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|---------------|--|
| Student | |
| School | |
| Host Employer | |

WPL ACCOMMODATION AWAY FROM HOME APPLICATION

This form requests information about students, which will be held in the school and will assist work placements. The information is collected as a lawful administrative function and will be provided to the Diocesan VET Office.

SECTION 1: STUDENT PLACEMENT DETAILS

| | | | |
|---|--|-----------------|--|
| Student Name: | | Work Experience | |
| VET Course Name: | | Work Placement | |
| PLACEMENT DETAILS | | | |
| Host Employer: | | | |
| Start Date: | | Finish Date: | |
| | | No. of Days: | |
| Outline reasons for the placement, including the lack of opportunity in the local community and superior learning outcomes: | | | |
| | | | |

SECTION 2: ACCOMMODATION DETAILS

| | | | | | |
|---|----------------|---|--|---|-------------|
| Type of Accommodation: | Family/Friends | Onsite: | <i>For example, nurses accommodation at hospital</i> | | |
| Details of adult responsible for student supervision at overnight accommodation: | | Details of travel from home to accommodation and return: | | Details of travel to and from accommodation and workplace: | |
| Contact Person's Name: | | Mode of Travel | Accompanied | Mode of Travel | Accompanied |
| | | Car / bus / train / plane | Yes / No | Car / bus / train / plane | Yes / No |
| Relationship to Student: | | If "YES", by whom: | | If "YES", by whom: | |
| | | | | | |
| Address: | | Relationship | | Relationship | |
| | | | | | |
| Phone: | | Phone: | | Phone: | |
| | | | | | |

SECTION 3: APPROVALS

| Parent/Caregiver Consent <small>(required if student is aged under 18 years)</small> | Principal Consent | Diocesan Approval <small>(Systemic Schools Only)</small> |
|--|---|---|
| <input type="checkbox"/> I approve of the above Work Experience/Placement and all arrangements including proposed travel and accommodation provisions. | <input type="checkbox"/> I have completed the Duty of Care Checklist for Principals (on page 2 of this document) and, <input type="checkbox"/> I approve the arrangement for the above named student of this school to participate in Work Experience/Placement with the named host employer. I am satisfied that this placement is suitable for this student. | <input type="checkbox"/> I am satisfied that this placement is suitable for this student. |
| Name: | Name: | Name: |
| Signature: | Signature: | Signature: |
| Date: | Date: | Date: |

| | |
|---------------|--|
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WPL ACCOMMODATION AWAY FROM HOME PRINCIPAL CHECKLIST

To be completed by School Principal for students undertaking Workplace Learning in accommodation away from home and/or interstate and filed with Student's Placement Record (attach this completed form to SPR)

DUTY OF CARE CHECKLIST FOR ALL PLACEMENTS INVOLVING ACCOMMODATION AWAY FROM HOME

The non-delegable duty of care owed by the school to students continues while a student is undertaking a workplace learning placement. A non-delegable duty is described as a stringent and 'personal' duty. It is more than a duty to take care; it is a duty to ensure that reasonable care is taken.

The duty of a School to care for students extends beyond the workday of a placement where accommodation is away from home. Schools must take reasonable care to keep all students undertaking placements away from home, free from harm as well as minimise the risk so far as is reasonably practicable. This duty cannot be delegated by the school to parents, carers, host employers or their workers, external organisations (such as work placement service providers) or accommodation providers.

PRINCIPAL APPROVAL CHECKLIST

| | Refer | Tick |
|---|---|------|
| * Any "NO" responses MUST be noted in the comments section below. | | |
| SUPERIOR LEARNING OUTCOMES - The placement offers superior learning outcomes and/or post-school opportunities for the student and cannot be completed without the need for overnight accommodation. | Section 1 OA App | |
| WORK ACTIVITIES, ACCOMMODATION AND LIVING ARRANGEMENTS - Potential risks have been considered and addressed to the Principal's satisfaction. Where the student is not staying with a family member, details of activities between the hours the placement finishes and 'lights-out' for each day are provided and attached to the <i>Student Placement Record</i> . | Section 1 OA App Section 2 SPR | |
| TRANSPORTATION - A transport plan for the placement period has been organised by the family, discussed with the school and communicated to the host employer including arrangements in the event the student cannot complete the placement. | Section 2 OA App | |
| ACCOMMODATION SUPERVISION - If the accommodation is not with a family member, the adult supervising the student's accommodation has been advised they must provide a completed <i>Working with Children Check Declaration for volunteers and contractors</i> and <i>Proof of Identity</i> before the placement can be approved. | Section 2 OA App | |
| ADVICE TO HOST EMPLOYER ABOUT ONSITE ACCOMMODATION - Matters related to child protection both during placement hours and in the supervision of non-placement hours (including any weekends) have been discussed with the host employer and accommodation supervisor. Advice has been provided about the non-provision of alcohol to students, e.g. at any staff get-togethers, and the need to limit physical contact with students and to avoid situations where employers/supervisors are alone with a student, particularly after hours. Employers have been requested to share this information with other workers who may be in contact with the student. | Section 2 OA App | |
| PREPARING THE STUDENT FOR ONSITE LIVING ARRANGEMENTS - Vigilance about workplace and personal safety has been reinforced with the student and their parents/carers including advice on what to do if things go wrong and who to contact during the placement. This is in addition to the specific preparation that the school has provided to address overnight accommodation and living arrangements. This preparation includes how the student should respond to changes to agreed activities or accommodation or any unprofessional familiarity with the student. | Section 2 OA App | |
| SUPERVISION BY THE SCHOOL - A nominated contact has been identified and a timetable established for maintaining contact with the student and host employer throughout the placement period. | | |
| MAINTAINING CONTACT - The school is satisfied that there is reliable mobile reception and/or a land line to support supervisory contact with the student as well as emergency contact by the student with the nominated contact or parent if the need arises. | | |
| PLACEMENT APPROVAL - The placement can only proceed when the Principal signs the Student Placement Record and the <i>WPL Accommodation Away From Home Application</i> form. Where TAFE NSW or CIT ACT arranges the placement, the Principal is asked to acknowledge this on TAFE's/CTI's documentation (Form A). | | |
| Comments: | CHECKLIST COMPLETED BY: | |
| | Name: | |
| | Signature: | |
| | Date: | |