



Workplace Learning

Student Handbook

Table of Contents

Welcome to WL	3
Work Readiness Procedure	5
Student Responsibilities	7
How to find a Work Placement	7
Looking for a Placement	8
Assessment Rules and Provisions	9
Student Responsibility	9
If you can't make your Workplace	10
Misconduct in the Workplace	10
Student Responsibilities Checklist	10
Deadlines	12

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Welcome to Workplace Learning

What does Workplace Learning mean for You?

Workplace Learning is a valuable aspect of the transition from school to post-school opportunities. Workplace Learning involves training and assessment that occurs in the workplace.

You must meet workplace hours and logbook requirements. The log book must contain a record of tasks completed in the workplace, an attendance record and an employer evaluation. These records must be authenticated by the workplace trainer/assessor. A Skills Journal containing ten questions is required to be completed after every 55 hours in the workplace.

It is an important time to trial different industries that you may be interested in as a career.

It is your responsibility to find suitable workplaces relevant to career pathways that interest you. Workplace Learning is a way of successfully identifying and creating opportunities for the future.

Workplace Learning contributes to the Western Australian Certificate of Education (WACE) and where possible, is a requirement of completing your Certificate II qualification.

Workplace Learning - What can I do to make it meaningful to me?

Work Placement traditionally consists of being a student shadowing or observing work activity. In many cases you'll be expected to work as if you're an employee.

Work Placement: How it can help you?

A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

During your placement, you'll be able to find out what skills employers look for when they are hiring someone to fill a job vacancy.

You will also get the chance to develop your self-confidence and your communication skills. These skills are vital tools in helping you achieve your future goals.

Making the most of your placement: Top tips

If you want to get the most out of your work experience, there are a few things you should do both during and after your placement.

During your placement

- You will be given a placement mentor or supervisor
- You will be given a tour of the workplace
- You will be told the rules that you must follow in the workplace
- The supervisor may take you through the company health and safety rules and your own responsibilities while you are at work.
- You should also remember to act professionally at all times during your placement. There may be some days when you only get a little bit of work to do, or the people you are working with are too busy to go through things with you – be patient.

DO NOT EXPECT TO BE DOING THE SAME WORK AS THE BOSS!

- Everyone has to start somewhere and this means starting at the bottom of the ladder- e.g. You can expect to do lots of cleaning and be asked to do some tasks you do not necessarily want to do!
- The only time you should refuse to do a task is when you feel it is dangerous or you do not feel comfortable doing it. You need to discuss this with your supervisor BEFORE any problems occur in the workplace.
- If you think that you have been put into any of these situations, you need to call Mrs Stewart or Mr Zambon.

The success of any Workplace Learning Program is dependent upon how willing and prepared you are to participate. You can expect to do many different tasks while in the workplace.

Some Workplace Learning activities are prohibited due to their nature, danger or inherent risk to students.

Examples of prohibited activities include, but are not limited to:

- high risk construction work eg. working above 2m, under houses, in roofs or with electricity.
- use of dangerous machinery or equipment except under prescribed conditions and where appropriate training has been completed
- any activity requiring a license permit or certificate of competence. *This includes you **NEVER** driving **work vehicles** even if you have your license.*

REFERENCE

You may want to add details about your placement to your Resume if you're thinking of applying for a part-time or holiday job.

References are important when applying for TAFE and casual or fulltime employment in the next few years. Ask your boss if they would be happy to be included as a referee on a future resume.

Workplace Learning on-the-job training

Workplace Learning is compulsory for all General Studies students.

Completion requirements

To successfully complete **one program** of Workplace Learning (ADWPL) you must:

- Maintain a logbook documenting workplace attendance (55Hrs minimum) and the tasks undertaken.
- Ask your employer to complete and sign the Evaluation at the end of the Logbook.
- Complete the Skills Journal consisting of ten questions per 55 hours of WPL.

Log books

Contain relevant details pertaining to workplaces:

- Starting and finishing times, dress requirements, confidentiality arrangements
- Emergency contact details
- A daily task schedule where you record your progress
- Employer Evaluation

Attendance Requirements

For Workplace Learning – it is a requirement that Years 11 and 12 students complete two full two week blocks.

Any illness must be covered by a Medical Certificate.

Work Readiness Procedure

Work Safe Certificate

As part of being “work ready”, you must complete a Work Safe Certificate. You are required to complete and print the General Module and an Industry Learning Module from the new Smart Move website relevant to your industry of choice:

www.smartmove.safetyline.wa.gov.au

1. General Module

The **General Module** is designed to introduce important facts about safety laws and common hazards. This Module **MUST** be completed before moving on to the **Industry Modules**.

