



REFERENCE GUIDE  
FOR  
TEACHERS

# CONTENTS

<b>Page 3</b>	<b>Introduction to MWLP</b>
<b>Page 4</b>	<b>Suite of Services</b>
<b>Page 5</b>	<b>Host Employer Induction</b>
<b>Page 6</b>	<b>MWLP Yearly Planner</b>
<b>Page 7</b>	<b>MWLP Yearly Planner – Condensed Curriculum</b>
<b>Page 8</b>	<b>Work Placement Timeline</b>
<b>Page 9</b>	<b>MWLP Work Placement Allocation Process</b>
<b>Page 10</b>	<b>Work Placement No Go Dates &amp; Preferred Dates</b>
<b>Page 11</b>	<b>Teacher Allocation Process with Students</b>
<b>Page 12</b>	<b>Work Placement Opportunities Report</b>
<b>Page 13</b>	<b>MWLP Confirmation Process &amp; Teacher Confirmation Process</b>
<b>Page 14</b>	<b>Student Placement Details</b>
<b>Page 15</b>	<b>Student Placement Record (Department of Education Format)</b>
<b>Page 19</b>	<b>Placement Summary - Detailed</b>
<b>Page 20</b>	<b>Cancellations or Changes, Student Left School, Student Found Own Placement</b>
<b>Page 21</b>	<b>Absences &amp; Accidents</b>
<b>Page 22</b>	<b>Tips for Successful Work Placement</b>
<b>Page 23</b>	<b>Troubleshooting Work Placement</b>
<b>Page 25</b>	<b>Placing Students with Special Needs</b>
<b>Page 27</b>	<b>Additional Student Information &amp; Work Readiness</b>
<b>Page 28</b>	<b>Teacher and School/TAFE Feedback Form (MWLP Services)</b>
<b>Page 29</b>	<b>MWLP Privacy Policy</b>
<b>Page 30</b>	<b>Personal Information Collection Statement</b>
<b>Page 31</b>	<b>Information Privacy Principles</b>

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# INTRODUCTION TO MWLP

*Our mission is to engage youth in innovative activities and programs to support personal and professional career outcomes.*

MWLP is an independent not-for-profit, charitable community organisation servicing the Macarthur area since 1995 and the Greater Bankstown area since 2016. The core of our activities is the provision of work placement for some 7,000 HSC school students undertaking vocational programs. These students participate in two weeks of mandatory learning in the workplace during Years 11 & 12 in a variety of frameworks including Automotive, Business Services, Construction, Electrotechnology, Entertainment, Financial Services, Hospitality, Human Services, Information and Digital Technology, Manufacturing and Engineering, Primary Industries, Retail Services and Tourism.

The program is funded by the NSW Department of Education, Catholic Schools NSW, Association of Independent Schools and TAFE NSW.



We recognise the support of over 80 high schools and TAFE colleges located in the Macarthur and Greater Bankstown areas for whom we strive to offer a professional and organised service. More importantly we acknowledge the support from over 400 host employers who commit to providing a work place and experience for students.

MWLP is dedicated to improving our service to our VET Coordinators and Teachers from our schools and TAFE's. We have developed this guide to enhance the connection and to assist new teachers or coordinators understand our role in the Work Placement process. This guide starts with how we do things and explains the important features of how our processes work, it also offers some helpful tips for you as a user.

We hope you find this guide to be helpful. Our mission is to connect more with you to assist you to achieve greater outcomes for all students.



# Suite of Services

- Structured Work Placement
- Student Work Placement Readiness Talks during class or assembly
- Student & Parent Work Placement Readiness Talks during Subject Selection Nights/Career Days at School
- Training in Pathways and MWLP Processes for New & Existing VET Coordinators or Teachers upon request, plus Desktop Setup on your PC
- MWLP Networking Meetings with Industry Speakers
- Connection with Industry and Jobs for Students
- Engaging & providing students with opportunities for industry experience at Special Events

We want to help where we can: ask us and we may be able to make life easier!

Please call Michael Everett 0428 935 688 to discuss further or [michael.everett@mwlp.com.au](mailto:michael.everett@mwlp.com.au)

# HOST EMPLOYER INDUCTION

MWLP is grateful for the continuing support of its hosts. Our Coordinators go through a number of stages with potential hosts before they become an active host:

- Potential hosts are identified through leads, direct cold calling, warm follow up calls, expressions of interest and response to marketing campaigns.
- During the initial contact stage, the suitability of the potential host is determined. The coordinator undertakes an assessment over the phone in, regards to the potential host's current knowledge of work placement, ability to supervise and support students and their interest in pursuing the opportunity further.

This is followed up with a face to face meeting between the potential host and a coordinator on the potential host's site. During this in depth meeting the following is covered:

- Introduction to MWLP, VET, work placement, schools and TAFE Colleges involved in the program and frameworks that are studied.
- The potential host receives a copy of 'An Employer's Guide to Workplace Learning', which is thoroughly explained. Important points are outlined including - the purpose of workplace learning, supervision of the student, work health and safety, insurance and indemnity, child protection and the need for confidentiality. The host's role is also thoroughly explained throughout the meeting, and their site has been assessed to determine their suitability to undertake work placement.
- Frameworks are clearly explained including suitable duties for students to undertake.
- The potential host completes a registration form providing facts about the work placements being offered. They then receive a 'Host Support Manual' and induction which includes the use of the 'Student Work Placement Journal', work placement reports, contact with teachers and MWLP and orientation visits for students.

When hosts become active (complete their registration with MWLP) the support and contact is ongoing:

- Regular support calls from MWLP.
- Site visits, meetings and support on request.
- Hosts participate in reviews as required.



