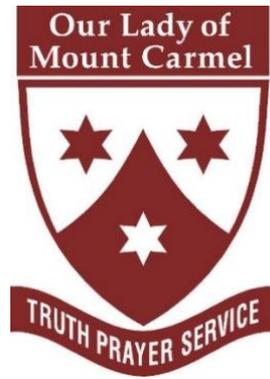


Our Lady of Mount Carmel School



Out-of-School Learning & Training Policy 2-B9

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).

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).

DEFINITION

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.

PRINCIPLES

1. Catholic schools are involved in learning, training and other educational contexts in physical settings beyond the school environment.
2. Catholic schools have a responsibility to focus on risk management issues and procedures initiated as part of the school curriculum.
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. Principals and Host Employers share a responsibility for ensuring adequate supervision and safety for students in the work place.
5. Parents have a responsibility to provide relevant information when their child is attending out-of-school learning and training programs.

SCHOOL PROCEDURES

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.
2. The principal or nominee shall approve all Out-of-School Learning and Training Programs.
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.
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. Students shall not be allowed to participate in Out-of-School Learning and Training Programs unless written permission is granted by a parent/guardian.
6. Schools shall adhere to the regulations pertaining to specific industries and the placement of minors in work environments.
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.