



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





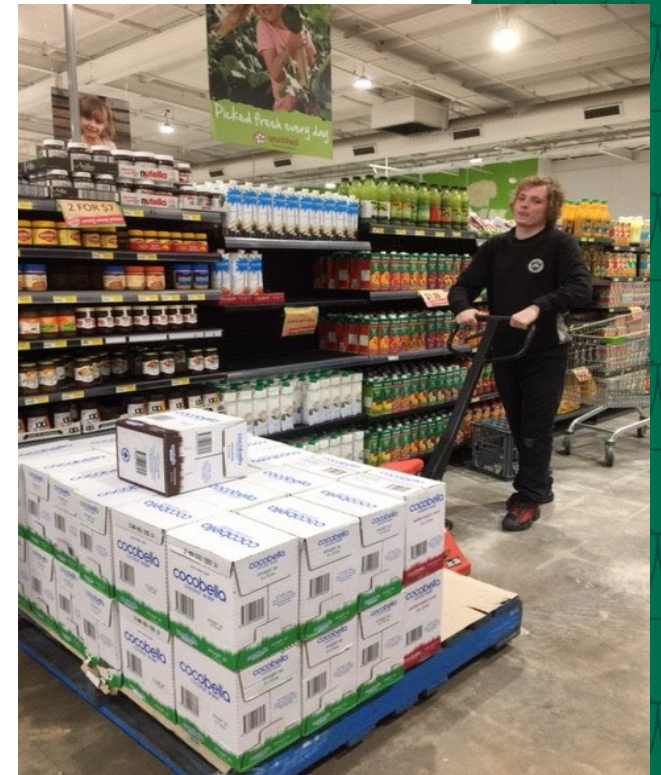
# Why complete Workplace Learning?

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



# Accreditation - ADWPL

- Throughout Year 11 and 12, students will endeavour to complete 4 units of Workplace Learning.
- Students must complete a minimum of 55 hours in the workplace to achieve one unit.
- These hours are done in conjunction with a learning program being fully completed and signed off by the workplace learning teacher.
- WPL is a 10 day commitment in both (Semester 1) and (Semester 2).





# 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 apprenticeships, 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

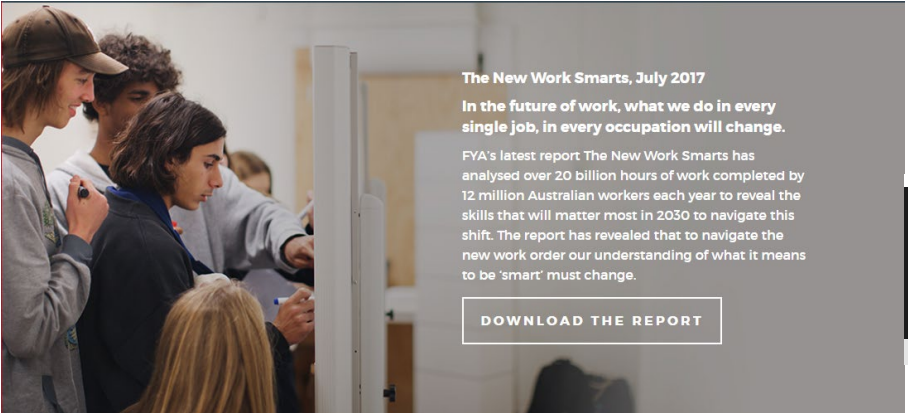
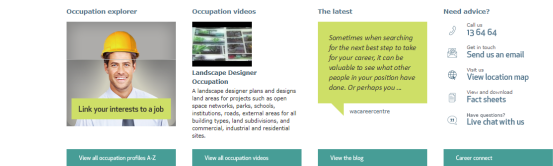
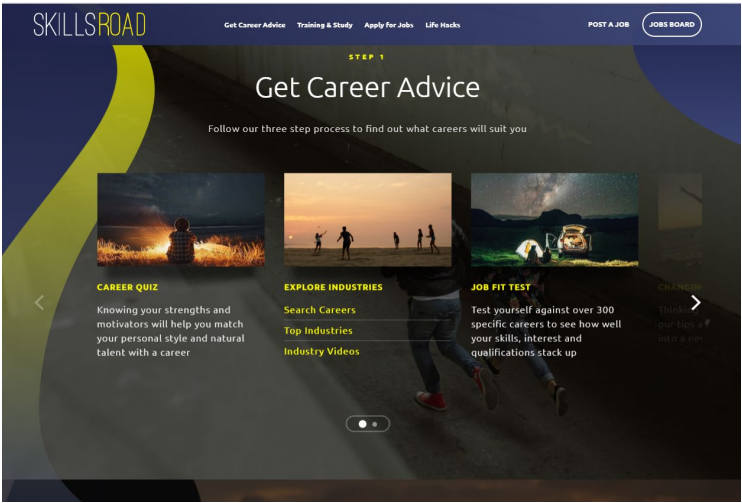
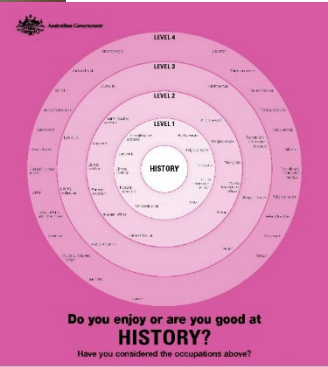
- Provide an opportunity to discuss with their child the topic of work, including their own previous and current experiences in the workplace
- Provide networking opportunities for their child when they commence organising their placement
- Provide an opportunity to positively contribute to their child's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

