

## Work Experience Approval Form and Off-Site Checklist

**STUDENT:** \_\_\_\_\_ Age: \_\_\_\_\_  
Surname (PRINT) Other Names (PRINT)

Student Home Phone No: \_\_\_\_\_ Student Mobile No: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Tutor: \_\_\_\_\_ Year: \_\_\_\_\_

- I wish to participate in the Work Experience Program as a Volunteer, unpaid worker.
- I understand that unsatisfactory behaviour may result in my work experience being terminated.

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

**PARENT/GUARDIAN:**

I agree to my son/daughter \_\_\_\_\_ participating in Work Experience.  
(PRINT)

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Organisation Providing Work Experience

I/We hereby agree to have the above named student as a volunteer unpaid worker on the understanding that:

- The student will be withdrawn immediately on request should he/she prove unsatisfactory.
- All fares and incidental costs will be met by the student.
- An employer provides a safe and healthy working environment for the student in accordance with current work health and safety legislation.
- The student shall not use any plant or equipment for which they have received no training. If training is provided, the student shall not use any plant or equipment without full supervision.
- Any student undertaking work experience in the building/construction industry must undertake General Construction Induction Training in accordance with the WHS Legislation and Clause 6.1 of the *Construction Work Code of Practice November 2013*. The employer must ensure that the student has successfully completed the general construction induction training before starting work in a construction environment and must hold the relevant construction induction training card or, as a minimum the general construction induction training certification which has been issued within the preceding 60 days if the card has not yet been issued.
- Any employer associated with the construction industry and/or any employer who is engaged in any form of construction related work will ensure that the student undergoes the appropriate workplace specific training as specified under Clause 6.2 of the *Construction Work Code of Practice November 2013*.
- Employers offering work experience to Barker College students are obliged to report any breach of Child Protection legislation, work, health and safety legislation including bullying or any breach of legislation with respect to harassment or discrimination directly to the Head of Barker College.

- The checklist is to be completed for students in work experience placements.
- The checklist is intended to help Barker College ensure the health and safety of students as per Work Health and Safety Act 2011.
- The checklist should be returned by the host organisation by 22 July 2016.

**Section 1. Details of Barker College Careers Adviser**

<b>Name</b>	Andrew Moody		
<b>Telephone</b>	02 9847 8259	<b>Fax</b>	02 9477 5712
<b>Email</b>	<a href="mailto:andrew_moody@barker.nsw.edu.au">andrew_moody@barker.nsw.edu.au</a>		
<b>Address</b>	Barker College Careers & Counselling Centre 91 Pacific Highway Hornsby NSW 2077		

**SECTION 2.** This Section is to be completed by the Host Organisation accepting the Barker College Student

<b>Name of Student</b>			
<b>Name of organisation</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>Email</b>			
<b>Summary of host organisation's business</b>			
<b>Industry applicable</b>	<input type="checkbox"/> Office	<input type="checkbox"/> Construction	<input type="checkbox"/> Hotel/Hospitality
	<input type="checkbox"/> Retail	<input type="checkbox"/> Educational institution	<input type="checkbox"/> Medical
	<input type="checkbox"/> Vet	<input type="checkbox"/> Other (please specify):	
<b>Summary of student placement duties/activities</b>			
<b>Summary of how student will be supervised</b>			
<b>Placement Date:</b>	From:	To:	
<b>Name of Supervisor of Student</b>		Signed:	

**SECTION 3.** This Section is to be completed by the Host Organisation accepting the Barker College Student

QUESTION	YES	NO	N/A
<b>HEALTH AND SAFETY MANAGEMENT SYSTEM</b>			
1. Does your organisation have a work health and safety management system in place?			
<b>EMERGENCY MANAGEMENT</b>			
2. Is an emergency evacuation plan in place?			
<b>FIRST AID</b>			
3. Is there a first aid procedure for the workplace?			
<b>INDUCTION</b>			
4. Are students provided with a full organisation induction?			
5. Are students shown the location of amenities, meal rooms, first aid facilities prior to starting?			
<b>ACCIDENTS/INCIDENTS AND HAZARDS</b>			
6. Does your organisation keep a record of accidents/incidents and hazards?			
7. Does your organisation have an anti-bullying/harassment policy in place?			
8. Are the students shown restricted equipment and areas?			
<b>WORK ENVIRONMENT, ACTIVITIES AND TRAINING</b>			
9. Are students shown around the workplace prior to starting?			
10. Are students provided with a workplace and safety induction including emergency evacuation?			
11. Are students provided training in safe work practices?			
12. Are health and safety risks arising from work practices identified and controlled?			
13. Are regular inspections of work environments conducted to identify and control health and safety hazards?			
<b>INSURANCE (Students are covered by Barker College during Work Experience.)</b>			
<b>14. Please provide Public Liability Insurance details including Insurance Company, Policy Number and Coverage details held by your organisation:</b>			

**DECLARATION**

The above statements are true to the best of my knowledge.

