. I shall promptly inform the workplace supervisor and the school of any incident or accident. I am aware that, in case of need, I may contact my supervising teacher or school.

Student's Signature  Date:  /  / 20\_\_

**Type of Work Placement**

Work Experience     Structured Workplace Learning    Name of VET Course or Industry Area

(tick relevant box)

**Placements Dates**

Date of Placement  /  / 20\_\_     /  / 20\_\_

From To or

Start Time Lunch Time Finish Time Specify Other Arrangements

**Section B: Parent / Caregiver / Student 18 Yrs+ / Student Living Independently\***  
*Parent / Caregiver/special student\* to carefully note, then complete, sign and date the relevant sections below*

I give permission for *(insert student's name)*  to be involved in the work placement program on the understanding that, in the event of illness or accident, the emergency contact shall be notified as soon as possible. If they cannot be contacted, I authorize the person in charge to obtain the services of a suitably qualified medical practitioner and to convey the student to a place suitable for treatment. I undertake to cover the costs of any unmet expenses incurred. I understand that I am responsible for transportation and any costs associated with the student travelling to and from the work placement. I have read and understood the information brochure entitled "Undertaking a Workplacement – Information for students and parents/caregivers".

Parent's/Caregiver's Signature  Date  /  / 20\_\_

(or student as per category listed above)

Name (Block Letters Please)

Department of Education & Children's Services  
 Association of Independent Schools of SA  
 Catholic Education SA



\* Note: 'Student Living Independently' refers to those receiving Youth Allowance and those the school recognizes as being responsible for their own education and living arrangements. Through the Contract of Necessity, they can sign for themselves for essential services. (Page 1 Of 2)

**Section C1: Work Placement Provider Details***Workplace provider to complete all sections in BLOCK PRINT*

Firm Name	<input type="text"/>	Phone	<input type="text"/>
Firm Address – Street	<input type="text"/>	P/code	<input type="text"/>
Suburb/town	<input type="text"/>		
Contact Person	<input type="text"/>	More than 3 employees	<input type="checkbox"/> Y <input type="checkbox"/> N
569BContact No	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Phone</i>	<i>Fax</i>	<i>Mobile</i>
Location of Placement <i>(If different from above)</i>	<input type="text"/>		
Tasks to be Performed	<input type="text"/>		
Special Conditions <i>(eg special clothing / safety equipment)</i>	<input type="text"/>		

**Section C2 Work Placement Provider***Workplace provider to carefully note then sign and date the relevant section below*

**I agree to accept** this student on work placement and to plan an appropriate program for their placement. All reasonable precautions will be taken in the workplace to ensure the health, safety and welfare of the student in a non-discriminatory and harassment free working environment. I will notify the school in the case of student illness, accident, inappropriate behaviour or any unexplained absence.

**Those work placement providers** who are mandated notifiers agree to acknowledge their responsibility under the Children's Protection Act 1993. All other work placement providers are reminded of their moral responsibility to report any suspected child abuse.

**I understand the student** will not be paid or given a reward of any description for work performed during the placement and will not be used to replace a paid or striking worker or be used to my advantage in industrial disputes.

**I understand** the student will be visited or telephoned by a teacher/staff member during the placement and that the student will not be involved with any tasks prohibited by insurance or legislation. The work placement provider, the school, the student or parents/caregivers may cancel the work placement at any time without notice.

**I certify that** Occupational Health, Safety and Welfare practices, procedures and systems are in place including the induction of people new to the work place.

**Insurance Arrangements**

**I understand** that while a student is participating in the work placement program he/she is covered by:

- DECS' self insurance arrangements in the case of students enrolled in government schools.
- The school's personal accident and public liability insurance policies in the case of students enrolled in non-government schools.

**I certify** that this work placement provider has a current public liability or protection and indemnity insurance policy **OR** I certify that this work placement provider is a large corporation, statutory authority, government department or instrumentality, and stands its own risk in terms of public liability in the event of injury to the student or damage or injury to a third party arising from the actions of the student, but which is attributable to negligence on the part of the proprietor or his/her employees or agents.

**Employer Approval for SA Unions Notification - (not required for Independent Schools)**

**I agree to** the school informing the SA Unions of the business name of this work placement provider and its location to assist in maintaining the highest standard of this student work placement.

**I do not agree** to this information being passed onto the SA Unions.

Work Placement Provider's Signature

Date

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Section D: Principal / Principal's Delegate***To be signed and dated by the School Principal or Principal's Delegate once all other sections have been completed*

I give permission for this student to undertake a work placement with the above named work placement provider in accordance with the governing *Workplace Learning Guidelines 2004*.

*(Tick when applicable)*  I am aware this student is 14yrs of age and I approve the special arrangement of this work placement.

Principal / Principal's Delegate:

Date:

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

\*\*\* Note: This form is not to be altered or changed except for the addition of an individual school logo and/or address.

