



Employer Information For Human Services

What do I need to know?

Human Services VET courses are taught by Registered Training Organisations (RTOs) including TAFE and in some cases schools. They include nationally recognised qualifications in:

- Individual Support (for Aged Care and Disability work)
- Allied Health Assisting
- Dental Assisting
- Early Childhood Education and Care
- Health Services Assistance
- Out of School Hours Care
- Education Support.

All Human Services VET courses count toward the HSC and provide pathways to further study either in VET or at university. Courses in Individual Support, Allied Health Assisting and Health Services Assistance are part of the Human Services Industry Curriculum Framework. This means that these courses count toward the HSC and allow for students to sit for an optional exam which can contribute to the Australian Tertiary Admission Rank (ATAR).

Human Services VET courses include compulsory work placement and you must be able to provide work for students and negotiate working arrangements (VET secondary students are not employed but at work 105 hours over 2 years and the school based trainee is at work equivalent of 100 days in paid employment). While at work, students must be supervised at all times. Insurance is covered by the school while the student is working to achieve a qualification. A Registered Training Organisation will assess the student in the workplace.

Students will be learning more than just the content of the qualification- team work, responsibility, leadership, transferable skills, self-confidence, community/social inclusion focus, working with diverse cultures, and adult learning principles for further study.

Why should I get involved?

This is a unique opportunity to have a student join the sector and for you to support the national qualification for your industry sector. Mentoring and supervising a VET in School student or school based trainee provides an opportunity for existing staff to confirm their own knowledge and skills. This contributes to high morale and job satisfaction that supports staff retention and loyalty.

What is a School Based Traineeship?

It is now possible to study Human Services VET courses as a school based trainee while completing the HSC. This means that the student will work part-time in paid employment for a minimum of 100 days to gain on the job training. The off the job training part of the qualification is provided by a RTO.

The school based trainees will be employed at a service or facility where the employer is able to commit to employing and training for the duration of the Training Contract. The school based trainee, training provider, school and the employer sign a Training Contract, a binding agreement that sets out the qualification being trained for, details of the employer and the trainee, the commencement date and the expected term of the traineeship. The training contract sets out the responsibilities and obligations of each party. A parent or guardian will also sign the contract if the trainee is under 18 years of age. The training contract is prepared and lodged with State Training Services by the employer's preferred Australian Apprenticeships Centre.

A training plan is also prepared and specifies the registered training organisation that will provide the formal training and the proposed pattern of part-time employment that will result in the trainee meeting the minimum employment requirements by the end of the HSC year.

What do I need to do?

- Conduct selection process for employing trainee or providing work placement for a VET in Schools student
- Establish communication with school VET coordinator, Registered Training Organisation contacts and Apprenticeship Centre
- Create a strong supervision 'model' philosophy
- Provide induction to workplace for the student or trainee
- Negotiate and sign off School Based Trainee training plan with Registered Training Organisation
- Allow access to the Registered Training Organisation to visit student for support and practical assessment
- Provide informal feedback and updates to Registered Training Organisation
- Have risk management policies and procedures in place for staff including any staff and trainees under 18 years of age
- Ensure students or school based trainees do not work alone with clients at any time, are supervised by competent and appropriate staff at all times, do not work during any night shift, do not transport clients by themselves, are not included in the necessary client: staff ratio of the employer
- Ensure school based trainees have current immunisations and Criminal Record checks if required
- Pay school based trainees at least the equivalent to a training wage for the time they work
- Provide all necessary facilities and opportunities for the trainee to acquire the competencies of the vocation
- Provide a workplace that meets workplace health and safety legislation requirements and is free of harassment or discrimination
- Release the trainee as required for attendance at the relevant Registered Training Organisation
- Liaise with the relevant Registered Training Organisation in relation to the trainee's attendance and participation in formal training
- provide information about the trainee's on-the-job training to support the Registered Training Organisation's assessment of competency.
- notify the Commissioner for Vocational Training (through a State Training Centre) within 14 days of any:
 - injury to a trainee that would affect the trainee's ability to complete the school based traineeship
 - change to the Training Contract.

Who is involved?

- SBT Trainee or VET in School student
- School VET coordinator
- Parent/Guardian
- DEC Apprenticeship Centre
- Registered Training Organisation
- Workplace supervisor and mentor

How do I make it happen?

Arranging the employment occurs in several ways and may be initiated by you, the student, student's parents/carers or school career advisor. NSW State Training Services also provide industry support and engagement services to promote school based traineeships to employers, secure jobs for trainees and assist employers to structure appropriate employment and training arrangements to meet both traineeship and school requirements.

Initially, it is important for all concerned to meet and determine that the employment arrangements are in everyone's best interest and that the student is well matched to you and your workplace.

Notes from industry sectors-

Early Childhood Education and Care

and

Outside School Hours Care:

- Student or trainee must do no longer than 8 hours in any one shift
- Maintain a log book or time sheet
- Student additional to legislated staff ratios
- Ensure students or school based trainees do not work alone with children at any time
- Provide mentoring

Disability

and

Health Services Assistance

and

Allied Health Assistance

- Trainees covered by workers' compensation
- Negotiated roster
- Trainee is part of the team
- Registered Training Organisation trainer and assessor will be on site for workplace assessments intermittently