This workshop is intended for staff responsible for workplace learning programs including Vocational Education Coordinators, Career Counsellors, Work Experience Coordinators, PLP and Workplace Practice teachers.

You are encouraged to forward this information to relevant staff. As there have been changes to the risk assessment process, each school is strongly encouraged to attend one of the workshops.

**DATES:**
- Monday 20 February 2017
- Friday 24 February 2017
- Tuesday 28 February 2017

**TIME:**
9.00 am – 3.30 pm

**VENUE:**
Catholic Education Conference Centre
116 George Street, Thebarton

**PROGRAM:**
- Overview of changes & updates
- Legal requirements
- Forms and paperwork
- Risk Assessment and Hazard Identification (Lisa Nowak, Catholic Safety Health & Welfare SA)

**DETAILS:**
Light Lunch is provided

The Workplace Learning Procedures provide a framework to protect the health, safety and welfare of all workers (including work experience students). An important component is the risk assessment process designed, as far as reasonably practical, to minimise the potential hazards faced by students in the work place. Some changes have been made to this process to ensure the safety of students entering high-risk work placements such as manufacturing, construction etc.

**NB:** The Workplace Learning Procedures and associated forms can be found on the [CESA Website](http://cesa.catholic.edu.au).

**Registration details:**
Please register by Friday 10 February 2017

**CESA Registration Centre**
Susan Hannigan
Catholic Education Office
- [susan.hannigan@cesa.catholic.edu.au](mailto:susan.hannigan@cesa.catholic.edu.au)
- 8301 6179

This Professional Learning event references the following AITSL Australian Professional Standards for Teachers:

**PROFESSIONAL ENGAGEMENT**
- Standard 6: Engage in professional learning
- Standard 7: Engage professionally with colleagues, parents/carers & the community

Duration: 5.5 hours

**NB:** The VET & Vocational Learning Professional Development program fosters collaboration between schools and Vocational Education Coordinators. In addition, the events provide an opportunity to receive up-to-date information and sharing of new ideas and best practice.

The Vocational Education Team looks forward to meeting a representative from each school.