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## Macleans College - POLICIES & DIRECTIVES

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TITLE: **SAFE SCHOOL POLICIES**

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### **Off-Site and On-Site Practical/Work Based Components and Work Experience**

Work Experience is defined for the purposes of this policy as student attendance for work experience or work-based learning in an off-site workplace of any kind, other than a one-off visit to view the workplace.

#### **RATIONALE:**

1. The Macleans College Board of Trustees acknowledges that on-site and off-site practical/work based components are part of the provision of a balanced and modern curriculum.
2. The school will extend its quality of learning, teaching and assessment to all work experience or work-based learning situations in which it places students as part of an approved programme.

#### **PURPOSES:**

1. To use, where applicable, accredited components in school programmes.
2. To ensure that such components are effective learning experiences.
3. To ensure that off-site and on-site assessment is in accordance with New Zealand Qualifications Authority (NZQA) and school criteria.
4. To ensure that courses are in accordance with health and safety regulations.
5. To ensure there are off-site delivery written agreements to cover the issues of safety, unit standard requirements, assessment and reporting responsibilities, moderation by Institute Training Organisations (ITOs) and/or the school and the awarding of qualifications.

#### **POLICY:**

1. No student may engage in any work experience without completing a written agreement (Use form Student Work Experience Agreement and Plan)
2. Any student under the age of 16 must have parent/caregiver permission before commencing any work experience. (Use form Parent/Caregiver Consent for Work Experience)
3. Work experience activities are also subject to all relevant school rules, policies and procedures.
4. Students are not to be placed in situations in which they feel at risk either physically or emotionally, or to undertake tasks not suitable for their age or developmental stage.

**GUIDELINES:**

1. Off-site and on-site practical/work based components will be co-ordinated through STAR/Gateway and/or appropriate Head of Department (HOD).
2. Responsibility for off-site practical/work based components will rest with the senior management team in charge STAR/Gateway.
3. Final arrangements for placement with employers, or other outside agency, will be written in the form of legal memoranda between the school and the provider.
4. Regular communication, both written and personal, will take place between the school and off-site agency and will be recorded and filed by the relevant subject HOD. A copy will be placed in the student's personal file. The HOD Guidance/Careers/STARGATEWAY will oversee this process.
5. The school will provide appropriate guidance and assistance for employers and other agencies on assessment and reporting methods and procedures.
6. Regular review and evaluation of the off-site environment, its learning programmes, assessments and moderation processes will be undertaken by students, school staff and the off-site provider.
7. The senior management team in charge STAR/Gateway will evaluate off-site procedures.
8. No student may begin a work experience placement without initially completing the Student Work Experience Agreement and Plan.
9. Completion of this Agreement and Plan is to include the signatures of the student, teacher/school representative, employer, and the signature of the student's parent/caregiver.
10. Students must complete the plan identifying learning goals and tasks to achieve those goals in conjunction with the employer prior to the placement commencing.

**COMMITMENT:**

The Macleans College Board of Trustees will arrange for effective off-site practical and work based components for students as required.