# MWLP YEARLY PLAN

	School Weeks									
<b>TERM 1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Welcome letter and request of Year 11 No Go & Preferred Dates										
Placement of remaining Year 12 students										
Mandatory school visits for Work Readiness Presentation with Students, Teachers and VET Coordinators										
Registration of Year 11 on MWLP's website and confirmation of class numbers										
Allocation process for Year 11 in Term 2 and Term 3										
<b>TERM 2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Year 11 Placements										
Indication of Year 12 No Go & Preferred Dates + Class Audits and Updates										
Continued Placement Management and Allocations										
<b>TERM 3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Continued Year 11 Placements										
Allocation of Year 12 Placements for Term 4										
Host re-registration process begins										
Continued Placement Management and Allocations										
<b>TERM 4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Host re-registration continues										
Year 12 Placements										
Allocation of Year 12 Placements for Term 1										
Request for Approximate Numbers for Year 11										

# MWLP YEARLY PLANNER - CONDENSED CURRICULUM

## School Weeks

TERM 3	1	2	3	4	5	6	7	8	9	10
Continued Year 12 Condensed Curriculum Placements										
Request for Condensed Curriculum Approximate Numbers for Year 11 + Indication of No Go & Preferred Dates										
Continued Placement Management and Allocations for Year 12 Condensed Curriculum Students										
Host re-registration process begins										

TERM 4	1	2	3	4	5	6	7	8	9	10
Host re-registration continues										
Registration of Year 11 Condensed Curriculum and confirmation of Class numbers										
Allocation of Year 11 Condensed Curriculum Placements for Term 1										
Condensed Curriculum School visits with VET Coordinators and Teachers and Student Readiness Talks										

TERM 1	1	2	3	4	5	6	7	8	9	10
Allocation of Year 12 Condensed Curriculum Placements for Term 1, Weeks 7 – 10										
Placement of Year 11 Condensed Curriculum classes										
Allocation of Year 11 & 12 Condensed Curriculum Placements for Term 2										
Possible placements of Advanced Year 12 Condensed Curriculum Students										

TERM 2	1	2	3	4	5	6	7	8	9	10
Year 11 & 12 Condensed Curriculum Placements										
Allocation of Year 12 Condensed Curriculum Placement for Term 3										
Continued Placement Management and Allocations for Year 11 Condensed Curriculum Students										

# WORK PLACEMENT TIMELINE

## For MWLP and Schools

The following timeline is an indication of MWLP requirements. To be used as a guide only, we understand that this timeframe may vary. We appreciate your support.

Teachers and Students	Deadlines	MWLP
Student Registrations must be completed and approved by Teachers	Term 1 Week 6	
	7 Weeks Prior to Placement	MWLP allocates placement offers to Schools
Students and Teachers select appropriate placements with consultation of Parents	7 - 4 Weeks Prior to Placement	
Offers returned on or before due date to MWLP	4 Weeks Prior to Placement	MWLP processes offers that are returned
	3 Weeks Prior to Placement	MWLP sends confirmations to Teachers via Dropbox Hosts are notified of Students booked in
Student Contacts Host	1 Week Prior to Placement	MWLP TXT Students as a reminder of placement and to contact Host
Teachers contact Hosts and visit Students	Week of Placement	MWLP contacts Hosts to check if student is there and how placement is going
	1 Week after Placement	MWLP TXT Students to complete a Placement Evaluation
Students and Teachers evaluate placements and Hosts Give feedback to MWLP	2 Weeks after Placement	MWLP contacts Hosts if any adverse outcomes
	Any time after Placement	Hosts nominate Students for Honour Roll

All Year 11 Students requiring work placement must register online before Term 1 Week 6.  
Visit <http://www.mwlp.com.au> click on "Work Placement Registration"



# MWLP WORK PLACEMENT ALLOCATION PROCESS

MWLP uses the information you provide to us through our ongoing communications to offer work placements as close as possible to your request. The due dates for Student numbers, Class lists and returns of Work Placement Opportunities are extremely important and work placements are processed immediately after the due date.

MWLP will forward a 'Work Placement Opportunities Report' to you.

*See sample 'Work Placement Opportunities Report' on page 12.*

MWLP uses a "best-fit" approach to meet the work placement needs of our schools and TAFE's across the Macarthur and Greater Bankstown areas.

You may not always get work placements that match exactly what you requested because:

- There may not be enough work placements available within the timeframe you have requested.
- There may not be enough work placements available within the locations you have requested.
- There may not be enough work placements available in that framework.

For these reasons the work placements you receive may:

- Take place over a longer timeframe.
- Require students to travel to neighbouring areas.
- Require students to find their own work placement. MWLP will forward more work placements as they become available, and support students with letters and host inductions wherever possible.

MWLP is continuously striving to generate a host employer base that will meet demand in every respect. More connection with your Students, Parents and Teachers can lead to extra placements through family contacts (see features). Any leads you and the school network can provide are of great assistance and we will strive to convert them for other students.

## YEAR 11 2022 WORK PLACEMENT NO GO DATES & PREFERRED DATES

**STEP 1:** Please indicate with ✖ the weeks your students are **NOT** able to go on work placement

**STEP 2:** Please indicate with ✓ any preferred placement weeks across Terms 2 & 3

### Term 2 – 2022

<i>Week</i>	✓	<i>Dates</i>
<b>1</b>		<b><i>Monday 25 April – Sunday 1 May (Anzac Day)</i></b>
<b>2</b>		<b><i>Monday 2 May – Sunday 8 May</i></b>
<b>3</b>		<b><i>Monday 9 May – Sunday 15 May</i></b>
<b>4</b>		<b><i>Monday 16 May – Sunday 22 May</i></b>
<b>5</b>		<b><i>Monday 23 May – Sunday 29 May</i></b>
<b>6</b>		<b><i>Monday 30 May – Sunday 5 June</i></b>
<b>7</b>		<b><i>Monday 6 June – Sunday 12 June</i></b>
<b>8</b>		<b><i>Monday 13 June – Sunday 19 June (Queen's Bday)</i></b>
<b>9</b>		<b><i>Monday 20 June – Sunday 26 June</i></b>
<b>10</b>		<b><i>Monday 27 June – Sunday 3 July</i></b>
<b>Wk 1 Hols</b>		<b><i>Monday 4 July – Sunday 10 July</i></b>
<b>Wk 2 Hols</b>		<b><i>Monday 11 July – Sunday 17 July</i></b>

