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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |

***NUMBER: 2016 / 11 / 29***

**TO:**

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| Learn Local organisations *–RTOs only* | ACFE Board | ACFE Regional Councils |

**FROM:** Ryan Collins, Director - Participation Branch

**DATE: 29 November 2016**

**SUBJECT:** *Updates to Arrangements for Work Experience and Structured Workplace Learning*

**ACTIONS / CRITICAL DATES:**

* *Learn Local (LLO) Registered Training Organisations (RTO’s) that are also Non-School Senior Secondary Providers (NSSP) should familiarise themselves with changes to Ministerial Orders related to work experience and structured workplace learning (SWL).*
* *LLO NSSP’s are to begin using the amended arrangement forms for all work experience and SWL arrangements after* ***1 January 2017.***
* *LLO NSSP’s are asked to discuss these changes with relevant staff such as careers teachers, workplace learning coordinators and VET/VCAL/VCE Coordinators*

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1. Certain LLO RTO’s that function as non-school senior secondary education providers may be registered to deliver one or more of the following senior secondary qualifications:
* Victorian Certificate of Education (VCE)
* Victorian Certificate of Applied Learning (VCAL).

As such they are required to comply with Ministerial Orders concerning work experience and SWL

1. Ministerial Orders 382 and 55 for school students undertaking work experience and SWL will be amended from 1 January 2017.
2. The Key amendments to these Ministerial Orders seek to:
* confirm that principals have regard to the Child Safe Standards when deciding to enter into a work experience or SWL arrangement, and
* clarify the maximum number of days a student can undertake SWL during the school year.
1. Amended arrangement forms accompany the amended Ministerial Orders and must be used for all work experience and SWL arrangements made after 1 January 2017.
2. The amendments do not apply to any placement occurring between 1 January 2017-31 December 2017 if the arrangement was made **on or before 31 December 2016.** Any arrangement made (meaning all parties have completed and signed the relevant sections of the arrangement form) on or before 31 December 2016 must comply with the current Ministerial Orders and the current arrangement forms must be used.
3. LLO NSSP’s seeking to arrange placements for students in 2017 before the 31 December 2016 may choose to commence using the amended arrangement forms. In these instances, the arrangement must not fully be made (i.e. the LLO NSSP must not complete and sign the arrangement form) before 1 January 2017 and the amended Ministerial Orders will apply.
4. For copies of the Ministerial Orders and arrangement forms, see:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/pages/workexperience.aspx>

http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/pages/structuredlearning.aspx