## Year 11

Class: Wednesday Period 2

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

- Monday Period 1 (no Form class)
- Tuesday Period 5
- Thursday Period 4

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

## Year 12

Class: Thursday Period 3

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

- Monday Period 5
- Wednesday Period 4
- Friday Period 1 (no Form class)

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



## **Semester 1:**

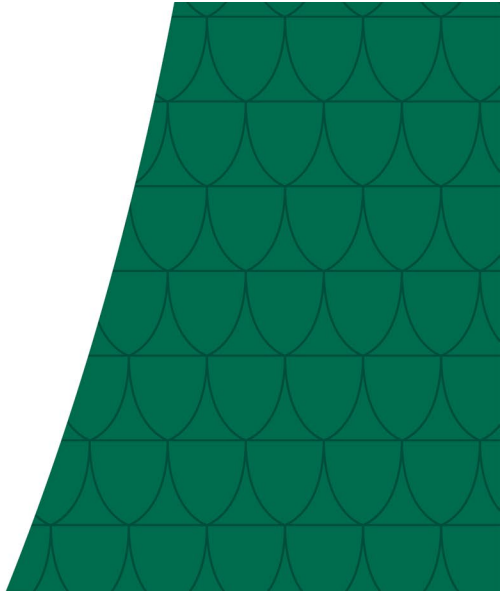
*Year 11 & Year 12: Term 2, Week 5 and 6 (26<sup>th</sup> May – 6<sup>th</sup> June)*

## **Semester 2:**

Year 12 – Term 3, Week 9 and 10 (15 Sept – 26<sup>th</sup> Sept)

Year 11 – Term 4, Week 4 and 5 (3 Nov – 14 Nov)

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:



# Placement Dates

## Semester 1

Year 11 & Year 12

*26<sup>th</sup> May – 6<sup>th</sup> June 2025*



## Semester 2:

Year 12

*15<sup>th</sup> September – 26<sup>th</sup> September 2025*

Year 11

*3<sup>rd</sup> November – 14<sup>th</sup> November 2025*



# Structure of Workplace Learning

During Class: **STUDENTS MUST BRING A LAPTOP TO EVERY 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:

