



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. Over 2 years, students can complete 4 placements (2 weeks each) and can work in different industries.



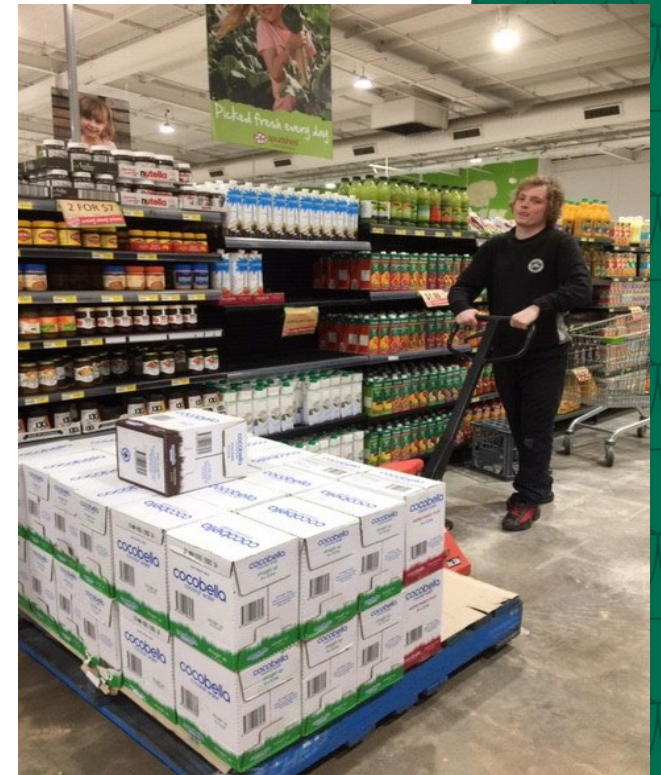
Why complete Workplace Learning?

- ✓ 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

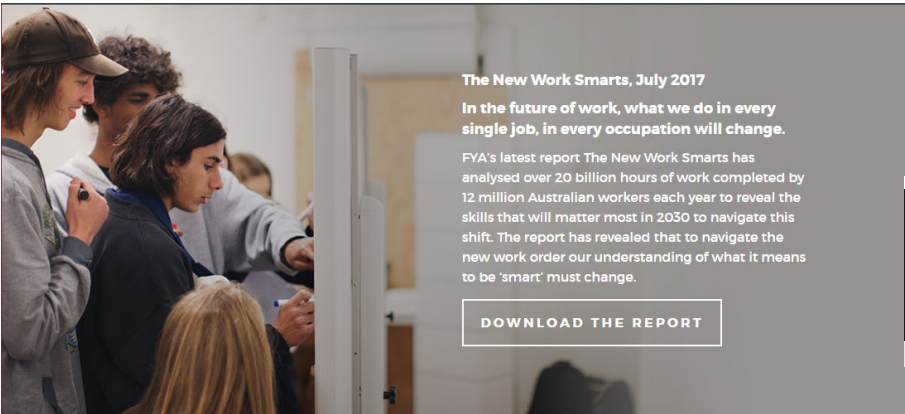
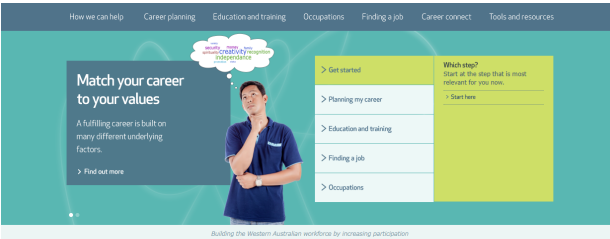
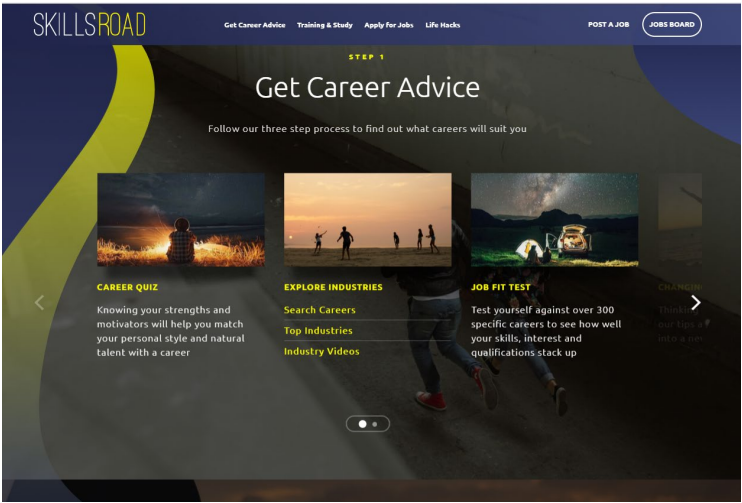
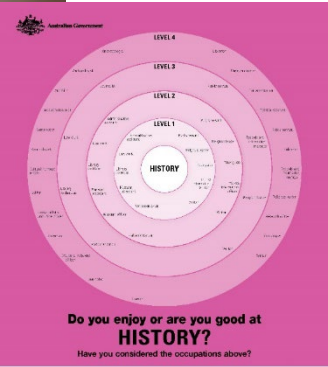
- Provide an opportunity to discuss with their child the topic of work, including their own previous and current experiences in the workplace
- Provide networking opportunities for their child when they commence organising their placement
- Provide an opportunity to positively contribute to their child's 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: Friday 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 6 and 7 (25th May – 5th June)

