

Dear Employer,

Ranges TEC is a Trade Training Centre based in Lilydale, offering full time trade focused education to students in Years 10, 11 and 12. Work placement is a central part of school life at Ranges TEC.

Thank you for considering one of our students for work placement. This is a great opportunity to strengthen your involvement in the education and development of students, to mentor young people in their career decision-making, and talk to teachers about work readiness and other industry matters.

As an employer we ask that you:

- Provide work experience in a safe work environment which allows the student to experience a real work situation and acquire or strengthen skills.
- Induct the student with appropriate OHS training and instruction.
- Provide school staff with access to the workplace at any reasonable time.

Ranges TEC students are timetabled to do work placement on the following dates:

<p>Year 10</p> <p>13-17 July block week 24-28 Aug block week 16-27 Nov block weeks</p>	<p>Year 11</p> <p>Weekly on a Friday 13-17 July block week 24-28 Aug block week</p>	<p>Year 12</p> <p>Weekly on a Monday 13-17 July block week</p>
	<p>Year 11 Building & Construction</p> <p>Weekly on a Wednesday 13-17 July block week (optional) 24-28 Aug block week</p>	

In this pack, please find enclosed:

1. Work Placement Arrangement Form
2. Work Placement Travel Form & Accommodation form
3. Additional Structured Workplace Learning form (COVID-19)
4. Guidelines for Employers from Department of Education & Early Childhood Development
5. Child Safe Standards and Workplace Learning Fact Sheet for Employers from Department of Education and Training. For more specific information about Ranges TEC Child Safety standards, please visit <http://www.rangestec.vic.edu.au/About/policies>

More information about expectations, payment and insurance is listed overleaf. If you have any further questions, please contact the Ranges TEC office on 9738 7100.

Yours sincerely,

Ric Thorpe
Director

Expectations

The employer:

- a) Will not use the student as a substitute for employees or contractors.
- b) Will ensure the student is not continuously engaged in a production or service capacity.
- c) Will ensure the student does not work beyond 8 hours in a day or between 11pm and 6am.
- d) Will contact Ranges TEC office immediately if there are questions or concerns about the student.

Payment to students

Students under the age of 18:

- a) The required minimum \$5 daily payment is a contribution towards student expenses such as daily travel and incidental costs. Employers can opt to pay more if they choose to.
- b) If the payment made to the student is \$356 or less per week, the employer will not be obliged to:
 - I. make any withholding;
 - II. collect tax file number declarations;
 - III. issue payment summaries; or
 - IV. report payment details to the ATO.
- c) Payment cannot include payment in kind, e.g. a gift card or voucher must not be used to pay students engaged under an SWL Arrangement.
- d) If the organisation is an educational, charitable or community welfare service not conducted for profit, the Student may determine that the whole of his or her payment will be donated back to that organisation. The Parent must provide written consent to the proposed donation.

Students aged 18 years and over

- a) Will be required to provide a Tax File Number declaration to the employer.
- b) The employer will be required to withhold amounts in accordance with the tax tables (where applicable), issue payment summaries and report these payments to the Australian Taxation Office (ATO), as they would do for their employees.

Worksafe Insurance

All SWL students are covered under the Department of Education's WorkSafe Insurance policy and the costs are met under the Department's policy. Gallagher Bassett is the Department's workers' compensation agent.

WorkSafe Insurance does not cover students travelling to and from work. This is a parent responsibility.

Work placement forms must be signed off by the Ranges TEC Director before students begin work.