



CHURCHLANDS
SENIOR HIGH SCHOOL

Workplace Learning

Parent Information Evening

Key Points

- Overview of Workplace Learning at Churchlands Senior High School
- Work Placements:
 - Prior to the Work Placement
 - During the Work Placement
 - After the Work Placement
- Collection of Workplace Learning Policies and Placement Requests

What is Workplace Learning

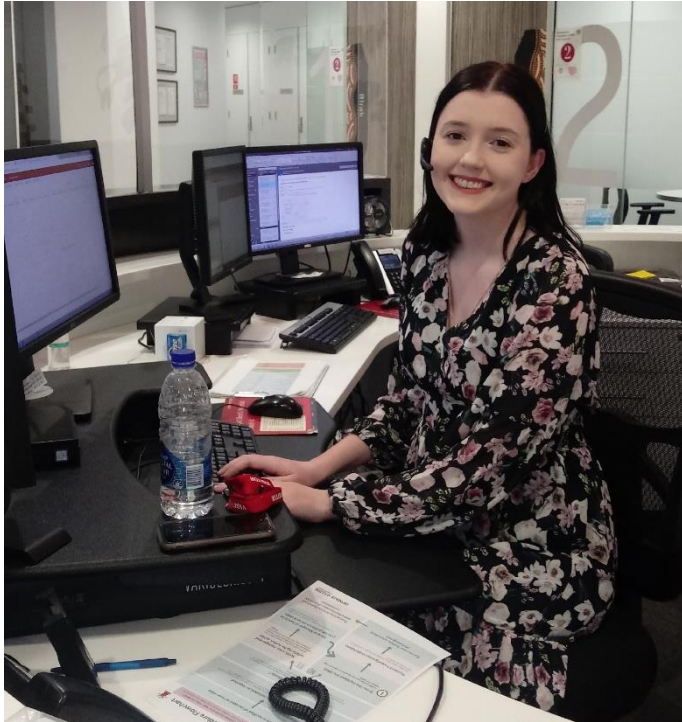
- Workplace Learning (ADWPL) is an Endorsed Program from SCSA
- At Churchlands it is treated as a subject as it contributes to the WACE.



**School Curriculum
and Standards
Authority**



What is Workplace Learning



This program allows to students go out into the workforce and develop employability skills and transferable work skills. They may go to one or more different workplaces.



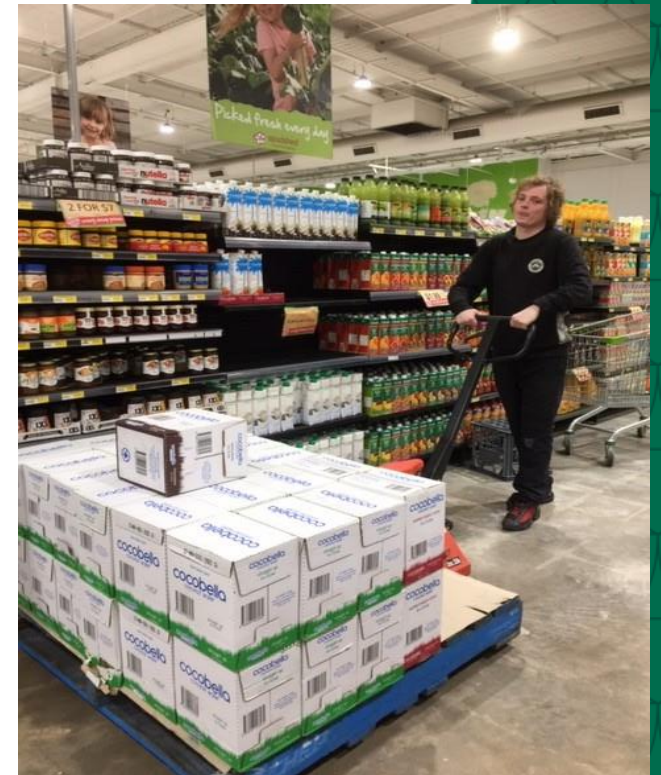
Why complete Workplace Learning?