(Page 2 of 2)

There must be three copies of this document completed and signed prior to the commencement of the work placement:

- The original form is returned to and kept by the school,  a copy is forwarded to workplace provider,  a copy is provided to the student.

# PRE-Workplacement Checklist

Students complete all details on the form, tick check boxes and, when completed, return to VET Leader...NO PLACEMENT UNTIL FORM RETURNED!



Student's Name:	
School:	
Home/Care/Mentor Class:	
VET Course:	

## BEFORE I start my placement, I have:

- Notified my VET Leader that I need to do a placement
- Gained approval from the Trainer the workplace is appropriate and had my VET Leader agree on a particular employer
- Collected my Workplace Learning Agreement Form from School
- A clear understanding AND the documentation I need from my trainer about what I need to do on placement
- Filled in as much of page 1 of the form as I can before approaching potential workplace
- Made contact with the employer
- Met my supervisor and recorded their name and contact details
- Had the employer/supervisor sign the form
- Discussed the training logbook with the employer/supervisor
- Confirmed any special requirements eg clothing
- Had my parents/caregivers sign the form
- Returned the form to my VET Leader at my school with Sections A, B and C complete. ***It is a legal and DECD requirement, that this form is completed and returned BEFORE any Workplace Learning or Work Experience***
- Discussed my absenteeism with my other teachers and arranged work/catch up activities
- The Workplace Induction Checklist to complete with the supervisor either before placement or the first time I attend
- The Workplace Logbook/Reporting materials I need to provide the supervisor the first day
- Returned the Workplace Induction Checklist to my VET Leader

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	

## FOLLOWING my placement, I have:

- Returned the Workplace Induction Checklist to my VET Leader
- Provided the Report/Logbook to my VET Leader to copy before handing to my trainer at my next training day
- Sent a thank you letter to the employer

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	



# Workplace Induction Checklist

Complete all details on the form, tick check boxes when completed, inductor/employer signs, then return to VET Leader



Student's Name:		
Manger/Supervisor's name:		
Workplace Name & Address (Location):		
Department/Section:		
Date of Induction:		
<b>Introduction: (explain and provide)</b>		<b>Specific health and safety information: (explain and show)</b>
<p>Nature and structure of organization</p> <p>Roles of key people in the organization (introduce supervisor if not the person doing the induction)</p> <p>Work times and meal/rest breaks</p> <p>Procedures for phone calls and collecting messages, including mobile phone rules</p> <p>Notification of absence procedure</p> <p>Explain confidentiality requirements</p> <p>Emergency contact details</p> <p>Dress/uniform/appearance requirements</p>		<p>Health and safety policy and procedures, including roles and responsibilities for health and safety</p> <p>Consultation &amp; communication procedures including function of health &amp; safety representative in student's area</p> <p>Harassment, bullying and workplace violence policies and procedures</p> <p>Safe work procedures</p> <p>Special safety requirements</p> <p>Hazard reporting procedures</p> <p>Incident reporting procedures</p> <p>Injury reporting procedures</p> <p>Location of forms that need to be completed when reporting hazards, incidents and injuries</p> <p>First aid procedures</p> <p>Fire safety procedures</p> <p>Other emergency/evacuation procedures</p>
<b>Work Environment: (show)</b>		<b>Reporting: (discuss)</b>
<p>Equipment used for job, hazards involved and control measures</p> <p>Locker and change rooms (if available)</p> <p>Wash and toilet facilities</p> <p>Dining/Staffroom facilities, or where to go during breaks</p> <p>Location of First Aid facilities, such as the First Aid kit / room</p> <p>Location of emergency exits, fire extinguishers and eye wash stations</p> <p>Prohibited or restricted areas</p> <p>Safety signage</p>		<p>Together, review the logbook/report to be used by the student during the placement</p> <p>Discuss activities to be done during the placement to reach the goals</p> <p>Agree on completion times of logbook and employer report</p>
<b>Security: (explain)</b>		<b>Any other site specific induction matters (please list)</b>
<p>Cash handling (only if required for competency verification)</p> <p>Building</p> <p>Personal belongings</p>		
<b>Conducted by:</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	

## 7. Brochure for parents

# Undertaking a *Work Placement*

## Information for Students and Parents/Caregivers

School logo

### What is a work placement?

A work placement is when a school assists a student to undertake a learning program at a worksite without the direct supervision of a teacher, provided the student:

- is 15 years or older (14 yr old students may be permitted with specific Principal approval)
- attends as part of their formal education in which their role is that of a learner, not an employee
- is approved to attend through a formal arrangement between parents/caregivers, the student, school and workplace provider
- receives no payment for this planned time in the workplace.

### Who can complete a work placement?

Students can be involved in work placements in two ways:

a) Structured Workplace Learning Placement which involves:

- an integral link to the Vocational (VET) program that students are undertaking. This program may be provided wholly on the job, by a teacher or trainer in a school, or by another training organisation.

b) Work Experience Placement which involves:

- discussion in the school of matters relevant to the activity, leading to a consideration of the wider context of the world of work, and/or planning for future career pathways.