Semester 2:

Year 12 – Term 3, Week 9 and 10 (14 Sept – 25th Sept)

Year 11 – Term 4, Week 4 and 5 (2 Nov – 13 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.

Placement Dates

Semester 1

Year 11 & Year 12

25th May – 5th June 2026



Semester 2:

Year 12

14th September – 25th September 2026

Year 11

2nd November – 13th November 2026

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:

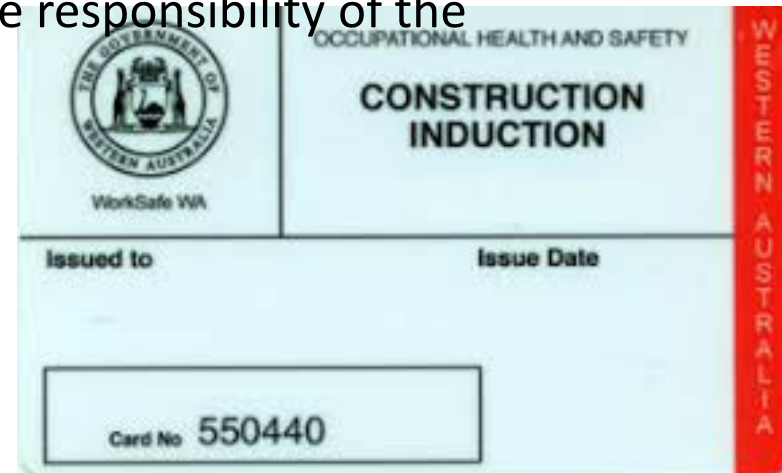
- ✓ A positive attitude to appropriate personal presentation
- ✓ Being reliable and punctual
- ✓ A willingness to learn
- ✓ Realistic expectations – You won't be made CEO of the company on your second day!
- ✓ Willingness to be supervised and follow instructions
- ✓ The capacity to communicate appropriately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

Industry Requirements

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

- Drug screening prior to entry in the workplace
- Police Clearances – Aged Care
- Australian Hotels Association (AHA) – Food Safe Handling
- 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



Process to confirm your work placement



Locating a Placement

- Semester 1 Application Forms Deadline: 27th March (Term 1, Week 8)

Step 1 - Use your contacts

- Follow the student guide and contact possible host employers
- Seek/job seeker/etc

Step 2 - Complete Online 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

Step 3 - Agree to the Workplace Learning Policy

- Student behaviour and attendance is taken into account
- Suspicion of Drug Use may require a Clean Drug Screen
- WPL Student Consent and Code Of Conduct completed in class in Term 1.
- Parents/Guardians to sign B3 Parent/Guardian Consent Form – via Docusign.