- ✓ Gain a variety of industry experience
- ✓ Develop employable skills
- ✓ Enhance communication techniques
- ✓ Assist with secondary graduation WACE certificate
- ✓ Gain credit for TAFE entry



Accreditation - ADWPL

- Throughout Year 11 and 12, students will endeavour to complete 4 units of Workplace Learning.
- Students must complete 55 hours in the workplace to achieve one unit.
- These hours are done in conjunction with the Skills Journal being fully completed and signed off by the workplace learning teacher.



Benefits for Students

- Improve understanding of the work environment and employers' expectations
- Provide an opportunity to explore possible career options
- Increase self understanding, maturity, independence and self confidence
- Increase understanding of recruitment practises in the workplace
- Enhance opportunities for part time work and casual employment
- Provide the opportunity to include the employer's evaluation in job and course applications

Benefits for Employers

- Provide opportunity to make a positive contribution to the education and development of students
- Provide the opportunity to contribute to the development of workplace skills of students
- Enable employers to assist young people in career decision making process
- Provide an opportunity for dialogue with educators on aspects of work readiness and other work related matters
- Encourage students to become involved with businesses in their local community

Benefits for Parents

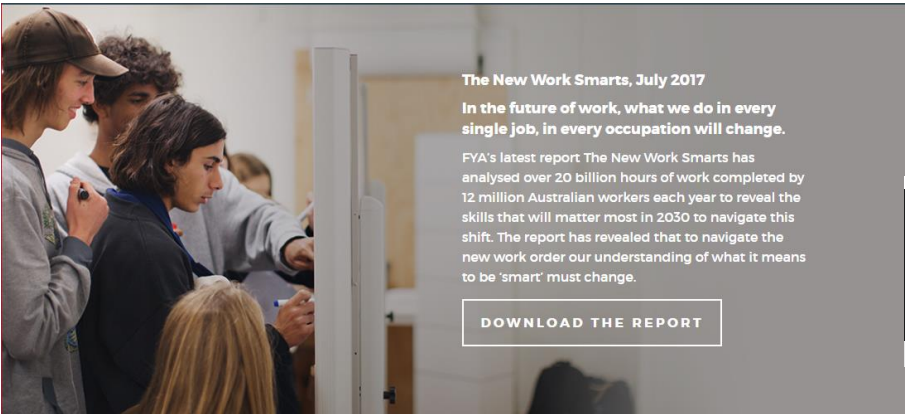
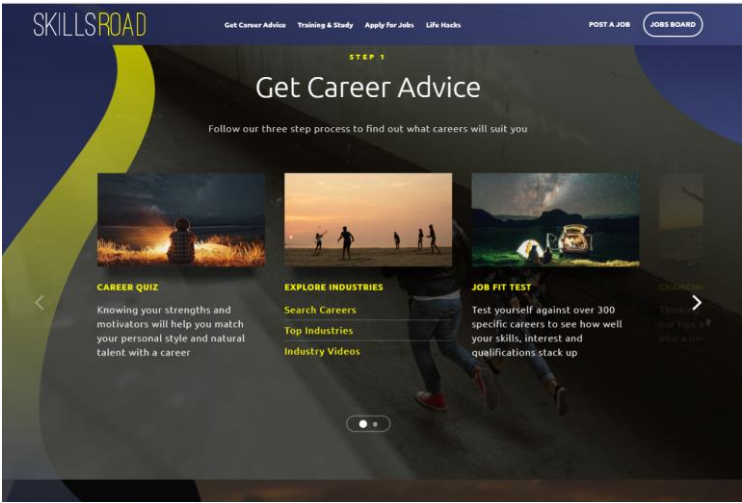
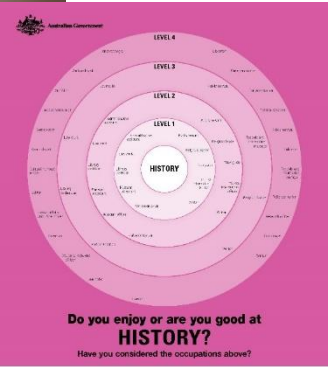
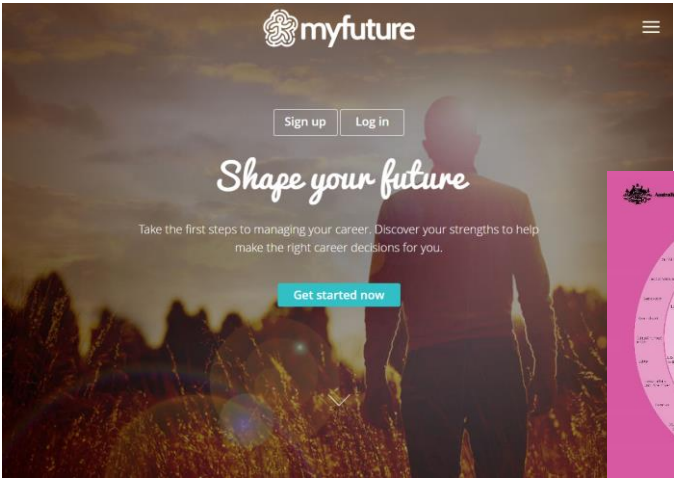
- Provide an opportunity to discuss with their child the topic of work, including their own previous and current experiences in the workplace
- Provide networking opportunities for their child when they commence organising their placement
- Provide an opportunity to positively contribute to their child's secondary education
- Enable a positive source of interactions to occur between parent and school staff
- Provide the opportunity for families to be involved in discussions relating to flexible pathways for their child so that they are able to choose from a range of post compulsory education and training options as a part of their transition from school to work.