### How much work placement can a student undertake?

Generally, students should not be engaged in work placement for more than 40 days per year or the equivalent of 240 hours and should not exceed the equivalent of 10 school days per term at one work site in the same occupational area. (Special school permission is needed to exceed these limits.)

### What training must a student complete before a work placement?

**Prior to attending their first work placement, schools will ensure students undertake an appropriate orientation program that deals with relevant issues from the:**

- Occupational Health, Safety and Welfare (OHS&W) Act, 1986 (or as amended from time to time)
- Equal Opportunity (EO) Act, 1984 (or as amended from time to time)
- Children's Protection (CP) Act 1993 (or as amended from time to time)

**and makes them aware of:**

- ✓ their roles, responsibilities and rights related to OHS&W in the workplace
- ✓ insurance arrangements and implications
- ✓ the procedure to be followed if they experience bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable, and organizations that can support them.
- ✓ any other specific requirements of the workplace provider  
eg industrial safety issues or student responsibilities when working with young children, aged persons or people with disabilities.

Schools should provide students with a 'Statement of Completion' for successfully finishing this program.

### Who finds the work placement?

Schools may choose to support students to find their own work placement. However, when the placement occurs as part of a vocational program, the school will assist students to find a position relevant to their course. In these cases, the work placement coordinator will liaise with the workplace provider regarding tasks and work which will meet the specific learning needs required as part of that course. Some work placement activities/sites are prohibited for safety or other reasons. Contact the school for further information.

It is recommended that students do not obtain placements with their parents either in a family business or by working directly with them in an organisation.

### Who is responsible for a student on work placement?

Every teacher/staff member has a 'duty of care' towards every student under his or her supervision. Their duty is to take reasonable care to protect the student from foreseeable risk of injury and schools take reasonable steps to ensure that students are not placed in a work situation which may pose a risk due to factors which include the student's age, gender, capacity, maturity, or the working conditions.

A teacher or school staff member will visit the student personally or make direct telephone contact with the student at least once during a work placement.

The onus for ensuring that the workplace is safe lies with the work placement provider, under the OHS & W and EO Act. The work placement provider has this responsibility for work placement students, just as he/she has for his/her employees and any visitors to a worksite and will take all reasonable steps to protect the student from any inappropriate behaviour.

## What is the responsibility of parents/caregivers?

Parents and caregivers are responsible for:

- ensuring the safe conduct of the work placement student and for any necessary travel arrangements and accommodation particularly if the placement is away from home.
- providing their consent for the work placement by signing their section of the *Workplace Learning Agreement Form*

Parents and caregivers can help by:

- attending information and career evenings with their child and discussing vocational choices within their child's career pathways
- supporting their child if they have chosen an industry area that girls or boys don't often choose
- discussing any concerns they may have with the school's contact person and making suggestions about how the program could be improved
- talking to their child about what has been learnt from the work placement

## What about insurance cover while on a work placement?

### Personal Accident Insurance

(a) **Government Schools:** All government students are covered by a personal accident insurance scheme which is funded and administered by the Department for Education and Children's Services (DECS).

This cover includes

- Death benefit: \$30,000 in the case of a non-liability accident
- Disability Benefits: Depending on the extent of the disability, up to the maximum lump sum payable (as defined under the Workers Rehabilitation & Compensation Act 1986). See Appendix 10
- Out-of-pocket medical/hospital expenses: up to \$2500 after other entitlements are first used, such as Medicare, private health cover, personal insurance, compulsory motor vehicle third party insurance etc,
- Travel during the work placement is covered subject to specific conditions set in the Workers Rehabilitation & Compensation Act 1986. The Act requires there be a real and substantial connection between the employment and the accident out of which the disability arises.

Students who sustain personal injury attributable to direct or indirect, serious or wilful misconduct on their part, may not receive payment under DECS self-insurance arrangements.

(b) **Non-government Schools:** All non-government students must be covered by personal accident insurance policies arranged annually by the school on behalf of all participating students and specially tailored for work placements. Students who sustain personal injury attributable to direct or indirect, serious or wilful misconduct on their part, may not be eligible for payments under the school's insurance arrangements.

### Public Liability Cover

(a) **Government Schools:** The government self-insures to cover liability up to a maximum of \$15 million for property damage or third party bodily injury arising from the negligent actions of students and Department personnel when performing duties associated with the school's approved student work placement program.

Should death/disablement or property damage be attributable to direct or indirect, serious or wilful misconduct by the student, payment may not be made under the government's self-insurance arrangements.

(b) **Non-Government Schools:** Non-government schools must arrange public liability insurance cover of at least \$15 million to cover liability arising from acts or omissions on the part of their students and staff. Public liability cover for an injury sustained by a student while on work placement is determined by the public liability insurance arranged by the school

Public liability insurance for watercraft of 8 metres length or more is excluded from the \$15 million cover provisions.

