

Work Placement Policy

Rationale:

Murtoa College at all times will fully comply with Department management and the associated Guidelines published and amended by the Department from time to time.

The purpose of this policy is to ensure that the school has procedures in the place for the placement of persons applying to Murtoa College for work placement.

Work Placements for the following are covered in this policy:

1. Pre-service teachers from tertiary institutions
2. Teacher and integration aides
3. Student work experience
4. Community based orders
5. Disability workers

Guidelines:

- All work placements and opportunities will be at the Principal's discretion
- Work placement will take place at allocated times – not within the first four weeks of the commencement of the new school year or at any time in December
- Any persons over the age of 18 years will require a Working with Children Check (Volunteer)
- Work placement participants will only be placed with experience staff members (CT2 level)
- Work placement participants are not to be left with students unsupervised at any time
- All work placement participants are required to sign in and out each day
- All workplace participants are required to supply emergency contact details for the duration of their placement
- Confidentiality is to be adhered to all times before, during and following the placement Statement required

Procedure:

- The Principal will ask staff to volunteer to take a work placement person at the start of the year
- The Principal will coordinate all requests
- Requests will be placed, where possible with appropriate staff until the volunteer list is full
- Pre-service teachers will be placed so that classes do not have more than one pre-service teacher in their weekly timetable
- The school will directly liaise with tertiary institutions on a first in best dressed basis
- Approved paperwork must be completed by the tertiary institution prior to placement
- Approved paperwork must be completed by the supervising teacher at the completion of placement
- Staff payment for supervision will be processed by the tertiary institution on receipt of completed paperwork
- Funds will be paid direct to school
- Staff member will receive payment via edupay

Evaluation

This policy was last ratified by School Council in.... **June 2017**