Signed \_\_\_\_\_

Dated \_\_\_/\_\_\_/\_\_\_

<b>Name</b>		<b>Phone</b>	
<b>Position Title</b>			

**NEXT STEP**

Thank you for completing this checklist.

**Please return the completed Approval Form and Checklist by post or email to the Barker College Careers Adviser in Section 1 by 22 July 2016.**



<p style="text-align: center;"><b><u>POLICY ENDORSEMENT</u></b> <b>WORKPLACE LEARNING and WORK EXPERIENCE PROGRAMS or</b> <b>COMMUNITY ACTIVITY PROGRAMS</b></p>	<p style="text-align: right;">Aon Risk Services Australia Limited</p> <p style="text-align: center;"><b><u>CERTIFICATE OF CURRENCY</u></b> <b>STUDENT WORK EXPERIENCE</b> <b>TO WHOM IT MAY CONCERN</b></p>
<p>The School's Public Liability insurance will indemnify host employers and others who participate in authorised (by School) workplace learning, work experience or community activity programs subject of course, to the policy terms and conditions and the monetary limit taken by the school.</p> <p><b>The insurance will cover legal liability for:</b></p> <ul style="list-style-type: none"> <li>• Injury to students arising out of workplace learning, work experience or community activity programs.</li> <li>• Injury to others persons as a result of workplace learning, work experience or community activity programs.</li> <li>• Damage caused to property owned by the host employer or other party as a result of workplace learning, work experience or community activity programs.</li> </ul> <p><b>To activate this insurance it is essential that the following guidelines be observed:</b></p> <ul style="list-style-type: none"> <li>• Any claim made or threatened against the host employer or community activity organiser is notified immediately to the school.</li> <li>• The School and the School's insurer has full conduct and control of the claim against the host employer or the community activity organiser.</li> <li>• The host employer or the community activity organiser co-operates fully with the School and the School's insurer or their legal representatives in the management of the claim.</li> <li>• The host employer or the community activity organiser has complied with relevant occupational health and safety legislation.</li> <li>• The injury or damage was not as a result of a lack of proper instruction or supervision by the host employer or the community activity organiser.</li> </ul> <p><i>Prospective employers will notice that the School's Public Liability policy matures on 1 November 2016. If details of our new policy are required, please contact Barker College Careers Department after 1 November 2016 on 9847 8365.</i></p> <p><b><i>It is the STUDENT'S responsibility to ensure that this Form is complete in all respects and returned to The Careers &amp; Counselling Centre.</i></b></p>	<p>In our capacity as Insurance Brokers to <b>Barker College</b>, we hereby certify that the undermentioned Insurance Policies have been renewed to the expiry dates shown below. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below.</p> <p><b>A) POLICY TYPE:</b> Public Liability <b>INSURER:</b> QBE Insurance Australia Limited &amp; ACE Insurance Ltd <b>POLICY NO:</b> AQEB 03407 PLB <b>PERIOD OF INSURANCE:</b> 1 November 2015 – 1 November 2016 <b>COVERING:</b> Legal Liability in respect of the Insured's business as an Educational Institution. <b>LIMIT OF LIABILITY:</b> \$150,000,000 <b>SITUATION:</b> Anywhere in Australia and elsewhere in the world, as per policy <b>REMARKS:</b> Policy includes, as an Insured, students participating in authorized work experience, vocational or structured workplace learning placements and/or community activity programs.</p> <p><b>B) POLICY TYPE:</b> Student Personal Accident <b>INSURER:</b> ACE Insurance Limited <b>POLICY NO:</b> 04POED80081 <b>PERIOD OF INSURANCE:</b> 1 November 2015 – 1 November 2016 <b>COVERING:</b> Students of Barker College whilst participating on approved work experience, vocational or structured workplace learning placements and/or community activity programs. <b>SITUATION:</b> Anywhere in the World.</p> <p><b>BOB WALK</b> <b>CLIENT MANAGER</b> AON Risk Services Australia Limited Direct Phone No: (61) 02 8623 4039 Email: <a href="mailto:bob.walk@aon.com">bob.walk@aon.com</a> Aon Web Site: <a href="http://www.aon.com.au">www.aon.com.au</a></p>