### Term 3 – 2022

<i>Week</i>	✓	<i>Dates</i>
<b>1</b>		<b><i>Monday 18 July – Sunday 24 July</i></b>
<b>2</b>		<b><i>Monday 25 July – Sunday 31 July</i></b>
<b>3</b>		<b><i>Monday 1 August – Sunday 7 August</i></b>
<b>4</b>		<b><i>Monday 8 August – Sunday 14 August</i></b>
<b>5</b>		<b><i>Monday 15 August – Sunday 21 August</i></b>
<b>6</b>		<b><i>Monday 22 August – Sunday 28 August</i></b>
<b>7</b>		<b><i>Monday 29 August – Sunday 4 September</i></b>
<b>8</b>		<b><i>Monday 5 September – Sunday 11 September</i></b>
<b>9</b>		<b><i>Monday 12 September – Sunday 18 September</i></b>
<b>10</b>		<b><i>Monday 19 September – Sunday 25 September</i></b>
<b>Wk 1 Hols</b>		<b><i>Monday 26 September – Sunday 2 October</i></b>
<b>Wk 2 Hols</b>		<b><i>Monday 3 October – Sunday 9 October (Labour Day)</i></b>

The number of students in my class requesting a placement through

MWLP is: \_\_\_\_\_

Framework: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

# TEACHER ALLOCATION PROCESS WITH STUDENTS

1. Receive work placement offers via email from MWLP in the 'Work Placement Opportunities Report'.
2. Present work placements to the class and negotiate with students to find the 'best fit' work placement, which takes into consideration the student's preference, prior work placements, work placement requirements (COVID vaccination), ability to travel and required learning outcomes. Ensure students discuss placement opportunity with their parents or guardian regarding location, transport, start & finish times etc BEFORE selecting a placement. As work placements across our areas are in great demand it is ideal if students are encouraged to select from those offered.
3. Write students names in the acceptance box next to the work placement they have agreed to on the Work Placement Opportunities Report' and email it back to your coordinator.

*See sample completed 'Work Placement Opportunities Report' on the following page.*

## Important

MWLP assumes any work placements returned blank (no student name) are NOT REQUIRED, and will offer them to other school/TAFE Colleges.

Students should be made aware that once offers have been returned to MWLP, making changes to work placements are not acceptable. We create the Student Placement Record (SPR) from this information and it is not a simple process to switch students around to different placements. The legal document (SPR) cannot be changed. The placement needs to be cancelled and a new one needs to be created and all documentation needs to be signed again.

# WORK PLACEMENT OPPORTUNITIES REPORT

## Opportunity Summary – Detailed

Host Details	Host Contact	Dates	Attendance	Tasks/Duties	Student Accepting Placement
<b>Computer Technologies</b> 1 Cable Road, Cable Vale  For further details about this employer and their placement, please visit <a href="http://mwlp.com.au/young-people/businesses-that-host-students/">http://mwlp.com.au/young-people/businesses-that-host-students/</a>	Lucy Chesworth Ph: 5554 5563	30 Oct 2021 to 3 Nov 2021	9.00am - 5.00pm Monday to Friday. Half hour lunch break. Student MUST phone host employer on the Monday of the week prior to placement to confirm - failure to do so may result in the placement being cancelled.	Minor repairs on computer equipment, data entry, online data downloads.	
<b>Excel Time Computers</b> 2 Power Street, Lakemba  For further details about this employer and their placement, please visit <a href="http://mwlp.com.au/young-people/businesses-that-host-students/">http://mwlp.com.au/young-people/businesses-that-host-students/</a>	Jennifer Everett Ph: 5548 5555	30 Oct 2021 to 3 Nov 2021	9.30am - 5.00pm Monday to Friday. Half hour lunch break. Student MUST phone host employer at least one week prior to placement to confirm - failure to do so may result in the placement being cancelled.	Observe and assist staff with the day to day activities including formatting, replacing parts, customer service, stock movement, building electric cars.	
<b>Longreach Computers</b> 3 Monitor Road, Riverwood  For further details about this employer and their placement, please visit <a href="http://mwlp.com.au/young-people/businesses-that-host-students/">http://mwlp.com.au/young-people/businesses-that-host-students/</a>	William Miller Ph: 5565 8889	30 Oct 2021 to 3 Nov 2021	9.30am - 5.00pm Monday to Friday. Half hour lunch break. Student MUST phone host employer on the Monday of the week prior to placement to confirm - failure to do so may result in the placement being cancelled.	Observe and assist staff with virus checking, hardware installation, office software, B drives installation and customer service.	
<b>One Shop Computers</b> Shop 9, 4 Keyboard Ave, Bankstown  For further details about this employer and their placement, please visit <a href="http://mwlp.com.au/young-people/businesses-that-host-students/">http://mwlp.com.au/young-people/businesses-that-host-students/</a>	Janelle Smith Ph: 5555 5889	30 Oct 2021 to 3 Nov 2021	10.00am - 5.00pm Monday to Friday. Half hour lunch break. Student MUST phone host employer on the Monday of the week prior to placement to confirm - failure to do so may result in the placement being cancelled.	Observe and assist staff with virus checking, hardware installation, office software & drivers installation.	
<b>Software Shop</b> 5 Computer Street, Bankstown  For further details about this employer and their placement, please visit <a href="http://mwlp.com.au/young-people/businesses-that-host-students/">http://mwlp.com.au/young-people/businesses-that-host-students/</a>	Deanne McGee Ph: 5555 5885	30 Oct 2021 to 3 Nov 2021	9.00am - 5.00pm Monday to Friday. 30 minute lunch break. Student MUST phone host employer on the Monday of the week prior to work placement to confirm details.	Observe & assist the technicians assemble new computers, install software & hardware on a day to day basis, other duties may include cleaning work areas & assisting with arranging stock.	

