



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.



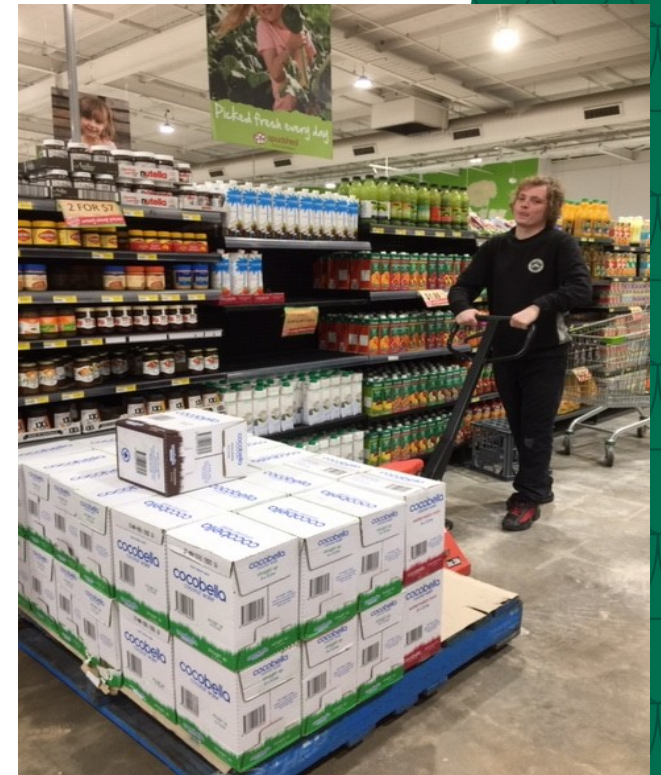
Why complete Workplace Learning?

- ✓ 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.