Should death/disablement or property damage be attributable to direct or indirect, serious or wilful misconduct by the student, payment may not be made under non-government schools' insurance.

(c) **Work Placement Providers' Public Liability Cover:** The Work Placement Provider's policy must cover damage or injury to third parties caused by the student but which resulted from the work placement provider's negligence, eg lack of supervision. Government and non-government schools accept liability for all costs, claims, proceedings or demands whatsoever arising out of, or in respect of, the participation of their school students in authorised work placement programs, with the proviso that the liability will not be accepted if the injured party is able to obtain appropriate benefit from some other source of cover, including the workplace provider's public liability insurance.

Thus work placement providers who participate in the work placement program must certify that they hold current public liability or protection and indemnity insurance, or, as is the case with some large corporations, statutory authorities and government departments and instrumentalities which self-insure, that they stand their own risk.

## How are unions involved in work placement?

The work placement program in South Australia is the result of negotiation and co-operation between schools, workplace providers and unions in order to ensure that your son or daughter's work placement is of the highest standard. The school may, where employer approval has been given, inform the SA Unions of student work placements.

## Further Information

If further information about work placements is required, contact:

- the Vocational Education and Training (VET) Coordinator at your local school
  - the Department for Education and Children's Services, Catholic Education SA or Association of Independent Schools SA:
  - The complete Workplace Learning Guidelines can be viewed on the DECS Futures Connect Website [www.decs.sa.gov.au/futuresconnect](http://www.decs.sa.gov.au/futuresconnect) - under the Workplace Learning webpage, or a downloaded copy can be obtained from the Workplace Learning Coordinator at your local school.
- |   |                                  |   |
|---|----------------------------------|---|
| <i>Department for Education and Children's Services</i> | <i>Catholic Education SA</i>     | <i>Association of Independent Schools of SA</i> |
| 31 Flinders Street ADELAIDE 5000                        | 116 George Street THEBARTON 5031 | 301 Unley Road MALVERN 5061                     |
| Phone: (08) 8226 1000                                   | Phone: (08) 8301 6600            | Phone: (08) 8179 1400                           |

# Training Induction Checklist

Complete all details on the form, tick check boxes when completed, trainer signs, then return to VET Leader



Student's Name:		
Trainer's name:		
Location of Training:		
Date of Induction:		
<b>Introduction: (explain and provide)</b>		<b>Specific health and safety information: (explain and show)</b>
<p>Nature and structure of organization</p> <p>Roles of key people in the organization (introduce trainer if not the person doing the induction)</p> <p>Training times and meal / rest breaks / punctuality requirements</p> <p>Mobile phone rules</p> <p>Notification of absences</p> <p>Sign in/out procedures including specific rules around leaving premises</p> <p>Explain confidentiality requirements</p> <p>Emergency contact details</p> <p>Site general information including other courses offered</p>		<p>Health and safety policy and procedures, including roles and responsibilities for health and safety</p> <p>Harassment, bullying and workplace violence policies and procedures</p> <p>Safe work procedures</p> <p>Special safety requirements</p> <p>Safety signage</p> <p>Hazard reporting procedures</p> <p>Incident reporting procedures</p> <p>Injury reporting procedures</p> <p>First aid procedures</p> <p>Fire safety procedures</p>
<b>Training Environment: (show)</b>		<b>Reporting: (discuss)</b>
<p>Equipment used for training, hazards involved and control measures</p> <p>Locker and change rooms (if required)</p> <p>Wash and toilet facilities</p> <p>Lunch facilities or where to go during breaks</p> <p>Location of First Aid facilities, such as the First Aid kit / room</p> <p>Location of emergency exits, fire extinguishers and eye wash stations</p>		<p>Review competency based training assessment procedures to be used</p> <p>Explain theory and practical requirements</p> <p>Explain structured workplace learning placement requirements and process to be used if applicable</p> <p>Overview of activities to be done during the placement to reach the goals</p> <p>Outline recording procedure required during placements</p>
<b>Security: (explain)</b>		<b>Any other course specific induction matters (please list)</b>
<p>Training facility</p> <p>Personal belongings</p>		
<b>Conducted by:</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	



CONSENT FORM FOR CAMP/EXCURSION

(To be completed in conjunction with medical information and activity information sheets)

Please use block letters when filling out this form

As a parent/guardian of:

STUDENT/CHILD'S NAME

I:

PARENT/GUARDIAN NAME

give my consent for him/her to participate in:

NAME OF ACTIVITY
REASON FOR AND DESCRIPTION OF ACTIVITY

at/on:

LOCATION

FROM: TO: OR ON:

The school/preschool will use the student's current Health Care Plan unless otherwise instructed.

Has a current Health Care Plan been provided to the school/preschool? Yes No

If No, please provide an updated Health Care Plan to the school/preschool on completion of this form.

Details of planned activities, transport arrangements, anticipated number of students/children and supervising teachers/instructors are provided on the information sheet attached.