# MWLP CONFIRMATION PROCESS

When MWLP receives the Work Placement Opportunities Report with the students' names filled in next to the work placement that each student has agreed to take:

- MWLP produces the 'Student Placement Details' Report, 'Student Placement Record', Host Employer Sign OFF Sheet (Sheet 3 of SPR) and the 'Student Placement Summary Report' (for the teacher).
- We then send you a Work Placement Confirmation email which includes the Dropbox link to access these documents and other relevant information in the body of the email.

The 'Student Placement Details' Report includes the student's details, work placement dates and comprehensive details relating to the employer.

The 'Student Placement Record' (SPR) is the legal document that contains all the necessary signatures and emergency contact information for each and every placement. This is the document that each student needs to take with them on their placement to ensure all stakeholders are covered in the event of any accident or injury or work place misadventure.

The 'Student Work Placement Summary Report' provides a list of confirmed work placements and the host employer's contact details for easy reference.

*See sample Student Placement Details Report, Student Placement Record and the Student Placement Summary Report on the following pages.*

- MWLP confirms work placements with hosts by emailing them the students names in the form of an electronic calendar.

# TEACHER CONFIRMATION PROCESS

Once email confirmation has been received:

1. Give each student their documents that were provided in the Dropbox link.
2. Encourage each student to investigate their host employer by using the website address provided, also making sure reliable transport options have been arranged.
3. Ensure students are aware of the host employer's pre-placement mandatory requirements e.g. phone call the week before or pre-placement interview.

Continue with the work placement process as outlined in your work placement handbooks and guidelines by your school/TAFE, including preparation of the Student Placement Record Forms and provision of Student Work Placement Journal to each student.

Teachers are required to contact hosts during work placement to discuss the progress of their students. Site visits are also encouraged.

Teachers are also encouraged to contact students throughout the course of work placement and to debrief students' post placement and have them fill in an online evaluation through MWLP's website.

# STUDENT PLACEMENT DETAILS

Mary Bell at Business Australia Pty Ltd

## STUDENT INFORMATION

<b>Student Name</b>	Mary Bell
<b>School</b>	Excel High School
<b>Student Class</b>	
<b>Phone</b>	4444 5556
<b>Mobile</b>	0555 462 555
<b>Address</b>	1 Peter Place Mount Excel NSW 2070
<b>Year Level</b>	11
<b>Guardian Name</b>	Bella Bell
<b>Guardian Phone</b>	0552 567 345
<b>Emergency Contact</b>	Bella Bell - Ph: 0552 567 345

## HOST INFORMATION

<b>Host Name</b>	Business Australia Pty Ltd
<b>Contact</b>	Samantha Tagget
<b>Contact Position</b>	Office Manager
<b>Contact Phone</b>	9666 1200
<b>Contact Mobile</b>	0535 000 222
<b>Contact Email</b>	sam@businessaus.com.au
<b>Placement Address</b>	28 Stennett Road Burnsville NSW 2666

## PLACEMENT INFORMATION

<b>Vocation</b>	Business Services
<b>Dates of Placement</b>	24 Jul 2021 to 28 Jul 2021
<b>Total Hours</b>	35
<b>Total Days</b>	5
<b>Placement Status</b>	Arranged
<b>Attendance Details</b>	9.00am - 4.30pm Monday to Friday. Half hour lunch break. Student MUST phone host on the Monday of the week prior to the placement to confirm - failure to do so may result in the placement being cancelled.
<b>Dress Requirements</b>	Neat & tidy attire, pants, closed in non slip shoes.
<b>Student Duties</b>	Observe and assist staff with answering phones, data entry, filing, emailing, banking and stationary.
<b>Student Requirements</b>	N/A
<b>Special Conditions</b>	N/A

## Student Placement Record

The student placement record must be completed and signed by the student, host employer, parent or carer and school before workplace learning can start. A completed copy must be provided to the host employer, parent or carer and student. The original is to be held by the school.

### Section 1: Student information

- ☒ HSC VET work placement VET course name «CourseName» ☐ Work experience  
☐ Accommodation away from home is required.

Student's name «StudentFN» «StudentLN» School «SchoolName» Year (eg. 10, 11) «StudentYearLevel»

Date of birth «StudentBirthdate» Student's mobile number «StudentMobile»  
 Email «StudentEmail» Medicare number «StudentMedicareNumber»

Provide details of **any** medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy. «StudentMedicalNotes»

Provide details of any support or adjustments to make the placement successful.

*If more space is needed, please attach the information. Student to read and sign declaration.*

- ☐ I have completed all preparation activities before attending placement

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Inform the school and the host employer if I am unable to attend the placement
- Follow all reasonable directions and will not share host business or personal information with others
- Work safely and only in areas that I am allowed
- Stop work if I feel unsafe and report any issues or accidents to my supervisor and school as soon as possible
- Not use my mobile phone for any reason without permission
- Contact school or my emergency contact if I feel unsafe or have any concerns.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 2: School details

School «SchoolName» Address «SchoolAddress1», «SchoolSuburbTownCity», «SchoolState» «SchoolPostCode»

Contact number & emergency VET number «SchoolPhone» / «SchoolPhoneEmergency» Nominated contact «TeacherFN» «TeacherLN»

Contact position «TeacherPosition» Contact number «TeacherPhone»

The school undertakes to ensure that:

- the student has been prepared for the workplace prior to the placement
- contact during business hours has been provided
- the host employer has been provided a copy of The Workplace Learning Guide for Employers
- student's parents/carers have been provided a copy of The Workplace Learning Guide for Parents and Carers



### Section 3: Host employer details

If more space is needed please attach the information.