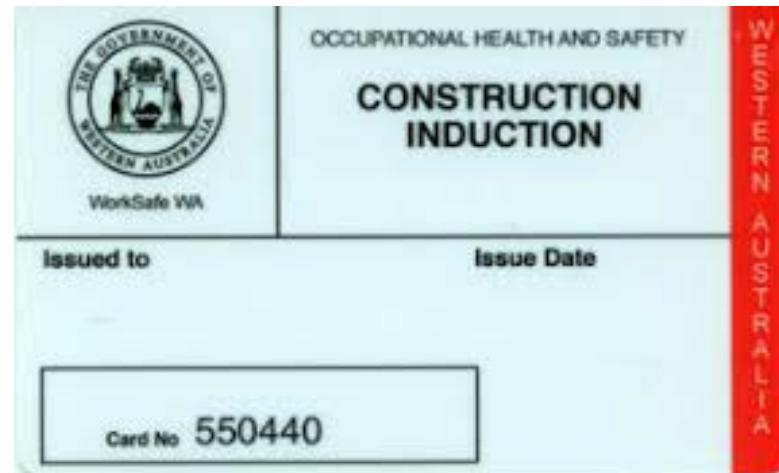
- ✓ A positive attitude to appropriate personal presentation
- ✓ Being reliable and punctual
- ✓ A willingness to learn
- ✓ Realistic expectations – You won't be made CEO of the company on your second day!
- ✓ Willingness to be supervised and follow instructions
- ✓ The capacity to communicate appropriately 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 (Volunteer)
- Worksite induction
- Responsible Service of Alcohol (over 18)

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







# Locating a Placement

- Semester 1 Application Forms Deadline: 15<sup>th</sup> March.
- Use your contacts
  - Follow the student guide and contact possible host employers
- 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 and attendance is taken into account
  - Suspicion of Drug Use may require a Clean Drug Screen



# ADWPL APPLICATION FORM – Year 11

20 Lucka Street Churchlands WA 6018  
T +61 8 9441 1700  
W churchlands.wa.edu.au  
E enquiries@churchlands.wa.edu.au  
ABN 91 716 399 053



**SEMESTER 1 DATES: 19th May 2025 to 30th May 2025 BLOCK**

## STUDENT DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Mobile: \_\_\_\_\_

## MEDICAL INFORMATION (Please attach any Emergency Response Plans)

Any existing medical or mental health conditions (if none please write "N/A") \_\_\_\_\_  
\_\_\_\_\_  
Doctors Name / Medical Centre: \_\_\_\_\_ Telephone: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

## PARENT/GUARDIAN DETAILS

Name (Parent/Guardian) \_\_\_\_\_ Address \_\_\_\_\_  
Tel. (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ Mobile) \_\_\_\_\_  
Emergency contact (if different to above) \_\_\_\_\_ (Mobile) \_\_\_\_\_

## TRAINING DETAILS:

TAFE/RTO qualification: ☐ Certificate Name and required hours (if applicable) \_\_\_\_\_  
RTO (i.e. FEC, TAFE, MPA): \_\_\_\_\_ Training Day: MON TUE WED THU FRI (please circle) \_\_\_\_\_  
White Card No. (Building & Construction) Required prior to placement: \_\_\_\_\_  
Community Services – Education – primary school which you attended: \_\_\_\_\_

## TRANSPORT (Please tick)

Public Transport ☐ Own Vehicle ☐ Driver's license ☐ Parent/Guardian ☐  
Please indicate how far you can travel (i.e. – north/south of river, CBD, local?) \_\_\_\_\_

## INDUSTRY SELECTION

**If YOU have already sourced your own placement, please list all details below:**

Business Name: \_\_\_\_\_  
Street Address (no PO Boxes) \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone/Mobile \_\_\_\_\_ Email Relation to employer, if any? \_\_\_\_\_  
Tasks/hours: \_\_\_\_\_

**If the school is to source your placement,** please list your preferences below. Provide as much detail as possible. Ensure you list more than one industry area. Examples – Hospitality – Restaurant – Kitchen hand or Building & Construction – Carpentry – Residential

Industry Area / Business Name	Address/Suburb	Business contact/Phone/Email
1		
2		
3		

## WORKPLACE LEARNING ADWPL POLICY & STUDENT CONTRACT

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 SHS. 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.

