**PRE-ACCREDITED WORK EXPERIENCE GUIDELINES**

FOR LEARN LOCAL PROVIDERS

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EXECUTIVE SUMMARY

THE PRE-ACCREDITED WORK EXPERIENCE MODEL

Pre-Accredited Work Experience is industry-hosted work experience, supervised by a Learn Local trainer, which exposes learners to employability skills in a real world setting. It links directly to the Pre-Accredited Quality Framework and the pre-accredited A-Frame.

Pre-Accredited Work Experience is designed to be a ‘step up’ program which will prepare learners for future accredited training and employment.

Pre-Accredited Work Experience will:

* Educate learners about local growth industries and pathways
* Challenge pre-conceived ideas about businesses
* Build learner preparedness to enter the workforce
* Assist learners prepare for more intensive, unsupervised placements in accredited courses

Pre-Accredited Work Experience may include:

* Tours of the host employer site
* Career stories from employees of various levels
* Supervised hands-on learning
* Simulated exercises
* Shadowing existing employees

ADMINISTRATION OF PRE-ACCREDITED WORK EXPERIENCE

Four key elements **must be in place** to ensure Pre-Accredited Work Experience is covered by insurance and aligned to legislation:

1. Pre-Accredited Work Experience must be undertaken as a group, and must be supervised by a Learn Local trainer at all times.
2. Pre-Accredited Work Experience must link directly to the Pre-Accredited A Frame.
3. Pre-Accredited Work Experience must not exceed 10% of the total pre-accredited delivery hours for the course.
4. A formal agreement must be in place between the LLO and the host employer. A pro-forma agreement is available at **(Attachment 1)**.

Furthermore, all participating parties must be aware of their individual roles and responsibilities.

INDUSTRY AND THIRD PARTY PARTNER ENGAGEMENT

In Victoria, there is a range of existing platforms for Learn Locals to link with industry partners, including Chambers of Commerce, Business Networks, Local Learning and Employment Networks and economic development units of Local Councils.

Getting involved in the design and delivery of Pre-Accredited Work Experience will appeal to a broad cross-section of businesses, particularly those in growth industries with current recruitment requirements.

Learn Locals may wish to collaborate with additional providers such as Registered Training Organisations, Jobs Victoria Employment Network (JVEN) providers and Skills and Job Centres to support learner pathways to further education and employment.

PRE-ACCREDITED WORK EXPERIENCE GUIDELINES

INTRODUCTION

Pre-accredited training is an important pathway to accredited training and employment for high-needs learners. Courses can give insight into diverse career options and build work readiness, or link learners to further education opportunities.

Learn Locals have a broad range of delivery options available to engage pre-accredited learners, including:

* Community development activities
* Blended course delivery with new technologies
* Learning by stealth
* Community excursions
* Guest speakers
* Pre-Accredited Work Experience

The ACFE Board recognises that industry exposure can assist learners to develop new skills, build confidence and solidify their personal ambition. However, issues associated with insurance coverage and legislation have affected the ability of Learn Locals to offer work experience in pre-accredited training.

To respond to these issues the ACFE Board has developed a Pre-Accredited Work Experience model, based on current best practice in the sector. It supports work experience that is safe, easily administered and valuable for learners, providers and industry.

Should providers decide to deliver Pre-Accredited Work Experience, these guidelines will provide a clear framework which:

* Is accessible to learners of all levels of experience
* Can clarify pathways to accredited training and employment
* Exposes learners to real local industry opportunities
* Provides industry-specific skill-building experiences
* Is a safe and supported platform for learners to observe workplace norms
* Builds learner understanding of key employability skills

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Pre-Accredited Work Experience is designed to be a ‘step up’ program which will prepare learners for future accredited training and employment.

**Pre-Accredited Work Experience will:**

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* Assist learners prepare for more intensive, unsupervised placements in accredited courses

**Pre-Accredited Work Experience may include:**

* Tours of the host employer site
* Career stories from employees of various levels
* Supervised hands-on learning
* Simulated exercises
* Observing employees in a variety of roles

ADMINISTRATIve requirements OF PRE-ACCREDITED WORK EXPERIENCE

Four key elements **must be in place** to ensure Pre-Accredited Work Experience is covered by insurance and aligned to legislation:

1. Pre-Accredited Work Experience must be undertaken as a group, and must be supervised by a Learn Local trainer at all times.
2. Pre-Accredited Work Experience must link directly to the Pre-Accredited A Frame.
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4. A formal agreement must be in place between the LLO and the host employer. A pro-forma agreement is available at **(Attachment 1)**.