Host business «HostName» Contact person «ContactFN» «ContactLN»

Address «HostAddress1» «HostAddress2», «HostSuburb», Position «ContactPosition»  
«HostState» «HostPostcode»

Provide details of workplace learning location if different to the address above

Contact number «ContactPhone» Mobile «ContactMobile»

Email «ContactEmail» Website «HostWeb»

Type of industry «IndustryGroupDesc» Main activity «Vocation»

Approx. years in current position «HostYearsOperation» Approx. number of employees «HostNumberEmployees»

☐ Tick if you have hosted students for work experience or work placement in the last 12 months

☐ Tick if you require contact from the school or student prior to placement commencement

#### Supervision and student hours

Name of experienced supervisor, must not to be a trainee or apprentice «SupervisorFN» «SupervisorLN»

Position «SupervisorPosition» Contact number «SupervisorPhone»

Start date «StartDate» Finish date «EndDate» Total no. of days «NumberOfDays» Total hours «NumberHours»

Start & Finish Time «AttendanceDetails»

For split shifts: Shift 1 start time \_\_\_\_\_ Finish time \_\_\_\_\_ Shift 2 start time \_\_\_\_\_ Finish time \_\_\_\_\_

#### Activities and risk management

Please note: These sections cannot be left blank

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's standards](#).

For a list of activities that students are **not to undertake** select the link : [Prohibited activities and activities that need special consideration](#)

List the activities to be undertaken by the student.

«StudentDuties»

List activities that the student is **not to undertake**. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles.

«RiskTasksAvoid»

List any risks to the student in planned activities, please be specific. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.

«RiskPotential»

How will the listed risks be eliminated or controlled, eg. WHS induction first day, close supervision.

«RiskControl»

List any special conditions such as clothing, footwear, pre-training, [vaccinations](#) or transport.

«DressRequirements» «RiskConditions»



### Host employer to read the following declaration and sign the document.

- I have read the [Workplace Learning Guide for Employers](#) and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee (not apprentice/trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011 (NSW).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this [section](#) you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan (or relevant state or territory COVID safety plans).

Host employer signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

### Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal. Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning. The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected. You may correct any personal information by contacting the student's school.

## Section 4: Parent/carer permission

Name «GuardianFN» «GuardianLN» Relation to student «GuardianRelationshipTypeDesc»  
Contact number «GuardianMobile» Work phone \_\_\_\_\_ Contact after normal business hours «GuardianMobile»

☐ Tick if the placement includes out of normal business hours. If ticked, please respond to either 1 or 2 below:

1. Years 11-12: I agree to be the contact for the student in the event of an emergency or:

I nominate \_\_\_\_\_ contact number \_\_\_\_\_ to be the reliable contact out of normal business hours. Their relationship to my child is \_\_\_\_\_ and they have accepted this responsibility.

2. Years 9 -10: Contact arrangements must be negotiated with the principal by the parent/carer and student. The arrangements are: \_\_\_\_\_

- ☐ I have provided evidence of vaccination compliance as required by host employer. (For information contact school)
- ☐ I understand if the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the student for the placement.
- ☐ The student has a current ASCIA Action Plan or individual health care plan and I consent to a copy being provided by the school to host employer eg. health care plan or cover sheet.
- ☐ The placement includes overnight accommodation away from home. I understand this will need special approval and additional documentation.
- ☐ I have read [The Workplace Learning Guide for Parents/Carers](#) and understand my role and responsibilities.
- ☐ I will immediately notify the school if I have any concerns and the school will follow up.
- ☐ I am aware of the contents of the Privacy Notice on Page 3.

By signing I consent to the student undertaking the placement outlined on this Student Placement Record.

\_\_\_\_\_  
Signature of parent/carer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student (if over 18)

## Section 5: School approval of the placement

- The school will report any student incidents within 24 hours including near misses, in accordance with the Incident Reporting Policy and Procedures.
- Documentation of medical information, vaccinations, support or adjustments will be provided and shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector to the student.
- The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per parent/carers consent (see above).
- General construction induction card (white card) has been sighted where applicable.
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- The school has contacted the host employer where applicable. See check box page 3.
- Arrangements are in place for a teacher to phone or visit the student or host employer to check on the progress of the placement.

☐ I am satisfied that all the above have been completed and all parts of this Student Placement Record are complete and signed as required and the placement is suitable for this student.

\_\_\_\_\_  
Signature of Principal/Nominee

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominee position in school

## Placement Summary – Detailed

Student Name/School/Grade	Employer Details	Vocation/ Hours/Days	Dates	Phone/Fax/Mobile
Hulme, Blake Excel High School 11	Excel City Council 25 Work Street, Excelville Contact: Rebecca Smith	Business Services 35 5	7 Aug 2020 to 11 Aug 2020	Ph: 5555 8885 Fax: 5555 8856 Mobile:
Morrison, Brooke Excel High School 11	Business Time 3 Camden Ave, Excelville Contact: Carly Henson	Business Services 36 5	31 Jul 2020 to 4 Aug 2020	Ph: 5555 8889 Fax: Mobile: 0455 555 555
Jones, Harper Excel High School 11	One Shop Business 90 Pitt St, Excelville Contact: Carole Galway	Business Services 37 5	24 Jul 2020 to 28 Jul 2020	Ph: 5555 5544 Fax: Mobile: 0455 888 555
Tatum, Michael Excel High School 11	Wellness of Business Shop 1, 2 George Street, Excelville Contact: Helen Guo	Business Services 35 5	17 Jul 2020 to 21 Jul 2020	Ph: 5555 8881 Fax: Mobile: 0455 666 888
Campbell, Courtney Excel High School 11	Australian Business Work 1/28 Paper Road, Excelville Contact: Tom Marker	Business Services 35 5	24 Jul 2020 to 28 Jul 2020	Ph: 5555 4445 Fax: 5555 4448 Mobile:
Chang, Lucy Excel High School 11	Work Real Estate 1/5 Sussex Ave, Excelville Contact: David Carter	Business Services 35 5	7 Aug 2020 to 11 Aug 2020	Ph: 5552 5555 Fax: 5552 5552 Mobile: 0455 333 999

# CANCELLATIONS AND CHANGES

Please notify your MWLP Coordinator by email or phone as soon as possible so the placement is not wasted.

