

Student Name: _____

Student Mobile Number _____

Homeroom: _____



Workplace Learning (ADWPL)

Authority-developed endorsed program

Policy and Student Contract 2021

Thornlie Senior High School
Workplace Learning (ADWPL) Policy and Student Contract (page 1 of 2)

Placements

The Student, **will locate his/her own placements** by agreed dates in order to be successful in this program. The employer may request an interview with the student before offering them a placement. The chosen workplace/business must have Public Liability Insurance to an appropriate level. Students must submit their *B1 Student Section form to the Careers Centre* by the due dates.

Confidentiality

Information from the workplace may be confidential and students must maintain confidentiality in relation to the work placement by not discussing confidential matters outside of the workplace.

Personal Hygiene and Dress Standards

Students must maintain a high standard of personal hygiene and present themselves in a clean and neat state. Students must adhere to the dress code of the workplace with which they are placed. In some cases students may need to supply personal safety or protective clothing or equipment

Workplace Health and Safety

Students must abide by the health and safety regulations and accepted safety practices of the workplace with which they are placed.

Students must provide a copy of their Worksafe Certificate & Upper School Work Readiness Booklet or Safe @ Work Booklet to be filed in the Careers Centre. Students completing a work placement in the Building & Construction Industry will complete a 'Safety Awareness Training Course' (White card). This will incur a cost of at least \$25 to complete.

Dismissal from a Work Placement

Employers and/or TSHS staff may terminate a work placement if:

- The employment conditions are no longer conducive to having students or if the workplace is deemed to be unsafe for the student. In these instances TSHS staff will make every effort to secure another placement as soon as possible.
- On the grounds of misconduct on the student's behalf (eg. poor behaviour, including irregular attendance, lack of punctuality at the workplace, theft or workplace violence) or if the student's attitude is inappropriate or detrimental to business operations, the student may be withdrawn from the program. This may have consequences for the student's achievement of WACE.

Work Readiness

Before attending the workplace, students must complete the following:

- Attend all P25 classes as per the P25 programme
- WorkSafe certificate
- Resume
- Work Readiness Booklet in Yr 11 and Safe @ Work Booklet in Yr12
- Have a 90% attendance and acceptable behaviour record at Thornlie Senior High School

VET Acknowledgement

I have received the VET Policies and Procedures Booklet as part of my Certificate course for 2021. I have read and understand the policies that are listed:

- Quality
- Recognition of Prior Learning (RPL)
- Grievance
- Refund
- AQTF and other RTO Recognition

I also understand that I can have access to my VET records at my request, that if I am enrolled in Certificate II in Hospitality or Community Services I am required to complete a WPL block of 10 workdays in a suitable workplace.

Thornlie Senior High School
Workplace Learning (ADWPL) Policy and Student Contract (page 2 of 2)

Program Responsibilities

- Complete and submit all forms and assessments by the due date/s
- Submit Logbook to the Careers Centre at the completion of work placement for assessment
- Complete all my allocated days and hours in the workplace
- Complete the focus questions in the Skills Journal after each 55 hours in the workplace and submit to the Careers Centre.

It is the responsibility of the student to:

- Attend their workplace for the duration of the arranged placement.
- Present themselves at the specified time by the employer.
- Accept tasks and duties in a positive manner and be willing to work and learn.
- Arrange transport to and from their work placement.
- Notify the WPL Coordinator/staff of any concerns about their work placement.
- Contact the designated work placement, prior to commencement, to discuss specific requirements for the workplace. Wherever possible, this must be done no later than 1 week prior.
- If the logbook is lost, be responsible for purchasing a replacement. Students should note that if their evidence of work placement contained in the logbook is also lost, this may require additional placement time to satisfy course requirements.
- Abide by the safety and health regulations and accepted safety practices of the workplace. Complete the Workplace Safety Induction sheet located in your logbook on the first day of the placement.

In the case of absences from the workplace, the student **must**:

- Advise the Workplace Supervisor as soon as possible of an unforeseen absence.
- Ensure your parent/carer advises the WPL Coordinator/staff as soon as possible of an unforeseen absence.

Note: Driving lessons, casual employment or holidays are **not** valid reasons for missing time from the workplace. Unexplained absences will be treated as **truanting**.

Students are **not permitted** to terminate a work placement. If issues arise in the workplace, students must discuss the issues with the WPL Coordinator and make every effort to resolve the situation. The WPL Coordinator/Staff will support and guide the student and conduct a review of the placement.

I, _____, accept the roles and responsibilities outlined in
(Student Name -please print)

the WPL application package, including the **Workplace Learning (ADWPL) Policy and Student Contract 2021**.

I understand that continued enrolment in Workplace Learning is based on me upholding these roles and responsibilities. In the event that I fail to honour this agreement, I acknowledge that my enrolment in this program may be jeopardised which may have implications for my WACE achievement.

I have gained endorsement and permission of my parent/guardian who support this agreement to be accepted into the ADWPL Program.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Permission to Publish Photography

We request permission of the parent/carer to use photos of _____ to be used in any school publication and as promotion of Thornlie SHS through the media, print and any other community correspondence.

Parent/Guardian Signature: _____

Date: _____

Student Health Form 2021

STRICTLY CONFIDENTIAL

This information, that is required for each student participating in a Workplace Learning program, will assist the school in preparation and planning.

STUDENT DETAILS

Name _____ Date of Birth __/__/__

Parent/Guardian _____

Address _____

Phone - Home _____ Work _____

Mob _____ Email _____

Family Doctor _____ Phone _____

Medicare Number _____ Expiry __/__/__

Medical Details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during workplace learning placement? Y/N

If 'yes' please give details

Is your child allergic to:

Penicillin Y/N _____ †Date of last tetanus vac _____

Any other drug Y/N _____

Any food Y/N _____

Other Y/N _____

Medication

Is your child presently taking tablets and/or other form of prescribed medication? Y/N

If 'yes' does your child self-administer the medication? Y/N

If 'yes', state the name of the medication, dosage and frequency of use

Does your child have a current Health Care Authorisation Plan at school? Y/N

Other Information

Please provide any other information about your child that will enable the Program Coordinator to provide better care for your child, for example a disability, and/or learning support required or any adjustments required.

I give permission for disclosure of any health related issues, disability, learning support, medication or adjustments that the host employer should know about for:

Students Name _____

Parent/Guardian Signature _____ Date _____