Remember

- ✓ A few lucky people know from an early age what they want to spend their life doing. The rest of us fit somewhere between having some idea and no idea about it.
- ✓ It's not unusual for young people to be unclear about their direction in life, and it's often not until their early twenties that they gain a good sense of who they are.



Useful Resources



Structure of Workplace Learning

WL students do not need to attend school for the following periods...

Year 11

- Tuesday Period 1
- Thursday Period 4
- Friday Period 5

Students may need to attend at these times for OLNA sessions and assemblies (Thurs P5)

Year 12

- Monday Period 5
- Wednesday Period 4
- Friday Period 1

Students may need to attend at these times for OLNA sessions and assemblies (Wed P5)

Program Overview

Workplace Learning is an Endorsed Program developed by the School Curriculum and Standards Authority that enables students to participate in an Industry they are hoping to pursue in the future. This program provides an opportunity for a student to demonstrate, and develop increasing competence in the core skills for work, often referred to as generic, transferable or employability skills. These skills are documented in the Core Skills for Work Developmental Framework, developed collaboratively by the Department of Industry and the Department of Education. A student learns to apply and adapt the workplace skills that are necessary for different types of work and that play a key role in lifelong learning. Developing competence in workplace skills assists an individual to gain employment, and in the longer term to progress within the industry area in which they are employed. Whilst on their Placements students are required to demonstrate their learning in a Skills Journal. Students who meet the requirements of the program and adhere to the Workplace Learning Policy will have their efforts contribute toward their WACE.

When enrolling in Workplace Learning it is important that students have a good understanding of the commitment they are making during the Workplace Placement Dates. For 2021 the dates are as follows:

Semester 1:

Year 11 & Year 12 31st May to the 11th June 2021

Semester 2:

Year 12 – 13th September to the 24th September 2021

Year 11 – 1st November to the 12th November 2021

As per the Workplace Learning Policy, attendance is mandatory for students to attend every day of this placement. Students should not schedule Driving Tests, Driving Lessons, Dental or non-essential Medical Appointments during this time. Students will be required to attend scheduled school exams if they are completing an ATAR Subject. As these 4 weeks of placement take up a significant amount of time for students, they have been timetabled additional free periods. They are as follows:

Year 11:

- **Tuesday Period 1** – Students do not have to arrive until 10.10am (Start of Period 2)
- **Thursday Period 4** – Students may leave school grounds, however there will be several occasions when they will be required to attend Period 5. These will be emailed out to all Year 11 students at the beginning of each term. Attendance is compulsory and is recorded.
- **Friday Period 5** – Student may leave at the conclusion of Period 4 at 2.15pm.

