



18th March 2021

Dear Parent/Guardian,

Welcome to Thornlie Senior High School Workplace Learning (WL) for 2021. Your child will be issued with an information pack which outlines the Policies, Procedures and Requirements for Workplace Learning in 2021. A new Department of Education policy for Workplace Learning was released in 2019 and this requires a lot of extra paperwork. With this in mind, we require that deadlines must be strictly adhered to in order to attend WL.

Please read and discuss with your child the enclosed information in this pack.

The information pack contains the following information:

- Policy Statement brochure.
- WL Student Handbook.
- Policy and Student Contract – ***this needs to be completed and returned immediately.***
- Year 11 B1 Student Section Form.

Dates for Year 11 Work Placement 2021 are:

Term 2	24th May – 4th June 2021	Weeks 6&7
Term 4	8th – 19th November 2021	Weeks 5 & 6

All students need to complete the following in order to be work ready for Workplace Learning placement.

- Workplace Learning Policy and Student Contract- *this needs to be signed by the student and carer in several places including the health form on the reverse of the sheet.*
- Worksafe Certificate General & Industry Specific - This needs to be updated every year. (www.smartmove.safetyline.wa.gov.au)
- Resume - This needs to be completed if the student does not have a recent one on file in the Careers Centre.
- Upper School Work Readiness Tasks - This will be completed in P25 before Workplace Learning. Students are required to attend P25 as per the programme.

Students will need to complete the above work and hand in all forms as soon as possible to the Careers Centre. The final date for submission of all paperwork is Friday 30th April for Block One and Friday 15th October for Block Two.

If the Policy and Student Contract and Worksafe Certificate are not completed your child will be considered “not work ready” and therefore will be unable to attend the WL placement.

Students, with family assistance, are expected to find a suitable workplace for Workplace Learning. Feedback from our Employers is that students will be more successful in obtaining a placement if they approach the prospective Employers in person.

If you have any concerns regarding the above, please do not hesitate to call us at school in the Careers Centre on 9376 2149.

Yours sincerely,

Linley Stewart
VET Program Coordinator

Andrew Zambon
Workplace Learning Coordinator