



CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA

Topic:	Out-of-School Learning and Training
Policy No:	2-B9
Policy Area:	Education
Standing Committee:	Religious Education and Curriculum Committee
Originally Released:	2011
Date for Review:	2016

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 paragraph 66).¹

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 page 12).²

2. Definitions

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

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

3. Scope

This policy applies to all Catholic secondary schools in Western Australia.

4. Principles

- 4.1 Catholic schools are involved in learning, training and other educational contexts in physical settings beyond the school environment.
- 4.2 Catholic schools have 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 Principals 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 Each school shall have its own out-of-school learning and training policy that is compatible with this policy statement. The school policy shall also make reference to and comply with the *Out-of-School Learning and Training – Processes and procedures for Catholic Schools in Western Australia*.
- 5.2 The principal or nominee shall approve all Out-of-School Learning and Training Programs.
- 5.3 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.
- 5.4 Planning for Out-of-School Learning and Training Programs shall be in accordance with *Out-of-School Learning and Training – Processes and procedures for Catholic Schools in Western Australia* and shall cover:
 - any medical or special requirements of participants
 - communication strategies and emergency response procedures
 - insurance cover
 - transport arrangements
 - preparation/induction of students
 - assessment of student capacity
 - risk assessment/minimisation
 - record keeping
- 5.5 Students shall not be allowed to participate in Out-of-School Learning and Training Programs unless written permission is granted by a parent/guardian.
- 5.6 Schools shall adhere to the regulations pertaining to specific industries and the placement of minors in work environments.
- 5.7 During the course of the Out-of-School Learning and Training Program a report shall be submitted to the Principal by the staff member of the Out of School Learning and Training program if a student:
 - suffered an injury
 - experienced ill health
 - was involved in an incident which was related to student discipline or safety
 - was involved in any other serious consequence

6. References

¹Bishops Mandate the Catholic Education Commission of Western Australia 2009 - 2015

²Melbourne Declaration on Educational Goals for Young Australians December 2008, page 12

7. Related Documents

Catholic Education Commission of Western Australia Policy 2-B2 'Curriculum'

Catholic Education Commission of Western Australia Policy 2-B4 'School Camps and Excursions'

Catholic Education Commission of Western Australia Policy 2-D3 'Child Abuse'

Catholic Education Commission of Western Australia Policy 2-D7 'Exclusion of Students for Disciplinary Reason'

Catholic Education Commission of Western Australia Policy 2-D8 'The Management of Confidential Information'

Catholic Education Commission of Western Australia Policy 2-A1 'Catholic School Retreats'

Catholic Education Commission of Western Australia Policy 2-B7 'Justice Education Curriculum Council Act 1997 (WA)

Occupational Safety and Health Act 1984 (WA)

Occupational Safety and Health Regulations 1996 (WA)

School Education Regulations 2000 (WA)

Volunteers (Protection from Liability) Act 2002 (WA)

Western Australian College of Teaching Act 2004 (WA)

Western Australian College of Teaching Regulations 2004 (WA)

Workers Compensation and Injury Management Act 1981 (WA)

Working with Children (Criminal Record Checking) Act 2004 (WA)

Vocational Education and Training Act 1996 (WA)

Industrial Training Act (1975)

WACE (Western Australian Certificate of Education) Manual

The First Step: Managing safety and health hazards in your workplace, 2007

Processes and Procedures for Out-Of-School Learning and Training for Catholic Schools in Western Australia

Handbook for Catholic Schools in Western Australia, Section 8: Legal Responsibilities

8. Review History

Year of Review:	Reviewed by:	Amendments/Review
2010	RECC	Originally Released
2010	CEOWA	Reformatted
2011	RECC	Promulgated

9. Next Review

Year:	CEOWA Standing Committee Responsible
2016	Religious Education and Curriculum Committee