If the cancellation is the week before or during the week of the work placement, contact MWLP and then the host employer notifying them of the cancellation.

MWLP contacts the host employer for all other cancellations.

NB: MWLP will re-negotiate the student's work placement if it has been cancelled within the appropriate time frames and the student has fulfilled correct requirements.

## No Shows

Students who fail to attend their arranged Work Placement without a valid reason will not be offered a replacement Work Placement by MWLP.

## Swapping

When work placements are arranged, Hosts are issued with a calendar which provides them with the names of each attending Student. For this reason, we cannot simply have Students 'swapping'; swapping also means that the paperwork for each Student will be incorrect, and therefore, need to be redone. As such MWLP will not accept requests of swapping or changing placements once a placement has been arranged.

## Students leaving School/TAFE/Course

Please notify your MWLP Coordinator by email. Please ensure you notify us at your earliest convenience, so the placement is not wasted.

# STUDENT FOUND OWN (SFO) WORK PLACEMENTS

Complete MWLP's Student Found Own Work placement form and email it to MWLP as soon as possible. The form is available from your work placement coordinator.

Please indicate whether you require MWLP to help facilitate this placement or if the teacher will complete the organisation following your schools/TAFE's guidelines. If MWLP is to facilitate this process, please allow 4 weeks turnaround time.

If facilitated by the teacher, it is the Teacher's responsibility to:

- Visit the workplace to determine its suitability for work placement
- Check the employer's attitude to Work Health & Safety, the working environment including policies dealing with all forms of discrimination and harassment, and provisions for supervision of student.
- Provide the Employer with a copy of 'An Employer's Guide to Workplace Learning'.
- Discuss a range of competencies/skills/tasks that could be addressed during work placement.

- Arrange a follow-up discussion with the employer regarding the outcomes achieved during the work placement.

## **ABSENCES**

Students must notify their host organisation if they anticipate they will arrive late. A quick telephone call to the employer can prevent a negative impression of the student. However, it is preferred that well planned travel arrangements are in place to avoid this occurring.

Likewise, if a student is ill or absent for any reason, they should contact the host employer to explain as well as contact their teacher. A medical certificate must be supplied within 48 hours to MWLP in the instance a work placement is cancelled due to illness/injury.

## **ACCIDENTS**

Should a student be injured or be involved in an accident whilst at the workplace, or whilst travelling to or from it, hosts have been advised to notify the student's teacher, MWLP and/or the student's parents/guardian.

An accident report form has been included in the Host Manual and will be forwarded to the school/TAFE. In addition, it is advised that teachers should follow the normal school/TAFE procedures for reporting accidents involving students.

# TIPS TO A SUCCESSFUL WORKPLACEMENT

## School/TAFE Visits

MWLP wants to come to your school to meet with Teachers and Students to prepare students for Work Placement. Our student readiness talks can also be adapted to include Parents and Teachers. We want to connect better with all stakeholders to ensure greater Work Placement compliance.

## Workplace Readiness “Go2workplacement”

It is suggested that teachers assess students as to whether they are ‘work ready’ prior to entering work placement. Get students to visit [www.go2workplacement](http://www.go2workplacement) and complete the program. This is another great tool to prepare students for work placement. To maintain employer support for this program, it is vital students achieve a basic skill level associated with the industry in which they are being placed and possess a keen and enthusiastic attitude before commencing work placement.

Prior to work placement students should demonstrate:

- A positive attitude towards work placement.
- Enthusiasm and initiative.
- Effective communication skills, particularly with authority figures.
- An ability to meet employer’s expectations.
- An ability to stay on task and be focused.
- Basic problem solving skills and ability to seek assistance and ask questions.
- Basic ability to make decisions.
- A willingness to accept responsibility for their own actions.
- Obtain White Card if your course requires it.

Students should be aware of the:

- Purpose and value of work placement.
- Mandatory nature of work placement.
- Implications of failure to complete a work placement.
- Assessment requirements for the work placement.

# TROUBLESHOOTING WORKPLACEMENT

## Required Contact with Students

It is important for your students to be aware of whom to contact from your school/TAFE if they have a problem in the workplace.

## Required Contact with Hosts - When should contact take place?

### Teachers

- It is a requirement for Teachers to contact work placement hosts during the work placement to confirm the student is in attendance and placement is going well.
- It is a requirement for the Teachers to inform Work Placement Hosts of student's individual special needs or any other pertinent issues.

### Students

- Students are required to contact the work placement host on the MONDAY of the week prior to the work placement. The student should confirm any information they need to clarify eg: Transport details, COVID vaccination requirements, or Construction site address as these change frequently.

Note: Hospitality hosts are often closed on Mondays in these cases students will be required to call on Tuesday. DO NOT CALL DURING PEAK MEAL SERVICE TIMES.

- Students are also required to contact the host if they are going to be absent or late for any reason during the work placement.

Note: If the student is absent for a medical reason, they are required to provide a doctor's certificate to MWLP for possible re-placement.