You must complete both the General and an Industry module before a Certificate will be printed.

2. Industry Modules

There are 14 Industry Modules which contain detailed information on the main hazards specific to each Industry and an extra WHS Extension Module

The Modules are as follows:

Automotive	Building and Construction
Business & Information Technology	Electrical
Farming, Forestry & Fishing	Hairdressing
Health and Community Services	Hospitality and Tourism
Manufacturing	Metals and Engineering
Mining	Nail & Beauty Technology
Retail	Sport & Recreation

WHS Extension Module

Tests and Certificates

Work Safe SmartMove will only generate a certificate once you successfully complete both the General **and** Industry Module test. The test also contains questions on issues that were covered in the General Module.

This must be done prior to attending the workplace.

Safety Awareness Card – Building & Construction

If you are intending to complete your Workplace Learning on a Building or Construction site of any type, it is a requirement by law that you hold a Safety Awareness **White Card**. Please see Mrs Stewart or Mr Zambon regarding details. These courses will be arranged for students by the school **BUT** we are not able to run multiple courses for each WPL block just because students miss a course or change their mind after the cutoff date.



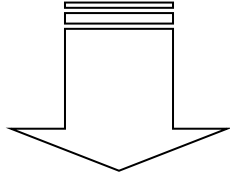
Liquor License – Hospitality

If you are intending to complete your Workplace Learning at a premise that serves alcohol, you are **required** to hold a '**Juvenile on Licensed Premises Letter**'. This is organised by the school. You will need to take this to WPL and present it whenever you're asked for it while at your placement. Please advise Mrs Stewart or Mr Zambon if you require this.

Please note: This DOES NOT allow a student to serve alcohol.

Student Responsibilities

It is absolutely vital that you read the points listed below and complete ALL the steps listed below.



- **RESEARCH** your Workplace Learning choices.
- That is 'What industry do you wish to gain experience in?'
- **DISCUSS** the program with your parents/guardians
- **COMPLETE ALL FORMS** neatly and accurately and deliver them to the Careers Centre.
- **ALLOW PLENTY OF TIME** for all stages in this process – don't leave it until the last minute. If you are having problems finding your ideal workplace, contact Careers Centre staff for assistance.
- **REMEMBER** if you are committed and organised, you have a greater chance of successfully completing Workplace Learning.

How to a Find Work Placement

Choosing a Suitable Vocational Area

You may have clear goals on the type of career you wish to pursue, or you may have no idea at all. *If you are completing a Certificate II in Hospitality or Certificate II in Community Services, you are required to complete 10 consecutive sessions per year in an industry placement related to that Certificate. See your teacher or the Careers Centre to clarify.*

That's where work placement can help!

Be realistic about your choice of placement. It is not fair on the employer or yourself to find a placement as a Lawyer if you only have 'C' grades in English or a Computer Programmer if you haven't taken up any computing subjects at school.

Remember

- Your duties will be those of a junior.
- You cannot expect to take up a managerial role.
- Ask the employer about what tasks you would be undertaking.

Looking for a Placement

Try

- www.yellowpages.com.au
- the Yellow Pages
- friends and relatives
- The Link (Local Business and Services Guide)
- See staff in the Careers Centre

Step One:

Your **Policy and Student Contract** form is included with your WL Information Pack and should be signed and returned immediately.

Make a list of the employers you're are interested in.

Make up a brief script of what you're going to say and practice it.

We suggest you go into the business and personally ask them if they would accept you for two weeks of work placement. This is much more successful than calling. You asking is more likely to succeed than asking Mum or Dad to do it for you.

Ensure you speak to someone that is allowed to confirm your placement eg. A manager or owner. "It should be ok" is not permission. Include their name on the B1 form.

Employers have different systems for dealing with work placements and it is most important to follow their instructions.

You may also be asked to write an email, send a resume or attend an interview. Interviews will need to be arranged in your own time. You may also need to do an on-line induction before they finally agree.

The employer may ask the school to write an email or send them some details. This will be done once the WL B1 Student Section form is submitted.

Step Two:

You **MUST** complete the WL B1 Student Section Form with **ALL** employer details and contacts. All your personal details must also be completed.

This form must be submitted to the Careers Centre.

A confirmation letter and insurance information will be sent to the employer.

A visit by a Coordinator will occur should the employer be new to the school program.

Details of the placement and insurance information, B2 forms, will then be returned to you for your records and parental approval.

The Consent form, B3 form, **MUST** be signed by parents/guardians and returned before you attend the workplace.

Please Note:

It is preferable that you do **NOT** work at your parent/guardian's place of work.