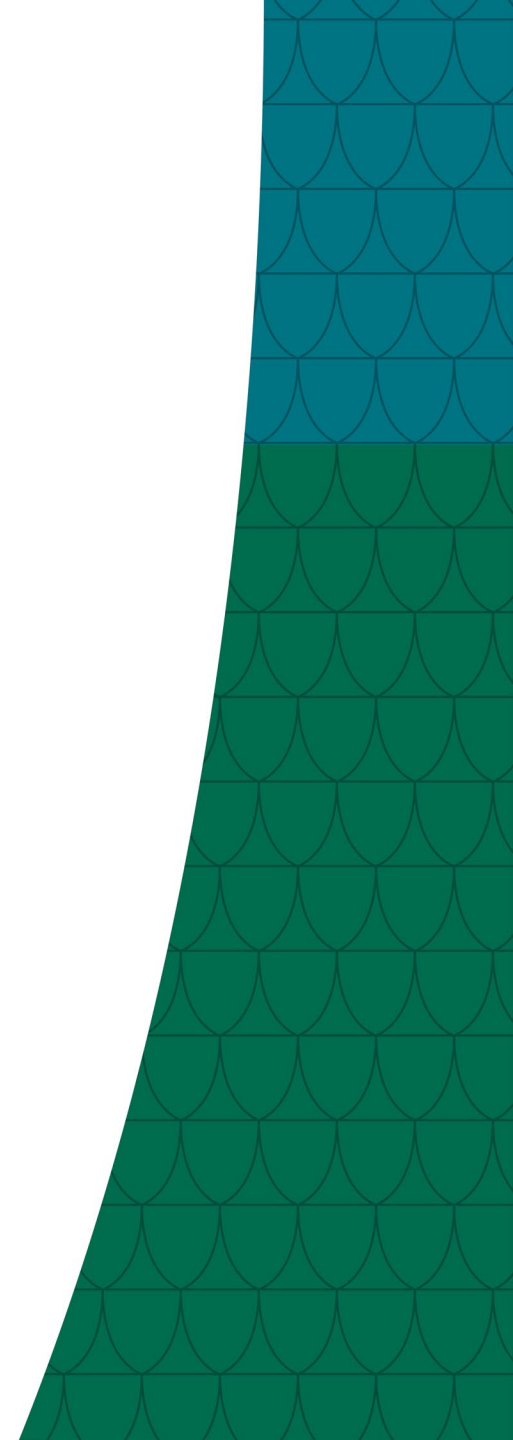


Benefits for Students

- 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

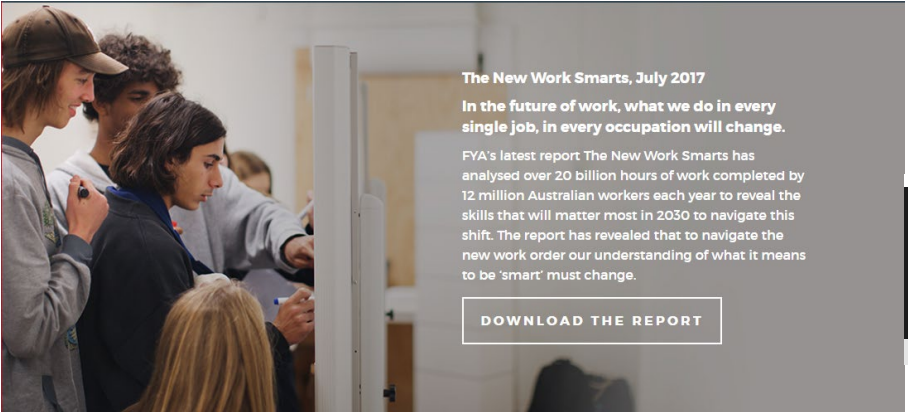
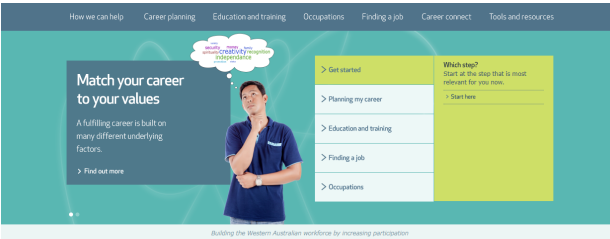
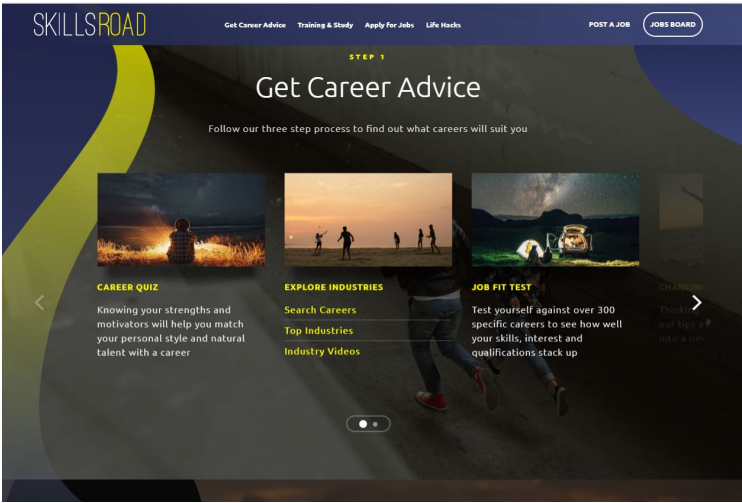
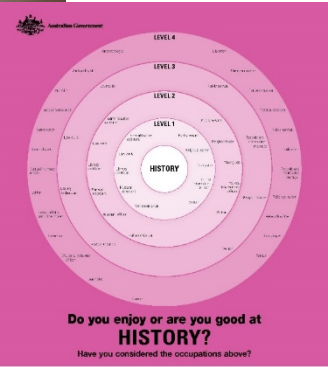
- Provide an opportunity to discuss with their child the topic of work, including their own previous and current experiences in the workplace
- Provide networking opportunities for their child when they commence organising their placement
- Provide an opportunity to positively contribute to their child's 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

- Monday Period 1
- Thursday Period 4
- Tuesday Period 5

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

Year 12

- Tuesday Period 1
- Wednesday Period 4
- Friday Period 5

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

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 2022 the dates are as follows:

Semester 1:

Year 11 & Year 12 30th May – 10th June 2022

Semester 2:

Year 12 – 12th September – 23rd September 2022

Year 11 – 31st October – 11th November 2022

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:

- **Monday 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.
- **Tuesday Period 5** – Student may leave at the conclusion of Period 4 at 2.15pm.

Year 12:

- **Tuesday Period 1** – Students do not have to arrive until 10.10am (Start of Period 2)
- **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.
- **Friday Period 5** – Student may leave at the conclusion of Period 4 at 2.15pm.

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:

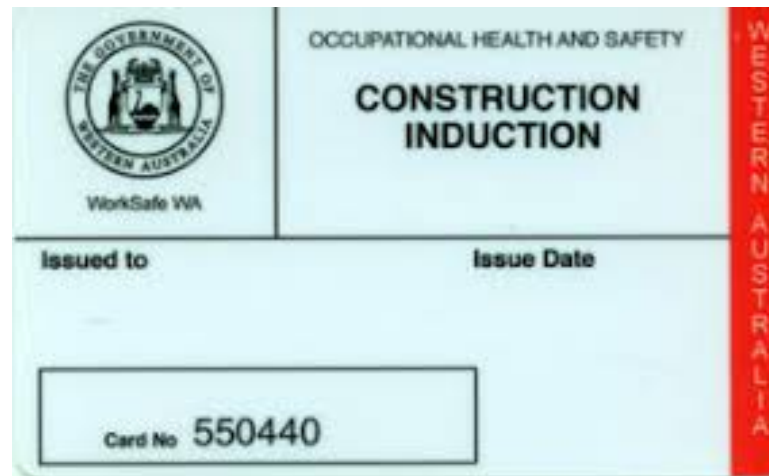
- ✓ A positive attitude to appropriate personal presentation
- ✓ Being reliable and punctual
- ✓ A willingness to learn
- ✓ Realistic expectations – You won't be made CEO of the company on your second day!
- ✓ Willingness to be supervised and follow instructions
- ✓ The capacity to communicate appropriately 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 19 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