## Required Contact with MWLP

- When there are changes or cancellations requiring new paperwork and notification of change to hosts.
- When a Teacher would like to provide feedback about a situation or event that happened during Work Placement.
- When students do not attend work placement.

## Things that can jeopardise work placement

- No contact from the school/TAFE or the student prior to work placement.
- Students not attending work placements as arranged.
- Students who demonstrate a lack of interest in the industry or who are not work ready.
- Teachers arriving for supervision, without making prior arrangements.



- Repeated changes or cancellations from the same students, teachers, or schools/TAFE.

## **What to do when...**

### **Students don't turn up for work placement**

1. Seek explanation from student/parent.
2. Let MWLP know.
3. Contact and apologise to host employer.

### **A Host cancels a work placement or requests changes directly with you or the student**

1. Advise MWLP of any changes you have agreed to, prior to placement, so we can update the records.
2. Advise MWLP if an alternative work placement is required.

### **A student reports negative or positive experiences at work placement**

- Advise MWLP as soon as possible and indicate the type of experience and your assessment of the situation a detailed report may be required.
- MWLP follows up and evaluates all reports deemed necessary. The host organisation may require a process of re-induction due to changes in staff, structure or requirements.
- If a workplace is deemed not suitable MWLP will not continue with the Host.
- We SMS all students encouraging them to complete an evaluation on our web site.

### **A student reports an accident or injury at the workplace**

- MWLP would appreciate notification in the event of accident or injury.
- The policy and procedures for accident and injury are listed in the Workplace Learning Handbooks provided by your organisation. (e.g. DOE, CSNSW, AIS or TAFE NSW)

### **A student is sick and does not complete total hours**

- Please contact host and student may negotiate make up time with host in consideration with hosts future placements.



# PLACING STUDENTS IDENTIFIED AS DIVERSE LEARNERS

Vocational Education and Training has an important role to play in the development of the social, interpersonal and employment skills that are a key component of the education focus that will lead to successful community participation for students with special needs.

## Work Placement pathways for Diverse Learners

Students will all need to register in their classes online through MWLP's website. Whilst completing the online registration students are to fill out the "Disability Notes" section by selecting "Yes" should they have a disability/special need. There is space following for the student to provide additional notes regarding their disability/special need.

Registrations are to be approved by the Teacher. Teachers can also add a note about the student. This is where you can provide information about students with a disability/special need as well as any other information which may assist with their work placement coordination including specific employer requests.

### Minimal Intervention

Students identified with a special need/disability but requiring **minimal or no intervention** or additional support, should follow the procedures as set out below.

TEACHER ACTION	DESCRIPTION
Select Placement	Teacher should ensure when selecting a placement the students needs and travel restrictions as well as the environment of the potential placement should be taken into account.
Discuss Concerns	If you are unsure of the suitability of a placement please discuss this with MWLP.
Contact Host	Once the placement is confirmed the delivering teacher should contact the host to discuss the students needs and suitable tasks.

## Moderate Intervention

Students identified with a special need/disability requiring a **moderate level of intervention** or additional support.

TEACHER ACTION	DESCRIPTION
Complete Student registration with additional notes.	A detailed description of student needs and requirements to ensure appropriate work placement offers is to be added in the Students registration.
Select Placement	The teacher should consult with MWLP when selecting a placement ensuring that the student needs, travel restrictions as well as the environment of the potential placement are taken into account.
Discuss Concerns	If you are unsure of the suitability of a placement please discuss with MWLP as our consultants know each Host.
Contact Host	Once the placement is confirmed the delivering teacher should contact the host to discuss the student needs, support requirements, support available and suitable tasks.

## Significant Intervention

Students identified with a special need/disability and **requiring intensive or significant intervention**, support, reasonable adjustment or workplace access/modification requirements.

TEACHER ACTION	DESCRIPTION
Individual Transition Planning Meeting	(Term 4 previous year) Meeting with all stakeholders to establish appropriate course of action for individual student.
Complete Student registrations with additional notes	A detailed description of student needs and requirements to ensure appropriate work placement offers is to be added in the student registration.
Select placement and arrange special placement	The teacher should consult with MWLP when selecting a placement ensuring that the student's needs, travel restrictions as well as the environment of the potential placement are taken into account.
Discuss concerns	If you are unsure of the suitability of a placement please discuss with MWLP as our consultants know each Host.
Contact Host	Once the placement is confirmed the delivering teacher should contact the host to discuss the student needs, support requirements, support available and suitable tasks.

## **Additional student information**

MWLP uses the information you provide on the students' registration with special needs form and/or the details outlined from face to face consultation with key people to determine the most appropriate placement available for the individual student.

Any additional information provided will be used for the purposes of operating in the field of Work Placement Coordination, and will be subject to the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2002.

Where a student requires intervention or support, it is the school/TAFE responsibility to allocate and provide support funds and personnel. Insufficient support allocation may limit the availability of placements offered.

## **Work Readiness**

Students must have an appropriate level of work readiness prior to accessing work placement eg. appropriate and non-aggressive behaviours, basic skills knowledge and a positive attitude towards work placement. Students who are not work ready should not attend work placement as this can jeopardise the willingness of a host employer to continue providing work placement opportunities.

MWLP will aim to provide the most appropriate placement for the student but you may not always get work placements that match exactly what you requested because:

- There may not be an appropriate placement available within the timeframe indicated.
- There may not be any appropriate placements within the locations indicated and/or may have access issues for the student.
- There may not be any appropriate placements available within that framework.

Individual concerns will be discussed with the VET Coordinator or designated teacher.

MWLP is continuously striving to generate a host employer base that will meet demand in every respect. Any leads you can provide are greatly appreciated and assist in our ability to provide a diverse range of work placement opportunities for students.

# TEACHER AND SCHOOL/TAFE FEEDBACK FORM

MWLP kindly requests all VET teachers and School/TAFE provide feedback on our services.


