## INSTRUCTIONS

This form allows the Chief Executive Officer (CEO) to grant additional structured workplace learning days to students who have a demonstrated **learning need** for further time in the workplace and ensure that they comply with Ministerial Order 1414.

This form allows for two categories of exemption to be granted:

* **Exemption A** provides for students to undertake **more than** **10 (but no more than 15)** structured workplace learning days during a term.
* **Exemption B** provides for students to undertake **more than 20** structured workplace learning days with the same employer during an Academic Year.

Depending on the circumstance of the individual student, the CEO may grant one or both categories of exemption, whilst not exceeding the **maximum 40 days** during each Academic Year.

This Exemption Form is only valid if supporting evidence is attached.

### Timing

This form is only to be completed in situations where it has become **evident** that an individual student needs additional days in the workplace to acquire particular skills or satisfy the requirements of the Accredited Course of Study.

### Record Keeping

If only Exemption A has been granted, this Exemption Form should be attached to the original Structured Workplace Learning Arrangement Form.

If Exemption B or both exemptions have been granted, a new Structured Workplace Learning Arrangement Form must be developed, to which this Exemption Form should be attached. The new Arrangement Form and Exemption Form should be filed with the original Arrangement Form.

**STUDENT DETAILS**

Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Year Level \_\_\_\_\_\_\_\_\_\_\_\_\_

Student qualification/Accredited Course of Study: [ ]  VCE Industry and Enterprise

 [ ]  VCE Vocational Major – Unit and code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Victorian Pathways Certificate – Unit and code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  VCAL – Unit and code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  VET – Certificate name and code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXEMPTION(S) GRANTED BY CEO**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CEO of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

in accordance with the relevant clauses of Ministerial Order 1414, am satisfied that this student requires the following exemption(s) and have provided evidence that supports this decision.

Select one or both:

[ ]  **Exemption A –** Permission for student to undertake **more than 10 (but no more than 15)** structured workplace learning days during a term, whilst not exceeding 20 days with the same employer (unless an Exemption B is also granted)

[ ]  **Exemption B –** Permission for a student to undertake **more than 20** structured workplace learning days with the same employer during an Academic Year, whilst not exceeding 10 days per term (unless an Exemption A is also granted)

Having granted **Exemption A**, I will ensure that:

[ ]  a copy of this Exemption Form is attached to the original Arrangement Form.

**OR**

Having granted **Exemption B** or **Exemptions A and B**, I will ensure that:

[ ]  a new Arrangement Form is completed and signed by the Employer, Student and Parent/Guardian (where the Student is under 18 years of age);

[ ]  a copy of this Exemption Form is attached to the new Arrangement Form;

[ ]  a copy of the new Arrangement Form is provided to all parties; and

[ ]  a copy of this Exemption Form, the new Arrangement Form and the original Arrangement Form are stored together in the Non-School Provider’s records.

Given the exemption(s) granted, the student will now undertake a total of \_\_\_\_\_ structured workplace learning days during this Academic Year (this number **cannot exceed 40**).

CEO’s signature Date / /

**SUPPORTING EVIDENCE**

**NOTE:** The Exemption Form is not valid unless the following supporting evidence is provided and remains attached to the Exemption Form. Additional pages may be appended, if required. Where documents are appended, it is only necessary to provide a very brief summary in the relevant section below and state ‘Refer to Appendix *X*’.

### Examples of Appropriate Supporting Evidence

* Documentation of a conversation with a teacher/trainer/employer about the student’s progress towards gaining competency and skills and/or satisfying the requirements of the Accredited Course of Study.
* Description of the efforts made to find an alternative suitable employer within reasonable proximity. There may be only one suitable employer within reasonable proximity if the industry is highly specialised, the Non-School Provider is located regionally, the student has specific support needs/accessibility requirements, no other willing employers can be found, etc.

**Exemption A – Supporting Evidence**

In accordance with clause 11.4 of Ministerial Order 1414, I am satisfied that the Student requires additional structured workplace learning days to acquire particular skills or satisfy the requirements of the Accredited Course of Study for the following reasons:

|  |
| --- |
|  |

As a result of this decision, the student will now undertake \_\_\_\_\_ (up to a maximum 15 days) structured workplace learning days during term (term number) \_\_\_\_\_.

**Exemption B – Supporting Evidence**

In accordance with clause 11.6 of Ministerial Order 1414, I am satisfied that it is not possible for the Student to undertake the additional structured workplace learning days with a different employer for the following reasons:

|  |
| --- |
|  |

**AND** (select one or both and provide supporting evidence):

[ ]  The Student requires additional (more than 20) structured workplace learning days to acquire particular skills or satisfy the requirements of the Accredited Course of Study as follows:

|  |
| --- |
|  |

[ ]  The Student will be undertaking activities to satisfy requirements of the Accredited Course of Study which are different to the requirements satisfied during the first 20 structured workplace learning days with the Employer as follows:

|  |
| --- |
|  |

As a result of this decision, the student will now undertake \_\_\_\_\_ structured workplace learning days with this employer during (year) \_\_\_\_\_.