Agreement

- I agree to delegate my authority to supervising teachers/instructors. Such supervisors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group and individually.
In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the teacher-in-charge to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child.
I have also attached additional or updated health care information, including details of any additional health support he/she requires to undertake the above activities safely. I also consent to my child's doctor or medical specialist being contacted in an emergency.
The information given is accurate to the best of my knowledge.

Signed:

Date: / /

Emergency Contacts - Parent/Guardian

NAME
ADDRESS
POSTCODE
HOME TELEPHONE WORK TELEPHONE ALTERNATIVE TELEPHONE

Student Medic Alert Number (If applicable):

\*Any health care information provided is not intended to prevent your child participating unless specific medical advice warrants exclusion. The health care information you supply to the school/preschool will be treated confidentially. Such information is sought in order to protect and assist the student so the activity may be a safe and enjoyable experience. Please contact the teacher-in-charge if you wish to discuss any health care problems.

Go to <http://www.dcsi.sa.gov.au/services/screening/submitting-your-application-and-payment> and scroll down the page, to find & download the correct form for the course you are doing!



**Trainer** notifies student and their school VET Leader, that they are required to obtain DCSI Screening

**Student** obtains form from Business Manager/VET Leader

**Student/family** complete form and return to their school Business Manager (with verification documents and \$15.00 if applicable)

**School** (Business Manager) verifies form and sends to DCSI Screening Unit

Screening outcome provided to student by **DCSI**

**School** is invoiced for payment of fee, pay this, & then claim back from DECD the 'gap'

**Student** keeps original, but provides evidence (Copy) of successful screening to trainer

**Trainer** submits to relevant work place with other paperwork

### DCSI Screening Application Process

For an individual, sending more than one category application at the same time, costs the same as only sending one!

Sending the application(s) through your home school will cost LESS. You MUST see your VET Leader & Business Manager.





# CHILD RELATED EMPLOYMENT SCREENING

DO NOT REMOVE THIS PAGE

This form is for completion by all paid employees, volunteers and students proposing to commence or continue work in child related employment/placement.

<p><b>Two Payment Options</b> <input checked="" type="checkbox"/> Tick selected choice  <b>Please DO NOT send payment by post</b>                  The Screening Unit is <b>unable</b> to receive payments via cash or cheque.</p> <p><input type="checkbox"/> <b>Option 1</b></p> <div style="display: flex; align-items: center;"> <p>Take the completed form(s) to any Australia Post outlet and attach the receipt to this form.</p> </div> <p><input type="checkbox"/> <b>Option 2</b>      Account Number (if available):                  .....</p> <p><b>Employer Payment</b>  <i>Please note the employer needs to be an authorised organisation for paying purposes.</i>                  Return your completed form to your organisation requesting Officer. They will complete this section and forward your form to the Screening Unit.</p> <p>Name of Organisation (PRINT) .....</p> <p>Name of requesting Officer (PRINT) .....</p> <p>.....</p> <p><b>Signature of Requesting Officer</b>                  If <b>any</b> of this information is not provided, your form will be returned.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">FOR OFFICE USE ONLY</th> <th>CCR ID:</th> </tr> <tr> <td>Date entered:</td> <td>Entered:</td> </tr> <tr> <td>L clear:</td> <td>Multiclear:</td> </tr> <tr> <td>CC clear:</td> <td>1<sup>st</sup> Clear:</td> </tr> <tr> <td>Dec: Yes / No</td> <td>2<sup>nd</sup> Clear:</td> </tr> <tr> <td>NGC:</td> <td>RF:</td> </tr> <tr> <td>P:</td> <td></td> </tr> </table> <p><b>COS Fees and GST inclusive)</b>  <input checked="" type="checkbox"/> Tick selected choice</p> <p><b>\$101.75</b> <input type="checkbox"/> Current employee  <input type="checkbox"/> Part-time employee  <input type="checkbox"/> Contractor</p> <p>                  *3500 C1</p> <p>-----</p> <p><b>\$56.10</b> <input type="checkbox"/> Volunteer  <input type="checkbox"/> Tertiary/ Secondary Student</p> <p>                  *3500 C2</p> <p><i>Please note: If this section is not completed, the organisation will be charged for an employee check.</i></p>	FOR OFFICE USE ONLY	CCR ID:	Date entered:	Entered:	L clear:	Multiclear:	CC clear:	1 <sup>st</sup> Clear:	Dec: Yes / No	2 <sup>nd</sup> Clear:	NGC:	RF:	P:	
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CC clear:	1 <sup>st</sup> Clear:														
Dec: Yes / No	2 <sup>nd</sup> Clear:														
NGC:	RF:														
P:															

**PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING AND LODGING YOUR FORM.**  
*Only forms with original signatures will be accepted.*

**Part A: Your Personal Details**

- Include ALL current names, previous names and aliases, including maiden names and previous married names.
- Ensure that your date of birth is correct and expressed as DD/MM/YYYY.
- Include the city or town of your birth.
- Include all previous residential addresses at which you have lived in the last ten (10) years. If there is not enough space, please provide this information as an attachment.

