

Student Responsibilities

- Find Work Placement.
Submit completed B1 Student Section to WL Coordinator at least two weeks before the start of the placement.
- Attend Work Placement for industry hours.
- Contact both the Employer and VET or WL Program Coordinators at school when unable to attend the workplace. A medical certificate is to be presented upon return to school.
- Maintain Log Book as a record of competencies achieved.
- Keep accurate **daily** attendance and training records signed by **Employer**.
- Get **Employer** to complete a **reference** at the completion of each block of placements.
- Hand in Log Book to Careers Centre after each Work Placement by date and time stated.
- Complete a minimum of 55 hours per block in the workplace.
- Complete Skills Journal and hand it in to the Careers Centre
- Attend all P25's as required to ensure work readiness

Parent Responsibilities

- Assist your child in finding a workplace in their interested career path.
- Assist your child in determining travel arrangements to and from the workplace.
- Fill in all forms and return to the Careers Centre as per the flowchart.
- Ensure your child contacts VET or WL Program Coordinators and the Employer when unable to attend the workplace.

Further information is available from:

VET Program Coordinator Linley Stewart

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Workplace Learning Coordinator Andrew Zambon

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Workplace Learning
(ADWPL)
Authority-developed endorsed program

Policy Statement

Workplace Learning Coordinator Responsibilities

- Counselling students about Workplace Learning.
- Finalise Work Placements with industry personnel.
- Collect Parental Consent Forms.
- Supply insurance details to workplace supervisors.
- Prepare Log Books for industry area.
- Available on call whilst students are at the workplace i.e. mobile phone.
- Liaise with VET teachers to monitor student progress at the workplace.
- Assist with Skills Journal completion
- Prepare grades for reporting.

Benefits of Workplace Learning

- Linking classroom learning with Workplace Learning.
- Assists with gaining a WACE (once 110hours of WL finished, skills journals completed and submitted).
- Gaining extra points for TAFE entrance.
- Increasing your effectiveness to obtain traineeships, apprenticeships and full or part time work.
- Developing the ability to make an informed career choice.
- Acquiring recognised workplace skills.
- Establishing links and networks in your chosen industry.

Workplace Learning is a very rewarding component of your Vocational Education, enhancing the theoretical component with practical experience in industry.

Workplace Learning Supervising Teacher Responsibilities

- Discuss student progress with Employer.
- Check for completion of:
 - **Log Books**
 - **Task Schedule**
 - **Hours**
 - **Skills Journal questions**
 - **Reference sheet reminders**
- Report to VET Program Coordinator Linley Stewart or Andrew Zambon with any concerns pertaining to student or workplace.