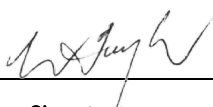


Policy Name	Work Experience at Whitehouse - Policy
Policy Number	GO26_PO (Governance)
Purpose	To outline the policy for persons undertaking informal and unpaid work experience or volunteering work at Whitehouse campuses.
Scope	<p>This policy applies to:</p> <ul style="list-style-type: none"> All NSW, Victorian and Queensland Year 10, 11 and 12 Secondary School Students wishing to undertake informal and unpaid work experience / volunteering at Whitehouse. All other persons, e.g. students' models; graduates; industry creative practitioners such as make-up artists, stylists, photographers. All Whitehouse campuses. <p>Exclusions This policy does not apply to:</p> <ul style="list-style-type: none"> School students undertaking mandated, formal Work Experience / Work Placements or Internships as part of their School Based Apprenticeship and Traineeship (SBAT's) qualifications. Whitehouse enrolled students undertaking work experience / Internships with other employers / host companies, as part of their formal qualification study.
Policy Statement	<p>Whitehouse has a long-established tradition of offering work experience / volunteering opportunities to Year 10 to Year 12 secondary school students at its Sydney, Melbourne, and more recently at its Brisbane campus.</p> <p>Whitehouse also acknowledges and welcomes persons, for example students' models, make-up artists and other creative industry professionals during panel assessment week/s, open house, and graduate runways or exhibitions in a voluntary capacity.</p> <p>Persons on work experience / voluntary work are not Whitehouse employees and are not paid while on work experience.</p> <p>Year 10 to Year 12 students must obtain the approval of their school and parent(s) or guardian before they can undertake work experience at a Whitehouse campus.</p> <p>Persons undertaking work experience at Whitehouse will have a workplace supervisor or mentor assigned, and meaningful tasks to perform.</p> <p>School students traveling from their home or school to a Whitehouse campus and while on campus premises for work experience are indemnified by their school for injury, accident or incidents that may occur. Other work experience volunteers must have their own cover or sign a waiver.</p> <p>On completion of their work experience, school students will write and submit a 300 words reflection report on their work experience. (report format to be provided by Whitehouse)</p> <p><u>The arrangements, roles and responsibilities for persons undertaking voluntary work experience activities at Whitehouse are detailed in the Procedure.</u></p>

<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Child Protection (Working with Children) Regulation 2012 (NSW) • Fair Work Act 2009 (Cth) • Work Cover NSW • Fair work ombudsman • Workplace Health and Safety Act 2011 (NSW) • Working with Children Check <hr/> <ul style="list-style-type: none"> • Victoria Department of Education
<p>Key Related Documents</p>	<ul style="list-style-type: none"> • Student Code of Conduct • Staff Code of Conduct • Privacy Policy and Procedure • Student Wellbeing and Support Services Policy and Procedure • Risk Management Policy and Procedure • Bullying, Harassment and Discrimination Policy and Procedure • Student Grievances and Complaints Resolution – Non-Academic Policy and Procedure • Critical Incident Policy and Procedure. <p>Guides</p> <p>An Employer’s Guide to Work Experience, NSW Department of Education.</p> <p>Forms</p> <ul style="list-style-type: none"> • Host - Acknowledgement form • Host - Approval / Confirmation form • Host - Work Experience Consent form • Indemnity Waiver • Host - Work Experience Risk Assessment • Host - Work Experience - Activities Schedule • Host - Student Reflection on Work Experience - report form. • Host - Register of Work Experience.
<p>Definitions</p>	<p>Work Experience is a short-term unpaid placement of secondary school students, Year 10 to Year 12 at a Whitehouse campus. It is an informal program that enables students to get an idea of a career they are interested in the Fashion or broader creative industries and are inspired to achieve it through study and / or work.</p> <p>Work Experience for non-school student applicants can take a variety of forms, related to student learning (such as models accompanying students at panel assessments, and/or exhibitions or fashion runways; photo shoots) and / or campus events or operations.</p>
<p>Responsible Officer</p>	<p>Executive Director Co-Executive Director Assigned Staff.</p>
<p>Approval Authority/ Authorities</p>	<p>Joint Executive Directors Academic Board.</p>
<p>Date Approved</p>	<p>20/12/2023</p>

Date of Commencement	01/01/2024		
Date for Review	01/01/2026		
Documents superseded by this Procedure	N/A. This is a new policy		
Amendment History	N/A. This is a new policy		
Signed and dated for Whitehouse Pty Ltd		Leslie Taylor	20/12/2023
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Assigned Staff