<b>A1 Your Personal Details – YOU MUST INCLUDE YOUR FULL NAME</b>	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify):	
Current Last name:	Current First Name:
Current Middle name:	Preferred name(s):
Student/Professional ID/ Employee Number (if applicable): .....	

## CHILD RELATED EMPLOYMENT SCREENING APPLICATION FORM

**A1 Your Personal Details** (continued)Gender:  Male  Female  Other

Date of birth: (DD/MM/YYYY) Town/city of birth:

State/Territory of birth: Country of birth:

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No**A2 Your previous names – YOU MUST INCLUDE ALL PREVIOUS NAMES**

Include ALL names by which you have been known, e.g. aliases, maiden names, previous married names, deed poll. If there is insufficient space, please list them on a separate piece of paper and attach it to this document.

Last name: First and Middle name(s):

Last name: First and Middle name(s):

**A3 Your current contact details**

Unit No: Street No: Current name:

Suburb/town: State: Postcode:

Period of residence: From: To:

Telephone: (H) (M)

Email address:

Do you authorise an Assessment Officer or Support Officer contacting you via this email address if required?  Yes  No  
(Note: This may include confidential or sensitive information about you. Consider the privacy of your emails).

Current postal address (if different from above):

Suburb/town: State: Postcode:

**A4 Your previous residential addresses**

Please record all previous residential addresses you have lived at over the **last ten (10) years** below, including overseas addresses. If there is insufficient space, please list them on a separate piece of paper and attach it to this document. **Failure to provide appropriate address history may delay the processing of your application.**

1. Previous residential address:

Unit No: Street No: Street Name:

Suburb/town: State: Postcode:

Period of residence: From: To:

2. Previous residential address:

Unit No: Street No: Street Name:

Suburb/town: State: Postcode:

Period of residence: From: To:



## CHILD RELATED EMPLOYMENT SCREENING APPLICATION FORM

**Part B Declaration and Informed Consent**

- Answer all declaration questions and  tick the selected choice
- If you have answered "yes" to any questions, please provide additional information in a sealed envelope marked "CONFIDENTIAL" and attach to your form.

**B1 Declaration**

1. Have you ever been dismissed or resigned from any employment or a volunteer role, in response to, or following allegations of improper conduct relating to children?  Yes  No
2. Have you ever submitted an application for employment or a volunteer role involving contact with children, which was declined for disciplinary reasons or allegations of improper conduct?  Yes  No
3. Have you been (or are you currently) the subject of any professional disciplinary proceedings, court action that might lead to such proceedings in any jurisdiction? (not including court proceedings,  Yes  No
4. Have you ever been (or are you currently) subject to any restriction regarding your contact with children (including removal of a child) in any employment, volunteer, or personal capacity?  Yes  No
5. Have you ever been found guilty of an offence committed in a country other than Australia, including an offence for which no conviction was recorded?  Yes  No
6. Have you been named as the defendant in an Injunction or Contempt Injunction Order, Restraining Order, Apprehended Violence Order, Domestic Violence Restraining Order or Child Protection Restraining Order or equivalent, in any jurisdiction?  Yes  No
7. Are you the subject of any criminal or traffic charges (not including parking or speeding infringements) that are still to be determined or finalised?  Yes  No
8. Are you currently or have you ever been a registrable sex offender? (e.g. Australian National Child Sex  Yes  No
9. Have you ever been denied an employment screening clearance or working with children clearance from another Australian jurisdiction?  Yes  No

**B2 Have you answered 'yes' to any of the questions above?**

*If so, you must submit a summary of the circumstances surrounding the situation below. Your summary should include (as applicable) dates, decisions, reasons for the decision, conditions of employment, offence type and date, court details, and the status of proceedings. Attach a separate piece of paper to this form if you require more space. Alternatively, complete your summary separately, place it in a sealed envelope marked CONFIDENTIAL, and submit it with your application.*



## CHILD RELATED EMPLOYMENT SCREENING APPLICATION FORM

- Accept that the requesting organisation and, where applicable, the relevant government supervisory agency, shall make the final determination as to my engagement in the position to which this application relates; and
- Accept that complex assessments are referred to a panel of experts for final consideration;
- Consent to the DCSI Screening Unit reassessing the risk assessment pertaining to me upon receipt of new or additional information, and to the DCSI Screening Unit disclosing details of any reassessed risk assessment to my employer or any relevant government supervisory agency;
- Consent to my personal information being disclosed to police services for their respective law enforcement purposes, including the investigation of any outstanding criminal offences;
- Accept that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects spent convictions from disclosure, and understand that the position/entitlement to which I am being considered may be in a category for which exclusions from Spent Convictions legislation may apply.