The feedback form can be accessed via the following link:

<http://www.workplacement.nsw.edu.au/feedback.php>

A sample picture of the feedback form is shown below.

Choose who you are, complete the survey and select “MWLP” as your Work Placement Service Provider.

We also encourage you to advise your students to complete the feedback form.

 Education  
Public Schools

Structured Workplace Learning Program

[Home](#) [Service regions](#) [FAQs](#) [Work Placement Service Providers](#) [Contact](#)

### WPSP Feedback

We invite you to tell us about your experience of work placement as coordinated by Work Placement Service Providers (WPSPs). Please complete the short survey below.

I am:

	Don't Know	Strongly Disagree	Disagree	Agree	Strongly Agree
My Work Placement Service Provider provided me with good information about the procedures and my responsibilities prior to the work placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Work Placement Service Provider arranged the work placement in sufficient time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The work placement met my needs and expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I would recommend this experience to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you like to add any comments?

My Work Placement Service Provider is:

I found the survey easy to complete: ☐ Yes ☐ No

Submit Feedback

# MWLP PRIVACY POLICY

MWLP works with local committees, coordinators and staff, organisations and other stakeholders in the provision of a quality service that supports the school to work transition for students in the Macarthur and the greater Bankstown areas.

To this end we ensure that we safeguard the information that we have obtained through our day-to-day operations.

MWLP, in our commitment for quality and service to our stakeholders is working to the National Privacy Principles (NPPs) and Information Privacy Principles (IPPs). These privacy principles are set out in the Privacy Act 1988.

To comply with our obligations under the NPPs and IPPs, this privacy policy sets out how MWLP manages information, about our individual stakeholders, in our organisation.

MWLP will:

- Only request personal information that is pertinent to the provision of program requirements
- Ensure the privacy and security of the information that we receive, in our files and databases.
- Not divulge personal information to third parties without prior consent.
- Ensure that our committee members, staff, sub contractors, work experience or workplacement students adhere to Macarthur Workplace Learning Program Inc. Privacy Policy.
- MWLP will monitor and audit the Privacy Policy to ensure that all requirements are met, and provide training programs to ensure that all persons with access to our information comply and understand these requirements.

30<sup>th</sup> November 2002

# PERSONAL INFORMATION COLLECTION STATEMENT

## Your personal information

MWLP will collect your personal information for the purposes of work placement, employment, traineeships, apprenticeships and follow up surveys as required.

Personal information is any information or an opinion about you.

It could include the opinions of others about work placement performance and other information obtained by us in connection with work placements.

This information is subject to the Privacy Act 1988 and the Privacy Amendments Private Sector 2002

## How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit one of our information forms with supporting documents or any other information in connection with your workplacement arrangements.

Personal and sensitive information will also be collected from workplacement checks and inquiries to employers, school/TAFE and education bodies.

It will also come from the results of workplace performance feedback/comments from you or about you.

## Your information will be used

Your personal and sensitive information may be used in connection with work placement, performance appraisals and the assessment of placement.

This information may also be used for follow up surveys as required.

## Disclosing of your personal and sensitive information

Your personal and sensitive information may be disclosed to workplacement employers and education bodies as part of our arranging workplacements.

We may also disclose information to a government body that has a proper interest in the disclosure of your information and any person with a lawful entitlement to obtain the information.

## How long will your information be retained?

The information will be stored securely and be retained until the student reaches the age of 21 years or 3 years after the placement has been completed, whichever is longer.

# INFORMATION PRIVACY PRINCIPLES

This Code of Practice is consistent with the Information Privacy Principles (IPPs), endorsed by the NSW Privacy Committee, which may be summarised as follows:

## **Principle 1: Collection of information must be lawful and fair**

Personal information should only be collected for a lawful purpose directly related to a function or activity of the agency.

## **Principle 2: Informed consent**

Personal information should normally be collected directly from the individual concerned. At the time the information is collected the individual should be advised why it is being collected, whether provision of the information is compulsory and who else will have access to the information.

## **Principle 3: Data quality**

Agencies should take reasonable steps to ensure that the personal information they collect is relevant, accurate, up-to-date and complete and does not intrude to an unreasonable extent on the personal affairs of the individual concerned.

## **Principle 4: Data security**

Agencies should ensure that personal information is protected by appropriate security safeguards from loss, unauthorised access or misuse.

## **Principle 5: Openness**

Any person has a right to know whether an agency holds personal information about them and, if so:

- It's nature and source.
- the main purpose for which it is used.
- the classes of persons about whom it is kept.
- the period for which the information is kept.
- the persons who are entitled to have access to it; and
- how to obtain access to it.

## **Principle 6: Access**

A person has a right of access to personal information held by an agency, subject to exceptions of the Freedom of Information Act or other relevant law.

### **Principle 7: Correction of records**

Agencies should make any corrections, deletions or additions to personal information to ensure it is accurate, up-to-date and complete.

Agencies should, on request, add any reasonable statement a person wishes to see included in their record. Other recipients of the information should be informed about corrections.

### **Principle 8: Ensuring data quality before use**

Agencies should take reasonable steps to ensure that information is relevant, accurate, up-to-date and complete before use.

### **Principle 9: Using personal information**

Agencies should not use personal information for purposes other than for which it was collected except:

- with the consent of the person
- to prevent a serious threat to a person's life or health
- as required or authorised by law.

### **Principle 10: Disclosing personal information**

Agencies should not disclose personal information to other parties except:

- with the consent of the person
- to prevent a serious threat to a person's life or health
- as required or authorised by law.

The recipient of the information can only use it for the purpose for which it was disclosed.

### **Principle 11: Sensitive personal information**

Notwithstanding principles 9 and 10, information relating to ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual life should not be disclosed by an agency without the express written consent, freely given, of the individual concerned, or authorisation under the law.