

Work-Based Learning Application

Information sheet for parents and carers

Work experience and structured workplace learning is an important part of our career education program at Rochester Secondary College. It helps students to explore potential jobs, understand workplace expectations and make informed education and career choices.

Our school is introducing a new digital work experience and structured workplace learning form to simplify the process and save you time. It replaces the paper form we've used previously. You and your child can fill out and sign the form online at your convenience from a mobile phone or computer.

Digital work experience forms will be securely stored and handled in compliance with records management policies and Victorian privacy laws.

Process for digital forms

- A digital form will be created when a work placement has been organised for your child.
- Once the placement details have been completed, and if your child is under 18, you will receive an email with a link for you to review and sign the form.
- If your child is under 18, a copy of the completed form will be emailed to you for your records.

Many thanks for supporting our work experience program. We are looking forward to an exciting year of work experience opportunities for all our students.

If you do not wish to use the new digital form and wish to use paper forms, or have any further questions, please don't hesitate to contact the school office.

What happens next?

If you do not opt-out, your child will receive an email with a link to complete the online arrangement form. This form must be completed, reviewed, and signed by parents/carers (for students under 18), students, host employers, and the principal.

Privacy and data security

The Department of Education collects personal, sensitive and health information to facilitate Work Experience and Structured Workplace Learning. It is important that you provide up-to-date information as part of this application.

Personal information collected in this application will be handled in line with the school's and department policies and in accordance with the *Privacy and Data Protection Act 2014* (Vic), the *Health Records Act 2001* (Vic) and the *Public Records Act 1973* (Vic).

The department is using Salesforce and DocuSign. These systems have been assessed to ensure they are appropriately and securely designed for this purpose. The information within the platform is held on servers based in Sydney, Australia.

The school and the host employer will only be able to see student information that is relevant to the placement.

The department will be able to view information for reporting and monitoring purposes.

Where appropriate or permitted by law, school staff or service providers may access information in this software for other purposes, for example, where the service provider needs access to provide technical support.

Should you wish to gain access or correct the personal information collected as part of this application, please contact the school or work.based.learning@education.vic.gov.au

De-identified information will be made available to departmental staff for research purposes and planning purposes. This will inform the department's approach to supporting all students to access quality Work Experience and Structured Workplace Learning.

For further information about the way the department and your school, collects and handles personal information, including access, correction and complaints, go to:

<https://www.vic.gov.au/schools-privacy-policy> or contact the department's Privacy team on privacy@education.vic.gov.au