You may **NOT** work at your parent/guardian's place of work if they would be your direct supervisor or if it's based at your home.

All placements must be in the Perth Metro area.
There will be no exceptions to this Policy.

Assessment Rules and Provisions

Workplace Learning (WL) gives you the opportunities to develop skills in the workplace.

You will find an appropriate work situation and are required to maintain a formal record of Workplace Learning (daily log book).

Your log book **MUST** contain the following records for each work placement:

- Dates and hours worked
- Tasks completed in the workplace
- Employer Evaluation
- Employer verification- employer's signature on each of the above.

You **MUST** complete the **Workplace Induction Checklist** for each work placement: **this is found in the front of your Student Log Book.**

Student Responsibility

It is your responsibility to complete the following;

- Find a work placement
- Update any personal details
- Submit a signed Policy and Student Contract
- Attend every P25 session for WPL
- Submit a WL Placement Application Form - B1
- Arrange an interview with employer or do online induction (if requested)
- Induction checklist – first day
- Phone the employer if unable to attend WL
- Phone a Coordinator if unable to attend WL
- Record all days in the workplace, ensure supervisor signs Log Book **DAILY**
- Keep a daily record of activities
- Ask the employer to complete the Employer Evaluation sheet and sign it
- Return the WL Log book after each placement to the Careers Centre
- Complete hours required
- Complete the Skills Journal

All Students - Complete 2 full blocks of placement, even if your hours are completed:
2 x 10 working days. Extra hours are saved for future blocks.

To achieve the required hours you will need to work a minimum of 6-7 hours per day.

If you cannot make it to your Work Placement

You must by **8.30am** that day contact:

1. The Supervisor at the workplace
2. Mrs Stewart or Mr Zambon – if they are not available, leave a detailed phone message or text.

Missed days may result in insufficient hours to complete the ADWPL course. Extra WPL days will only be allowed when any missed days are accounted for by a Doctor's Certificate.

Misconduct in the Workplace

For all instances of misconduct in the workplace **ACTION WILL BE TAKEN.**

It is important that all parties – student, employer/trainer, parent, and VET Program Coordinator or WL Coordinator be informed of any inappropriate behaviour on the part of students and the resultant actions taken.

Notification of Misconduct

The employer/trainer and VET Program Coordinator are required to record any student misconduct in an Incident Report which can be viewed by all stakeholders at any time.

Serious Misconduct

Following the notification of serious breach of conduct, the student will be withdrawn from the placement.

Student misconduct will be dealt with in accordance with school's Behaviour Management Procedures in School Policy.



Student Responsibilities' Checklist

1. You will receive:

- Workplace Learning Student Forms pack *including*;
- Workplace Learning Policy Pamphlet
- Workplace Learning **Policy and Student Contract** form - *complete, sign and return immediately*
- **B1 Form** – *hand in once you find a placement*

2. Attend all Period 25 classes and successfully complete Yr. 11 “Work Readiness Tasks” or Yr. 12 “Safe @ Work”, catching up on any missed work in your own time.

3. Prepare and submit the following to the Careers Centre:

- Detailed and updated resume/CV.
- Worksafe Certificate obtained in the current calendar year including;
 - General module + Industry Specific Module.
www.smartmove.safetyline.wa.gov.au
- Any Industry Safety Certificates you have earned outside of school.

4. Find an industry you would like to experience

Resources:

- The Job Guide
- Walking through Shopping Centre or paying attention when driving.
- Family & friends
- Newspaper
- Internet

5. Visit various employers asking for a WPL placement, ensure the person is allowed to confirm your placement.

6. Bring your completed B1 Form to the Careers Centre with employer details.

7. First day in the workplace

- Complete induction sheet with your employer

8. During work placement:

- Record each day attended – supervisor to initial daily and sign on completion of your placement
- Complete the daily tasks schedule in your Log Book – supervisor to sign on completion of your placement
- Ask for the Employer Evaluation to be completed by your employer

9. On completion of the placement

- Complete the Skills Journal
- Hand in signed Logbook and completed Skills Journal first day back at school.

Deadlines

Completed Log Books and Skills Journals **MUST** be handed in on time.

Deadlines **MUST** be adhered to! You may not get credited for the hours you have completed in the workplace if you are late in handing in your completed logbook and completed skills journal.



Workplace Learning can be a rewarding and enjoyable experience, often resulting in part time or casual employment, traineeships and apprenticeships.

It is important to make the most of your time, and put some time and effort into finding a workplace that could be your future career.

Learning what you don't like is as valuable as confirming what you love.

Remember its time to be proactive and show the world what you are made of!