If these steps are not followed, then the pre-accredited work experience activity may leave host employers exposed to action under the Fair Work Act.

insurance for pre-accredited work experience

VMIA coverage

The Victorian Managed Insurance Authority (VMIA) provide insurance to LLOs via their Community Service Organisation package, which includes Personal Accident and Public Liability policies.

The VMIA Community Service Organisation package provides coverage for learners participating in the Pre-Accredited Work Experience model detailed in these guidelines.

This information is for advice only. All providers delivering Pre-Accredited Work Experience should familiarise themselves with the VMIA Community Service Organisation package, which is accessible at the VMIA website: <https://www.vmia.vic.gov.au/>

Incident Reporting

As per VMIA CSO Insurance Policy, Learn Local Organisations should give VMIA written notice of any occurrence that may result in a claim as soon as possible after the date of the occurrence, with a maximum of 30 days between incident and notification.

For further details, please review the VMIA website at: <https://www.vmia.vic.gov.au/>

planning for pre-accredited work experience

As well as administrative requirements, there are other important considerations for Learn Locals planning Pre-Accredited Work Experience.

Industry Co-Design

Courses featuring Pre-Accredited Work Experience should be co-designed with industry partners. This will ensure that the skills developed by learners are aligned to the actual needs of industry, and that activities are as authentic as possible.

Preparation and Debrief

Learners should be well prepared for Pre-Accredited Work Experience by first undertaking project work and exploration activities to familiarise themselves with the relevant industry.

Learners will be guided through work experience activities by a trainer, who should reinforce the development of new skills by facilitating group reflection sessions afterwards.

These preparation and debrief activities are important. It allows learners to first build confidence to undertake work experience activities, and then contextualise their achievements.

Introducing the Host Employer prior to on-site activities

To promote an understanding of the host employer, Learn Locals should arrange for a representative to come and speak to the learner group prior to on-site work experience activities. This will help learners to feel confident and prepared when entering the workplace.

Percentage of Course Time

As highlighted in administrative requirements, Pre-Accredited Work Experience should not exceed 10% of total pre-accredited hours allocated for the course.

As such, Learn Locals should consider the timing of Pre-Accredited Work Experience in the pre-accredited course to ensure maximum impact for learners.

Occupational Health and Safety (OHS) Induction for Learners

All host employers should run a full OHS induction for learners prior to Pre-Accredited Work Experience commencement.

Employment Outcomes

There is no expectation that Learn Locals will actively broker employment for learners. However, partnerships with JVEN providers or Skills and Job Centres can assist learners to find work after the pre-accredited course.

Under 18s in Pre-Accredited Work Experience

Under 18s, **who are not of compulsory school age**, can participate in Pre-Accredited Work Experience only when:

* There is a signed letter of permission from a parent or guardian
* Any Learn Local trainers involved in delivery have a Working with Children Check

It is also important for Learn Locals and host employers to familiarise themselves with the Child Safe Standards at the link below:

<http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/Child_Safe_Standards_and_Workplace_Learning_Guide_for_Schools.pdf>

responsibilities during the pre-accrEdited work experience

The Learn Local should ensure that:

* Pre-Accredited Work Experience activities will provide workplace learning suitable to the capabilities and experience level of the learner group
* Pre-Accredited Work Experience activities directly link to the overarching A Frame course plan
* The Pre-Accredited Work Experience Agreement details the activities being delivered by the host employer, and is signed by both the host employer and the LLO
* Learners attending Pre-Accredited Work Experience have completed any required occupational health and safety preparation
* The host employer and learners have clear expectations about the skills and competencies which the learner is expected to gain in the workplace
* Learners are well prepared for Pre-Accredited Work Experience activities.

The host employer should ensure that:

* A thorough OHS briefing is provided to learners and Learn Local staff prior to on-site delivery
* The learners and Learn Local Organisation trainer/s are inducted into the workplace on their first day of activity
* The learners understand the activities they are going to complete as a component of Pre-Accredited Work Experience
* Where required, learners are provided with appropriate clothing and protective equipment and are instructed on its use
* Opportunities are provided for learners to acquire or to enhance skills
* The learners are given adequate support and are directly supervised at all times while undertaking work-related activities
* Learners are given feedback at the completion of the Pre-Accredited Work Experience
* Activities planned with the LLO are delivered as agreed.

The learners should ensure that:

* They understand their obligations in regards to health and safety in the workplace
* They behave like an employee, follow the requirements of the workplace and the instructions given to them by the Learn Local trainer and/or host employer
* They are polite and courteous, wear clothing appropriate to the workplace and be punctual in attendance
* They show enthusiasm and initiative and be willing to learn
* They immediately report any accidents or hazards in the workplace to the supervising trainer and the host employer.

engaging industry in pre-accredited work experience

In Victoria, there are a range of existing platforms for Learn Locals to link with industry partners, including Chambers of Commerce, Business Networks, Local Learning and Employment Networks and Economic Development units of Local Councils.