Year 12:

- **Monday Period 5** – Student may leave at the conclusion of Period 4 at 2.15pm
- **Wednesday Period 4** – Students may leave school grounds, however there will be several occasions when they will be required to attend Period 5. These will be emailed out to all Year 12 students at the beginning of each term. Attendance is compulsory and is recorded.

Structure of Workplace Learning

During Class:

- Work Readiness Program – Every student will need to be signed off as Work Ready
- Complete OH & S program for the relevant industry
- Preparing Resumes
- Workplace Trends
- Workplace Laws
- Portfolio Work
- Collection of necessary Paperwork – **Due Dates must be adhered to!!!!**

Work Readiness

Work readiness involves what employers call *the right attitude.*

Fundamentally this means:

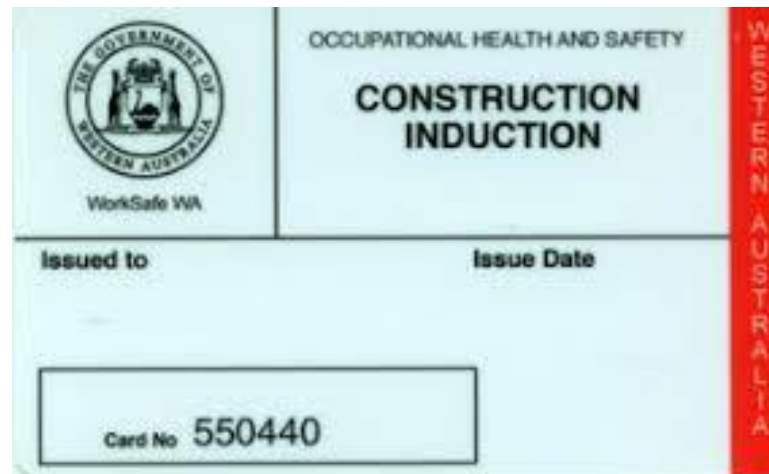
- ✓ A positive attitude to appropriate personal presentation
- ✓ Being reliable and punctual
- ✓ A willingness to learn
- ✓ Realistic expectations – You won't be made CEO of the company on your second day!
- ✓ Willingness to be supervised and follow instructions
- ✓ The capacity to communicate appropriately in an adult environment
- ✓ The confidence to ask questions. The only dumb question is the one you didn't ask!

Industry Requirements

Each Industry has a variety of work related requirements. These can be:

- Drug screening prior to entry in the workplace
- Australian Hotels Association (AHA) COVID Hygiene course
- Random on-the-job drug and alcohol testing
- Safety Awareness Training (White Card)
- Liquor license letter (Department of Racing, Gaming & Liquor)
- Working with Children Check
- Worksite induction

Please Note: Costs associated with all courses are the responsibility of the parent/student/guardian



Placement Dates

Semester 1

Year 11 & Year 12

31st May - 11th June 2021



Semester 2:

Year 12

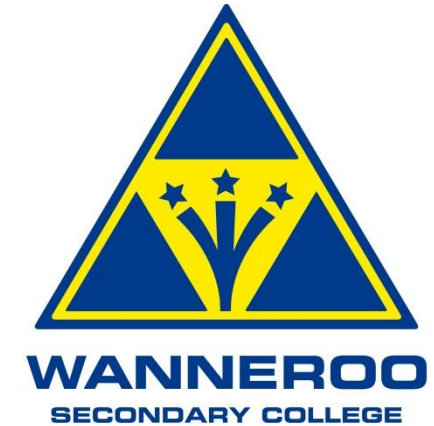
13th September - 24th September 2021

Year 11

1st November - 12th November 2021



WESTERN WORKPLACE **LEARNING**



CHURCHLANDS
SENIOR HIGH SCHOOL



Locating a Placement

- Complete Application Form
 - Make sure what you put on your application form, is a place you are prepared to work, medical information must be current and correct
- Agree to the Workplace Learning Policy
 - Student behaviour is taken into account
 - Suspicion of Drug Use may require a Clean Drug Screen



WESTERN WORKPLACE **LEARNING**

WORKPLACE LEARNING POLICY ADWPL

Outlined below are the conditions that apply to the ADWPL Placement Program component of the school. WPL students will complete the course in the time prescribed by Churchlands Senior High School. Students must complete the entire duration of the program, and Unit Equivalence will be awarded in relation to the number of hours completed during the placement.