Signature of Applicant

Date

Signature of Parent/Guardian  
(where applicant is under 18)

Date

**Part C: Verification of Identity**

- To process your application, the Screening Unit needs to ascertain your identity, and must make sure you have undergone a 100-point identification check, which has been verified by an appropriate person
- Please ensure the details and original signature of the verifying officer MUST be on the form.
- Further details on who can verify and how to complete this section are on the website:  
[www.dcsi.sa.gov.au/services/screening/how-to-apply](http://www.dcsi.sa.gov.au/services/screening/how-to-apply)
- For **ABORIGINAL APPLICANTS** who live in remote or isolated locations, apart from the standard items listed on page 6 there is an additional item of TWO letters of verification provided by community leaders (individuals recognised as leaders of the community in which the applicant belongs). Each verification scores 50 points.
- For **IMMIGRANT OR FOREIGN VISITORS** (arrival within the past six weeks): proof of arrival date and current passport will be accepted.
- For applicants **UNDER 18**: One Secondary A Document or Statement from an educational institution, signed by the Principal or a Primary Caregiver, confirming that the child attends the institution (Note: statement MUST be on the institution's letterhead).

**C1 Verifying Officer Declaration and Details**

I declare that:

- I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100-point check.
- I am satisfied as to the correctness of the applicant's identity.
- I have confirmed that I meet the requirements for a verifying officer as set out on the DCSI website ([http://www.dcsi.sa.gov.au/data/assets/pdf\\_file/0008/17369/EMPLOYMENT-SCREENING.pdf](http://www.dcsi.sa.gov.au/data/assets/pdf_file/0008/17369/EMPLOYMENT-SCREENING.pdf)).

**FULL** Name of applicant as per identification documentation:

Name of verifying officer:

Position:

Organisation:

Telephone: (W)

(M)

Email address:

Signature:

## CHILD RELATED EMPLOYMENT SCREENING APPLICATION FORM

**C2 100 Point Identification Check**

You must provide proof of your identity before your application can be processed. You must show a verifying officer original identity documents that add up to at least 100 points. Note: a proof of name change certificate does not count towards the points total. You **MUST** use **ONE Category A** document or **ONE Category B** document (which contains a photograph). Aboriginal applicants from remote communities or recent migrants to Australia and applicants aged 18 may use identity documents detailed on the previous page.

Please  Tick selected choices

Category	Type of Document	Value	Points
<b>Category A</b> 70 points Only one document from this category will be accepted.	<input type="checkbox"/> Birth certificate or extract <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current international travel document (e.g. passport) <input type="checkbox"/> United Nations refugee visa or similar, authorising international travel	70	-----
<b>Category B Documents</b> Your initial Category B documents worth 40 points. Subsequent documents are worth 25	<input type="checkbox"/> Australian driver's licence or permit <input type="checkbox"/> Department of Veterans Affairs (DVA) card <input type="checkbox"/> Carelink pensioner / health care card <input type="checkbox"/> Government employee identification card <input type="checkbox"/> Tertiary student identification card <input type="checkbox"/> Secondary student identification card <input type="checkbox"/> Medical practitioner reference (only if applicant is known to the doctor for at least a year)	40 or 25	-----
<b>Category C Documents</b> 25 points If you wish to use more than one Category C document, they must be from different organisations.	<input type="checkbox"/> Seniors/ Medicare/ private health card <input type="checkbox"/> Council rates/ property insurance papers <input type="checkbox"/> Proof of age card <input type="checkbox"/> International Driver's Licence <input type="checkbox"/> Bank or credit card <input type="checkbox"/> Utilities bills (Telephone, gas, electricity or water) <input type="checkbox"/> Tax notice/superannuation statements <input type="checkbox"/> Motor vehicle registration/insurance papers <input type="checkbox"/> Rental property lease agreement <input type="checkbox"/> Electoral Roll registration <input type="checkbox"/> Professional or trade association card	25	-----
<b>Must equal or be more than 100 Points</b>  <b>DO NOT attach copies of these documents to the application form.</b>		<b>TOTAL</b>	-----

**Part D: Employment Information**

This section **MUST** be completed by the Requesting Officer at your Requesting Organisation

Note: A Requesting Organisation is your Employer, University or Volunteer organisation.

If you are a sole trader, you must complete section D4

**D1 Requesting Organisation**

Name of Organisation: .....

Business Address: .....

Suburb/town: .....

State: .....

Postcode: .....

**D2 Requesting Officer/Contact Person (This person must be from the Requesting Organisation)**

Tick if Requesting Officer is the same person as the Verifying Officer:

Title:  Mr  Mrs  Ms  Miss  Dr  Other (specify): .....

Name: .....

Position: .....

Telephone: ..... (W)

..... (M)

Email address: .....

Alternate contact: .....

Alternate contact email address: .....

**D3 Employment, Placement or Volunteer Details**

If the applicant is an employee/student/volunteer, what is their proposed start date? DD/MM/YYYY

**D4 Sole Trader**

Name of Sole Trader: ..... ABN: .....

