**Work placement guidelines for Workplace Learning (ADWPL)**

Students undertaking the Authority-developed Workplace Learning endorsed program are required to complete one or more work placements. These guidelines are provided to assist those placing students in an appropriate work setting.

In this context a work setting is described as the circumstances or conditions that surround an individual and the location where a task is completed. It involves the physical geographical location as well as the immediate surroundings of the workplace. Work is undertaken in a variety of settings, e.g. a construction site, office building, auditorium, performing arts theatre, factory, workshop, sport and recreation facility/venue, hospitality or catering facility or arts workshop/facility.

The work placement for students undertaking the Workplace Learning endorsed program must be in a setting which closely reflects the workplace demands of the industry area and provides opportunities for the student to:

* meet industry standards for the work completed
* interact with internal and/or external clients/customers
* work the hours consistent with the industry norms
* develop a range of skills relevant to the purpose of their work
* carry out tasks under the workplace conditions typical of the industry area, e.g. environmental conditions such as on a civil construction site where high noise levels, safety issues, risks, pressures, deadlines and time constraints are felt
* demonstrate his/her application of a range of work skills, knowledge and understandings as described in the Core Skills for Work developmental framework.

Queries regarding appropriateness of a work setting for an individual student should be directed to:

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