- 1 Students will conduct their work placement as arranged by the school.
- 2 Students will undertake work placement at the designated site, as arranged by the school when they are deemed **work ready**. To be deemed **work ready** students must:
 - successfully complete the preliminary activities as outlined by the school.
 - maintained a satisfactory attendance record
 - demonstrated appropriate behaviour (A student will be deemed not work ready if they have exhibited violent behaviour, illicit drug use, consistent disrespectful attitude toward others)

Students deemed not work ready will not be able to attend work placement until such time as the school has deemed them ready for work.

- 3 Students are required to maintain a Journal which is the formal record of workplace learning and will be used for assessment. It is the student's responsibility to:
 - Take their Work Place Learning Journal to their placement every day.
 - Keep a daily record of hours and days worked and have this signed by the employer on a daily basis.
 - Complete all written requirements of the Journal on a daily basis.
 - **Ensure Host Employer completes the Student Performance Evaluation on completion of each placement.**
 - **Submit their Journal for assessment at the completion of the placement as this is a SCSA requirement.**
- 4 Transport and transport costs to and from work placement will be parent/guardian/student's responsibility. Students must be prepared to travel, as locations of work placement may not always be local.
- 5 **Absenteeism from work placement requires a phone call to the employer and the school as soon as possible. Absenteeism should only occur if the student is ill and a medical certificate should be obtained if absent for 2 consecutive days or more. Unacceptable reasons for absences include appointments that can be made after work hours eg driving lessons, driving tests, routine dental and medical appointments etc.**

- 8 **Parents and students are welcome to suggest suitable work placements.** Business cards are the easiest way to identify these contacts. They can be attached to the application form.
- 9 Once confirmed, the student will not have his/her placement changed if he/she does not like it. Any problems should be discussed with Mrs Lebihan.
- 10 Application forms must be completed IN FULL by the student and signed by the parent prior to being placed.
- 11 Parents' consent to the school communicating medical and other relevant information to Host Employers to maximise success in the program.
- 12 Daily hours of work as negotiated by the school and the employer shall be the hours of work the student is expected to complete.
- 13 **Students must contact the employer as soon as they receive written confirmation of their placement.** Students may be required to attend an interview prior to commencement in the workplace.
- 14 Students must dress in an appropriate manner for the workplace. Piercings may not be deemed acceptable for particular industry areas. PPE may need to be purchased according to worksite requirements.
- 15 **Parents and students are aware of the 3 free periods timetabled for workplace learning students and the requirements to attend year level assemblies as will be outlined at the start of each term.**

CHURCHLANDS SENIOR HIGH SCHOOL

ADWPL APPLICATION FORM 2021

YEAR:

Semester 1 Dates: _____ to _____ Mon/Tue/Wed/Thu/Fri/Block (circle)

STUDENT INFORMATION

| | | | |
|------------|--|--------------------|--|
| Full Name: | | Date of Birth: | |
| Address: | | Male/Female/Other: | |
| Suburb: | | Postcode: | |
| Phone: | | Student Mobile: | |

PARENT/GUARDIAN INFORMATION

| | | | |
|-------------|-------------|---------|--|
| Full Name: | Email: | | |
| Home Phone: | Work Phone: | Mobile: | |

MEDICAL INFORMATION—*MUST BE COMPLETED*

| | |
|---|--------|
| Doctor/Medical Centre: | Phone: |
| Medicare No: | |
| Please provide details of any existing medical conditions : | |
| | |
| | |
| School Reference (<u>completed by WPL Coordinator</u>): Please check medical information on RTP. If applicable, attach Emergency Response Plan to this Application Form. | |

TRAINING INFORMATION

| | | | | | |
|--|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| TAFE day: | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
| Course & required hours (if known): | | | | | |
| RTO (ie MPA, MTA, FEC): | | | | | |
| White Card No. (Building & Construction) | | | | | |

COMMUNITY SERVICES—EDUCATION

| | | | |
|---|---------------------------------|---------------------------------|--------------------------------------|
| If you are intending to pursue a placement in a school , please indicate which primary school you attended as a student: | | | |
| TRANSPORT: | Public <input type="checkbox"/> | Parent <input type="checkbox"/> | Own Vehicle <input type="checkbox"/> |
| PHOTO PERMISSION: | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

CHURCHLANDS SENIOR HIGH SCHOOL

SEMESTER 1, 2021

INDUSTRY AREA SELECTION STUDENT: _____

If you have already found your own placement, please list details in this box:

| Business Name_or Industry Area | Address/Suburb: | Contact Person/Phone/Email: |
|--------------------------------|-----------------|-----------------------------|
| | | |

If Western Workplace Learning are to place you, please list your preferences in this box. Please provide as much detail as possible. Ensure you list more than one industry area:

| Business Name_or Industry Area | Address/Suburb: | Contact Person/Phone/Email: |
|--------------------------------|-----------------|-----------------------------|
| 1 | | |
| 2 | | |
| 3 | | |

SIGNATURE:

I certify that all information in the Student Application Package is correct.

I consent to ALL MEDICAL INFORMATION contained in this Application being disclosed to Employers.

| | | | |
|--------------------|--|-------|--|
| Student Signature: | | Date: | |
| Parent Signature: | | Date: | |

SCHOOL USE ONLY:

- ☐ Student Work Ready
☐ Application Form Checked by Coordinator

NOTES:



Industry Areas

| | |
|--|--|
| Animal Care | Vet Clinic, wildlife sanctuary, equestrian |
| Automotive | Mechanic, diesel, motorbikes, panel beating, auto electrical |
| Building & Construction | Carpentry, plumbing, plastering, painting, tiling, electrical |
| Business & Clerical | General office, banking, insurance |
| Community Services, Health & Education | Child care, teacher's aide, nursing, aged care |
| Design | Interior design, photography |
| Electronics Servicing | Refrigeration, air conditioning, electronics |
| Food Processing | Baker, butcher |
| Hospitality | Food and beverage – front of house (waitressing), kitchen hand, room service, banquets |
| Information Technology | Retail, computer manufacturing, cabling |
| Light Manufacturing | Cabinet making, general furnishings |
| Metals & Engineering | Welding, boat building, engineering |
| Primary Industries | Horticulture, green keeping |
| Sales & Personal Service | Retail, hairdressing, beauty therapy, floristry |
| Sport & Recreation | Recreation centre, fitness gym (split shifts), sports teaching |
| Transport & Storage | Logistics/warehousing |

The following areas are very difficult to obtain – vet clinics, beauty, interior design, banking, IT – graphic design

Companies that do not host students or have requirements:

Retail - all stores unless stated:

| | | |
|-------------------------------|--------------------------------|---------------------------|
| Autograph | Hype DC | Rivers |
| BCF – Boating Camping Fishing | Jacqui E | Ruby Shoes |
| City Beach | JB HiFi | <u>Smiggle</u> |
| City Chic | Just Jeans | <u>Sportsgirl</u> |
| Cotton On | <u>Katies</u> | <u>Supre</u> |
| Crossroads | Kmart | <u>Sussan</u> |
| David Jones Karrinyup | Live Clothing | <u>Suzanne Grae</u> |
| Diva | Mecca Cosmetics – over 18 only | Target – <u>Whitfords</u> |
| EB Games | Millers | <u>Temt</u> |
| <u>Factorie</u> | Peter Alexander | Typo |
| General Pants Co | <u>Portmans</u> | <u>Valleygirl</u> |
| Gloss Cosmetics | Price Attack (Warwick) | Villains |
| H&M | Priceline (most stores) | |

Animal Care:

| | |
|--------------------------------------|---|
| RSPCA | Over 18s and who have completed a course/degree |
| Perth Zoo | University students only |
| <u>Vetwest</u> | Students studying Vet Certificates only |
| Northern Districts Cattery, Wanneroo | |
| Cat Haven Shenton Park | |
| Dog's Refuge Home, Shenton Park | |
| Drovers Vet | |
| Kingsway Vet | |


Information Technology:

No gaming placements available


Placement Information

WORKPLACE LEARNING | 2019

Parent/Carer/Guardian Consent (B3)

 CHURCHLANDS
SENIOR HIGH SCHOOL

Please return this page to the Mrs Ingleson by the 5th September 2019



| | |
|-------------------------------------|---|
| Student Name: | |
| Name of Person Completing Form: | |
| Relationship to Student: | |
| Address: | |
| Telephone: | |
| Mobile: | |
| Work Phone: | |
| <input type="checkbox"/> | I will notify the school if I have any concerns and the school will follow up and action. |
| <input type="checkbox"/> | I am aware of the contents of the Student and Host Employer Sections of the Student Placement Record (B1 and B2), and consent to my child undertaking the placement as outlined. |
| <input type="checkbox"/> | I am aware that the placement will involve hours outside of school hours and I agree to make myself available as a contact for my child after normal business hours in the event of an emergency. If I am not available, I nominate the following person as an alternative contact. To fulfill this role, I nominate _____ Telephone _____ (Nominee) Relationship to the student _____ |
| <input type="checkbox"/> | My child requires medication, adjustment, has a disability and/or learning support and I have informed the school of these requirements and consent that this information can be provided to the host employer. |
| <input type="checkbox"/> | I am aware that transport arrangements for my child to and from the workplace are the responsibility of myself and/or my child. |
| <input type="checkbox"/> | I have been informed of the relevant insurance information in relation to the placement, including information about the Public Liability insurance held by the host employer. |
| <input type="checkbox"/> | I know that my child is aware of all the transport arrangements which are involved in this placement. |
| <input type="checkbox"/> | I am aware that my child may not be supervised during meal breaks and give permission for my child to leave the workplace during these breaks, including in vehicles driven to a meal provider by workplace colleagues. |
| <input type="checkbox"/> | I know that my child is aware of the actions they can take if they feel unsafe during the work placement, including if they have concerns about the behaviour of the host employer and/or their staff. |
| Signature of Parent/Carer/Guardian: | Date: |
| Print Name: | |
| Signature of Nominee: | Date: |
| Print Name: | |

☐

- Placement information will be handed out during an Induction. This will be late Term 1/early Term 2.
- Students must contact employers immediately to confirm their placement.

Signed forms must be returned by Due Date, otherwise the placement **will be cancelled.**



Requirements

Government of Western Australia
School Curriculum and Standards Authority

AIM HIGH
CHURCHLANDS
SENIOR HIGH SCHOOL

WESTERN WORKPLACE LEARNING

Semester 2 2019

Workplace Learning Journal

WORKPLACE LEARNING (ADWPL)
Authority Developed Endorsed Program

Government of Western Australia
School Curriculum and Standards Authority

Journal Due Date: *Monday 14th October 2019*

Date Submitted: ____ / ____ / ____

Do not submit, until all parts have been completed

☐ PART A – The “Attendance Record”

☐ PART B – The “Daily Tasks”

☐ PART C – The “Core Skills for Work”

☐ PART D – The “Evaluation”.

Comments:

Unit Equivalence Recorded:

Workplace Learning Journal

- A log of hours worked (signed off by Host Employer)
- A log of tasks completed
- An Evaluation from the Host Employer
- Student responses to the “Core Skills for Work”

WESTERN WORKPLACE LEARNING



Can you support the program?

Workplace Learning relies on the generosity of our Host Employers who support the program for the benefit of our students. We are always looking for more Host Employers. Therefore if you or your employer would consider hosting a student, we would be very grateful.

All students are covered by the Department of Education Insurance.



CHURCHLANDS
SENIOR HIGH SCHOOL

20 Lucca Street, Churchlands WA 6018 | churchlands.wa.edu.au