

Policy Name	Work Experience at Whitehouse - Procedure
Policy Number	GO26_PR (Governance)
Purpose	To describe the process for managing persons on Voluntary Work Experience at a Whitehouse campus.
Scope	<p>This procedure 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 a Whitehouse campus. All other persons, e.g. students' models; graduates; industry creative practitioners such as stylists, make-up artists, photographers.
Procedure	<p>The process for managing the Work Experience program at a Whitehouse campus is as follows:</p> <p>1 YEAR 10 TO YEAR 12 SECONDARY SCHOOL STUDENTS</p> <p>1.1. Inquiry</p> <p>1.1.1 An inquiry or expression of interest is received by Whitehouse.</p> <p>1.1.2 Inquiry is registered.</p> <p>1.1.3 Inquiry is responded to. The response takes one of two forms. (i) thank you for your inquiry, but there are no planned Work Experience opportunities planned / available at this time / near future OR (ii) thank you for your inquiry, yes there is an opportunity for Work Experience at Whitehouse. The latter response will include a request for an application submission and required supporting documentation.</p> <p>1.2. Application Assessment</p> <p>1.2.1 An application is received with accompanying documents and logged.</p> <p>1.2.2 Staff are assigned to assess the application.</p> <p>1.2.3 A Risk Assessment is conducted.</p> <p>1.2.4 The application is assessed, with students from equity groups prioritised.</p> <p>1.2.5 A decision is made, and the applicant notified, successful or not successful. (proforma email reply)</p> <p>1.3. Approval / confirmation</p> <p>1.3.1 Successful applicant is invited to accept or reject a Work Experience offer. (email sent confirming approval of work experience with relevant form information attached).</p> <p>1.3.2 Applicant replies.</p> <p>1.3.3 If the offer is rejected, no further action.</p> <p>1.3.3 If the offer is accepted, proceed to implementation.</p> <p>1.4. Implementation</p> <p>1.4.1 Work Experience Student (WES) is provided with relevant information (refer program schedule) before they start.</p> <p>1.4.2 A workplace supervisor / mentor is assigned.</p> <p>1.4.2 Student arrives on campus. An induction which includes WH&S, code of conduct and other training if required is conducted.</p> <p>1.4.3 Student undertakes Work Experience, as per the approved program schedule.</p>

1.5. Evaluation

- 1.5.1 On completion students write and submit a 300 word “reflection report” on their work experience.
- 1.5.2 Whitehouse may seek other comments and feedback (e.g. informal or by a survey)
- 1.5.2 Whitehouse analyses feedback and writes an evaluation report.
- 1.5.2 Whitehouse implements recommendations and makes improvements.

1.6. Record Keeping

- 1.6.1 School students on Work Experience are recorded in the Whitehouse Work Experience Register
- 1.6.2 Occurrences of incidents are managed as per the Critical Incident and Risk Management Policy and recorded in the Critical Incidents Register.
- 1.6.2 Records and documents are kept securely on the Whitehouse Shared Drive.

2 NON - SCHOOL PERSONS WORK EXPERIENCE ARRANGEMENTS

Persons, who are not Year 10 to Year 12 as secondary school students and wish to undertake voluntary work experience at a Whitehouse campus will be managed on case-by-case basis, relevant to the specific agreed to work experience tasks or activities.

- 2.1 Persons, such as models, make-up artists, photographers, or other creative arts industry professionals wishing to undertake unpaid voluntary work at Whitehouse or by accompanying Whitehouse enrolled students during panel assessments; exhibitions; shows; displays; runways, photo shoots do so under their own responsibilities. They are required to sign in / sign out the Visitor Register, and if also required, an indemnity Waiver.

3 ROLES /RESPONSIBILITIES

3.1 Students

- 3.1.1 Take initiative in their inquiries and information gathering.
- 3.1.2 Assess the suitability of the Work Experience to their interest / study / career choice and make an informed decision before applying.
- 3.3.3 If accepted and confirmed, participate in induction, training and other activities related to the workplace, health, and safety requirements.
- 3.3.4 Agree to work at the arranged dates and times.
- 3.3.5 Follow all reasonable instructions and procedures to ensure safety of all in the workplace.
- 3.3.6 Do their best, with courtesy and respect for all.
- 3.3.7 Observe business confidentiality and intellectual property.

3.2 Parent(s) / Guardians

- 3.2.1 Are well informed and aware of the requirements and support their child.
- 3.2.2 Liaise closely with the school’s career advisor.
- 3.2.3 Approve their child to participate in the Work Experience.
- 3.2.4 Provide emergency contact details.

	<p>3.3 Schools / Career Advisors</p> <p>3.3.1 Are conversant with the requirements.</p> <p>3.3.2 Provide the student and parent(s) / guardian with the necessary information and documents.</p> <p>3.3.3 Provide ongoing advice and support to the student and parent(s) / guardians.</p> <p>3.4 Host Company (Whitehouse) provides:</p> <p>3.4.1 A supervisor / mentor.</p> <p>3.4.2 An induction to workplace, relevant staff, and training where required.</p> <p>3.4.3 A Work Experience program schedule (dates, times, activities).</p> <p>3.4.4 A safe and healthy learning / working environment.</p> <p>3.4.5 Timly advice, feedback, communications and support.</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 • Host - Work Experience Risk Assessment • Indemnity Waiver • Host - Work Experience - Activities Schedule • Host - Student Reflection on Work Experience - report form • Host - Register of Work Experience.

Definitions	<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 / campus events or operations.</p>								
Responsible Officer	Executive Director Co-Executive Director Assigned Staff.								
Approval Authority/ Authorities	Joint Executive Directors Academic Board.								
Date Approved	20/12/2023								
Date of Commencement	01/01/2024								
Date for Review	01/01/2026								
Documents superseded by this Procedure	N/A. This is a new procedure								
Amendment History	N/A. This is a new procedure								
Signed and dated for Whitehouse Pty Ltd	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Leslie Taylor</td> <td style="width: 33%;">20/12/2023</td> </tr> <tr> <td>Signature</td> <td>Name</td> <td>Date</td> </tr> </table>				Leslie Taylor	20/12/2023	Signature	Name	Date
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INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Assigned Staff