30th May – 10th June 2022



Semester 2:

Year 12

12th September – 23rd September 2022

Year 11

31st October - 11th November 2022



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 and health 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.**



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Office Use Only: B2 ☐ PAS ☐ COC ☐ SITE CHECK ☐

WESTERN WORKPLACE LEARNING

ADWPL APPLICATION FORM – SEMESTER 1, 2022

Dates: _____ to _____ Mon/Tue/Wed/Thu/Fri/Block (circle) Year ☐

Student Details

Legal Name			
Date of Birth			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Residential Address	Street		
	Suburb	Postcode	
Student Phone No.	Mobile	Home	
Independent Minor:	Yes <input type="checkbox"/>		

Parent/Guardian/Emergency Contact Details

Name:	
Home/Work Telephone:	
Mobile:	
Email:	

Medical Information

Doctor/Medical Centre and Phone No:	
Medicare No:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ref <input type="checkbox"/>
Please provide details of any existing medical and/or mental health conditions (if none please write N/A):	

School Reference: If applicable, attach Emergency Response Plan (ERP) to this Application Form.

Training Information

TAFE/Course Training day:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri
Course & Required Hours (if applicable):	
RTO (ie MPA, CET, FEC):	
White Card Number: (Building & Construction)	
Electrician's Training Licence No.:	
Community Services – Education:	
Please indicate which primary school you attended	

Transport & Photo Permission

Transport:	<input type="checkbox"/> Public <input type="checkbox"/> Parent <input type="checkbox"/> Own Vehicle
Photo Permission:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Churchlands Senior High School Industry Area Selection		Semester 1, 2022
If you have already sourced your own placement , please list details below:		
Business Name:		
Address:		
Contact Person:		
Phone / Mobile:		
Email:		
Tasks:		

If WWL are to place you , please list your preferences below. Provide as much detail as possible. Ensure you list more than one industry area:		
Business Name/Industry Area	Address/Suburb	Business contact/Phone/Email

Industry Requirements — All associated fees are the responsibility of the student, parent/guardian	
COVID-19 VACCINATIONS - Please see WWL Industry Areas list for industries that require mandatory vaccinations, or refer to the WA Government list on - www.wa.gov.au	
Aged Care	Proof of vaccination – COVID-19, Flu
Child Care	Proof of vaccination – Measles Mumps Rubella MMR, Whooping Cough, Flu, COVID-19
Building & Construction	Safety Awareness Training – White Card
Education	Working with Children Check – Voluntary (18yrs+)
Hospitality	Responsible Service of Alcohol training (18yrs+)
	Australian Hotels Association – COVID-19 Hygiene Course
Employers may have other requirements as per their Company policy such as Police Clearances, drug/alcohol testing prior to and/or during placement, First Aid/CPR certificate.	

Signature:		
I certify that all information in the Student Application Package is correct.		
I consent to ALL INFORMATION contained in this Application being disclosed to Employers.		
Student Signature:		Date:
Parent Signature:		Date:



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*

Important Notes:

COVID-19 – any student entering into the hospitality industry is required to complete the online Australian Hotels Association (AHA) Hygiene Course and provide a copy of the Certificate to School prior to commencement of the placement.

Working with Children Check (WWCC)- child related industries (schools, child care, play centre) – for any student over the age of 18 they must obtain a Voluntary WWCC. This can be done through Australia Post.

Police Clearances – some employers require volunteer police clearances. WWL have an agency portal for applications.

White Card – anyone electing to go into the building and construction industry will require a White Card prior to commencing. Courses may be arranged by school. Alternatively, courses can be arranged privately through Paragon Corporate Training at a reduced cost. White Cards must be obtained prior to being placed.

** Costs for all courses above are the student/parent/guardian's responsibility.*

Companies that do not host students:

Retail - all stores do not host unless stated:

Autograph	Hype DC	Rivers
BCF – Boating Camping Fishing	Jacqui E	Ruby Shoes
City Beach	JB HiFi	Smiggle
City Chic	Just Jeans	Sportsgirl
Cotton On	Katies	Supre
Crossroads	Kmart	Sussan
David Jones Karrinyup	Live Clothing	Suzanne Grae
Diva	Mecca Cosmetics – over 18 only	Target – Whitfords
EB Games	Millers	Temt
Factorie	Peter Alexander	Typo
General Pants Co	Portmans	Valleygirl
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
Vetwest	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)

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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



CHURCHLANDS
SENIOR HIGH SCHOOL

WESTERN WORKPLACE **LEARNING**

Semester 1 2021

Workplace Learning Journal

WORKPLACE LEARNING (ADWPL)
Authority Developed Endorsed Program



Government of Western Australia
School Curriculum and Standards Authority

Journal Due Date: 18th June 2021

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:

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.



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