Business Address: .....

Suburb/town: .....

State: .....

Postcode: .....

Email address: .....

**ROLE DESCRIPTION** The Applicant/ Requesting Officer/ Sole Trader **MUST COMPLETE** the following section.

Please describe the applicant's role and responsibilities:

## CHILD RELATED EMPLOYMENT SCREENING APPLICATION FORM

**FINAL CHECKLIST** Applicant use only Please complete the checklist below BEFORE submitting your form.

Incorrect or incomplete forms will be returned unprocessed delaying your application.

**HAVE YOU:**  Tick when completed

- Used the correct screening application form(s) for the role(s) you will be performing
- Correctly recorded your **FULL** name and address at A1
- Correctly recorded your date of birth
- Provided **ALL** previous names at A2
- Correctly recorded your contact details at A3
- Provided **ALL** previous residential addresses at A4
- Answered all declarations questions at B1
- Provided additional information (if required) at B2
- SIGNED the consent page enabling the Screening Unit to obtain your personal information at B3 – ensure your given and family names are correct and the same as at A1 on page one.
- Ensured your Verifying Officer has provided their details at C1
- Ensured the Verifying Officer has **SIGNED** the form at C1
- Ensured your identification points add to 100 points at C2
- Ensured your Requesting Organisation has completed all required information at D1 (unless Sole Trader)
- If a Sole Trader, included all details and an ABN
- Ensured your Requesting Officer has completed all required information at D2 and D3 (where applicable)
- Ensured the role description has been completed by you or your Requesting Officer.

Is your writing clear and legible?

**Please note: If you are submitting more than one form, each form must be completed, signed and dated.**

### Screening Unit Contact Details

Post forms to: DCSI Screening Unit  
GPO Box 292 Adelaide SA 5001

Please direct the Screening Unit to the appropriate area to respond to your enquiry.

Email: [DCSIScreeningUnit@sa.gov.au](mailto:DCSIScreeningUnit@sa.gov.au)

All queries relating to the application should include:

- A clear outline of the enquiry;
- The applicant's full name, including ALL given names;
- The applicant's date of birth expressed DD/MM/YYYY; and
- The applicant's current residential address.

Additional information may be found at the Screening Unit website: [www.dcsi.sa.gov.au/services/screening](http://www.dcsi.sa.gov.au/services/screening)

### Interpreting Assistance

If you are from a culturally or linguistically diverse background and require assistance completing this form, the DCSI Interpreting and Translating Centre may be able to assist you.

For booking beyond 48 hours send an email to [itc@sa.gov.au](mailto:itc@sa.gov.au) or call **1800 280 203**.

# NASSSA Grievance Procedures for VET Pathways Programs

Document your concerns (write them down and summarise with dot points).  
 Local resolution is the first priority!  
 Approach & discuss with person concerned.

Resolution of issue

Unresolved issue



**Dispute Mechanism:**  
 Disputes which cannot be resolved through discussion shall be set down in writing and submitted to the other parties or through the home school VET Leader. Within seven days of receipt of such notice, the key personnel from all parties will meet to:-

- review and resolve the matter if it is within delegated authority, or
- resolve that the matter requires further investigation and instigate that, or
- refer the matter to the relevant Principal, VET Leader(s) and RTO program coordinator, for mediation and decision making

*Any parental dispute meeting needs to be held at the student's home school, with the home school Principal and VET Leader present.*  
 Action to be completed within 30 days of the initial complaint.

Resolution of issue

Unresolved issue

Issue taken to NASSSA Executive Group with suggestions for resolution. Resolution decision to be made in best interest of the student(s) & group of schools.

Document in writing, and copy to all parties:

- Description of complaint/concern
- Action taken to try and resolve complaint
- Remedy to problem
- Agreed action
- Outcome
- Dated & signed



# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

## Vocational Education & Training and Work Placement Orientation Program

### Statement of Completion

.....  
Student name

from

.....  
School/college

has successfully completed a generic

### Vocational Education & Training and Work Placement Orientation Program

...which has

**a). dealt with relevant issues from the:**

- ✓ Occupational Health, Safety and Welfare Act, 1986 (or as amended from time to time)
- ✓ Equal Opportunity Act, 1984 (or as amended from time to time)
- ✓ Children's Protection Act 1993 (or as amended from time to time)

**b). made the students aware of:**

- ✓ their role, responsibilities and rights related to WH&S in the workplace
- ✓ insurance arrangements and implications
- ✓ the procedure to be followed if they experience bullying, teasing, violence, sexual harassment, alcohol or drug abuse, or any other issue that makes them feel unsafe or uncomfortable, and organizations that can support them
- ✓ any other specific requirements of the workplace provider:
  - eg industrial safety issues or student responsibilities when working with young children, aged persons or people with disabilities.



**Government of South Australia**

Department for Education and Child Development

.....  
Principal/Delegate Signature

.....  
Principal/Delegate Name

.....  
Date: