

Student	
School	
Host Employer	

WPL ACCOMMODATION AWAY FROM HOME APPLICATION

This form requests information about students to assist workplace learning arrangements. It will be held in the school for a minimum of 3 years. The information is collected as a lawful administrative function and, if applicable, will be provided to the Diocesan VET Office.

SECTION 1: STUDENT PLACEMENT DETAILS

Student Name:				Work Experience	
VET Course Name:				Work Placement	
PLACEMENT DETAILS <i>Completed Student Placement Record (SPR) to accompany this application form</i>					
Host Employer:					
Start Date:		Finish Date:		No. of Days:	
Outline reasons for the placement, including 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	
		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 (required if student is aged under 18 years)	Principal Consent/Approval (or nominee)	Diocesan Approval (Systemic Schools Only)
☐ I approve of the above Work Experience/Placement and all arrangements including proposed travel and accommodation provisions.	☐ I have completed the Duty of Care Checklist for Principals (on page 2 of this document) and, ☐ I approve these arrangements for the above-named student to enable their participation in WPL with the named host employer. ☐ I am satisfied that this placement is a suitable opportunity for this student.	☐ I am satisfied that the school has taken reasonable care to minimise risks so far as is reasonably practicable regarding the proposed placement accommodation 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 (see p1)	
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 (see p1) Section 2 (see 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 (see p1)	
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 (see p1)	
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 (see p1)	
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 (see p1)	
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:		