- Students will conduct their work placement as arranged by the school.
- 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 have
  - 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.**

- 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 Workplace Learning logbook to their placement every day.
  - Keep a daily record of hours and days worked and have this signed by the employer daily.
  - Complete all written requirements of the logbook daily.
  - Ensure the Host Employer completes the Student Performance Evaluation on completion of each placement.
  - Submit their logbook for assessment at the completion of the placement as this is a SCSA requirement.
- 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.
- Costs incurred for any work placement requirements will be the responsibility of the parent/guardian/student, ie, White Card, Police Clearance, Working with Children Check.
- 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 ie, driving lessons, driving tests, routine dental and medical appointments etc.
- Inappropriate behaviour in the workplace may result in the student being removed from the placement. Students, together with parents, will be responsible for obtaining a new workplace.
- Students must adhere to all workplace rules and regulations whilst on placement. This could include mobile phone use and appropriate use of social media.
- 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.
- Once confirmed, the student will not have their placement changed if they do not like it. Any problems should be discussed with VET manager.
- Application forms must be completed IN FULL by the student and signed by the parent prior to being placed.
- Parents' consent to the school communicating medical information and other relevant information to Host Employers to maximise success in the program.
- Daily hours of work as negotiated by the school and the employer shall be the hours of work the student is expected to complete.
- 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.
- 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.
- 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.

**SIGNATURE: I acknowledge that I will adhere to the terms of this Policy & Contract. I certify that all information in the student Application Package is correct and consent to ALL INFORMATION contained in the Application being disclosed to Employers.**

Student signature \_\_\_\_\_ Date / /  
Parent/Guardian signature \_\_\_\_\_ Date / /  
School Coordinator signature \_\_\_\_\_ Date / /



# 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.**



### 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

<b>RETAIL:</b>	Autograph	BCF Boating Camping Fishing	City Beach
City Chic	Cotton On	Crossroads	David Jones – Karrinyup
Diva	EB Games	Factorie	General Pants Co
Gloss Cosmetics	H&M	Hype DC	Jacqui E
JB Hi-Fi	Just Jeans	Katies	Kmart
Live Clothing	Mecca Cosmetics 18+ only	Millers	Peter Alexander
Portmans	Price Attack – Warwick	Priceline – most stores	Rivers
Ruby Shoes	Smiggle	Sportsgirl	Supre
Sussan	Suzanne Grae	Target	Temt
Typo	Villains		
<b>ANIMAL CARE:</b>			
RSPCA	Over 18+ who have completed a course/degree		
Perth Zoo	University students only		
VetWest	Students studying Veterinary certificates only		
Northern Districts Cattery Wanneroo	Cat Haven Shenton Park	Dog's Refuge Home Shenton Park	Drovers Vet
Kingsway Vet			


# Placement Information

WORKPLACE LEARNING | 2019

**Parent/Carer/Guardian Consent (B3)**

 CHURCHLANDS  
SENIOR HIGH SCHOOL

Please return this page to the Mrs Ingleson by the 5<sup>th</sup> 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 <b>consent to my child undertaking the placement as outlined.</b>
<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 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

**Yr 11 Semester 1 2025**

## **Workplace Learning Journal**

**WORKPLACE LEARNING (ADWPL)**  
**Authority Developed Endorsed Program**



Government of Western Australia  
School Curriculum and Standards Authority

**Journal Due Date:** 2<sup>nd</sup> June 2025

**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”



**CHURCHLANDS**  
SENIOR HIGH SCHOOL

*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](http://churchlands.wa.edu.au)