Getting involved in the design and delivery of Pre-Accredited Work Experience will appeal to a broad cross-section of businesses, particularly those in growth industries with current recruitment requirements.

Additionally, host employers may use these activities to develop leadership within their own staff group, and larger businesses can align their contributions to Corporate Social Responsibility targets.

Pre-Accredited Work Experience presents an opportunity for industry partners to:

* Promote their business as community-connected
* Build a pool of potential future employees
* Showcase entry-level positions
* Engage in a structured Corporate Social Responsibility exercise
* Develop leadership in existing staff by having them contribute to Pre-Accredited Work Experience activities.

In determining host employers for Pre-Accredited Work Experience, providers should consider any Occupational Health and Safety requirements of the chosen industry, and whether it is an appropriate match to the pre-accredited learner group.

additional partnerships to support pre-accredited training

Learn Locals may wish to partner with additional providers such as those listed below to support learner pathways to further education and employment.

Registered Training Organisations

Registered Training Organisations (RTOs) are providers and assessors of nationally recognised training. Partnerships with RTOs can help to solidify a clear ‘step-up’ from pre-accredited into accredited training.

**Note:** Pre-Accredited Work Experience host employers may have preferred RTOs for traineeships and apprenticeships.

JVEN Providers

JVEN providers may be able to provide case management and job brokering services to some pre-accredited learners.

Skills and Jobs Centres

Skills and Jobs Centres may be able to provide additional capacity building activities for learners, and advice on current labour market needs.

Community Health Services

If learners have any health-related barriers to education or employment, Community Health Services can assist by providing one on one health supports for learners.

Group Training Organisations

Group Training Organisations (GTOs) employ apprentices and trainees and place them with host employers. GTOs undertake employer responsibilities, including selection and recruitment of apprentices and trainees, while also managing the quality and continuity of the training program.

**Note:** Pre-Accredited Work Experience host employers may have preferred GTOs for traineeships and apprenticeships.

example – fictional case study

Whimley Learn Local (WLL) is a small provider specialising in pre-accredited courses linked to employability skills. By attending a local business network, WLL became aware of substantial growth and job vacancies in the local horticulture industry.

WLL has decided to seek a partnership with a horticulture business and build a pre-accredited course around employment in the industry. Via the Chair of the local business network, WLL are introduced to the Operations Manager of Superfood Supplies, a local grower of edible plants. During a period of growth, Superfood Supplies have experienced organisational challenges with building a strong middle management team and recruiting local talent to entry-level positions.

WLL propose a partnership with mutual benefits – a chance for learners to gain exposure to the horticulture industry, and a pathway to future employment opportunities at Superfood Supplies. Additionally, Superfood Supplies decide to use Pre-Accredited Work Experience activities as a mechanism to build the leadership potential of existing staff members.

Superfood Supplies has also brokered a relationship between their preferred Registered Training Organisation and WLL, so there is a clear pathway to further accredited training for learners seeking a career in horticulture.

WLL and Superfood Supplies build a course plan together, featuring the following key elements:

Week 1 (5 days at LLO)

* Introduction to Horticulture
* Understanding the industry
* Workplace etiquette
* What is a superfood?

Week 2 (5 days at LLO)

* Practical gardening skills and techniques
* Building a community garden
* Understanding the horticulture supply chain
* ‘Meet and Greet’ with Superfood Supplies Operations Manager

Week 3 (2 days Superfood Supplies, 3 days at LLO)

* OHS induction into Superfood Supplies
* Tour of Superfood Supplies
* Career Chats and Q and A from management and a range of staff
* Hands-on Learning in a variety of roles across the business – picking and packing, administration, landscaping
* Superfood Supplies innovation competition – generating ideas to improve the business standing in the community

Week 4 (5 days LLO)

* Reflection on learnings and skill development
* Interview Skills
* Develop ‘Pitch’ of Superfood Supplies Innovation ideas for Senior Managers
* Award Ceremony for Innovation ideas
* Debrief and pathway planning

alternate models of work experience in pre-accredited training

The model of Pre-Accredited Work Experience detailed in this document is the model endorsed by the ACFE Board as being safe, supported by legislation, covered by insurance and aligned to the intended cohort of pre-accredited training.

However, should providers wish to conduct a different model of work experience in pre-accredited training, the ACFE Board strongly recommend that providers either:

* Inform the host employer that they will need to cover the activity with their own insurance policy, and ensure the host employers have adequate insurance coverage to support the activities;

OR

* Explore other arrangements to provide adequate insurance coverage.