Industry Area	Role	Suggested Work Placements
Animal Care	<ul style="list-style-type: none"> Feeding and watering animals, cleaning pens and enclosures, assisting with animal healthcare, communicating with co-workers, keeping safe at work, assisting with animal enrichment and welfare, providing animal first aid, basic grooming, and much more. Veterinary nursing or even studying to become a vet 	<ul style="list-style-type: none"> Vet Clinics/Hospitals Wildlife Sanctuary Park Equestrian (riding for the disabled) Animal shelters Pet shops
Automotive	<ul style="list-style-type: none"> The automotive industry covers a wide range of areas that contribute to the manufacturing and maintenance of cars, trucks, plant vehicles and automotive machinery. 	<ul style="list-style-type: none"> Automotive workshops Automotive electrician Panel beating Spray painting Heavy Diesel mechanic MR & HR Trucks Motorbike retailers
Building & Construction	<ul style="list-style-type: none"> Covers a wide range of jobs in areas such as planning, engineering, architecture and trades such as painting, carpentry, plumbing, tiling, roofing and electrical – for both commercial and residential projects. Residential building includes the construction of houses, flats, units and townhouses. Commercial (non-residential) building includes schools, hospitals, shops, offices and factories 	<ul style="list-style-type: none"> Building & Construction – labouring Trade Assistant Electrical Plumbing Maintenance Bricklaying Plasterer Carpenter Ceiling fixer Tiler Glazier
Business & Clerical	<ul style="list-style-type: none"> Learn about business documents including spreadsheets, plan and organise work and schedules, workplace safety, communication and problem solving; critical thinking; teamwork; admin processes such as purchasing and finances 	<ul style="list-style-type: none"> Receptionist Office Administrator Marketing Bookkeeping Human resources Real estate Accounting Executive assistant
Community Services, Health & Education	<ul style="list-style-type: none"> Wide range of options including education assistant, disability or aged care support, youth work, early childhood education, training, mental health support, funeral services and leisure and health this industry area can offer you a challenging and rewarding career. 	<ul style="list-style-type: none"> Local Council Primary School Aged Care Nursing
Design	<ul style="list-style-type: none"> Include graphic design assistant, interior design assistant or interior decoration assistant, fashion design assistant and furniture design assistant. 	<ul style="list-style-type: none"> Graphic Design Multimedia / Publishing Fashion design Interior design Jewelry Maker Photography Assistant

Hospitality	<ul style="list-style-type: none"> Work in restaurants, hotels, resorts, motels, clubs, pubs, cafes or coffee shops 	<ul style="list-style-type: none"> Food and Beverage Local cafe Back of house - Kitchen Hand Restaurant Front of house – waiting tables Hotels Motels House keeping Catering companies
Information Technology (IT)	<ul style="list-style-type: none"> May look after all parts of a system including hardware, software and network connections, or they may specialise in one area. Troubleshoot and provide service support in diagnosing, resolving and repairing any faults 	<ul style="list-style-type: none"> IT Company Mobile repair shop
Light Manufacturing	<ul style="list-style-type: none"> Production workers who utilise a variety of equipment and perform support duties directly connected to product manufacturing 	<ul style="list-style-type: none"> Cabinet Making General Furnishings Textile Clothing Footwear (shoemaking)
Metals & Engineering	<ul style="list-style-type: none"> Welders, fitters, machinists, boilermakers, Sheetmetal workers, process plant operators and refrigeration and air conditioning mechanics. Metal fabricators 	<ul style="list-style-type: none"> Welding Boat Building Engineering
Primary Industries	<ul style="list-style-type: none"> Tasks including ecological restoration; irrigation; gardening and landscaping; nursery operations turf management; and horticultural production. Aquaculture operations – aquaculture, fishing and marine studies, marine operations 	<ul style="list-style-type: none"> Parks and Gardens Landscape Labourer Landscaping company AQWA Fishing Department
Sales & Personal Services	<ul style="list-style-type: none"> Customer service, learn about stock control and inventory; visual merchandising, cash handling; point of sale technology; and security procedures. 	<ul style="list-style-type: none"> small boutique large department or specialty store fashion to kitchen appliances, furniture to technology.
Sport & Recreation	<ul style="list-style-type: none"> Stay active - organise sports and recreation programs for schools, sports centres, and community groups. 	<ul style="list-style-type: none"> Sporting grounds Recreation Centres Community Centres Gym
Tourism	<ul style="list-style-type: none"> Tourism is an exciting industry. Work in a range of tourism industry sectors including tour operators, booking agents, visitor information centres, attractions, cultural and heritage sites and large theme parks. 	<ul style="list-style-type: none"> Rottneft Fast Ferries Ferry tours Museums Travel
Transport & Storage	<ul style="list-style-type: none"> Warehouses, transport depots, customer sites, distribution centres, roadside service areas, customer service centres, stock rooms, public transport and other vehicles, storage facilities, and logistics centres. Get goods from one place to another. Understanding of supply chain management 	<ul style="list-style-type: none"> Logistics/Warehousing Sea Transport Road Transport Distribution centres

Companies that DO NOT HOST

RETAIL:	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		
ANIMAL CARE:			
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			

QR Code – Online Application



Online Application Form

Year 11 - Workplace Learning Application Form Semester 1 - 2026

Dates: 2-Week Block - 25th May - 05th June 26

You have selected Workplace Learning as one of your subjects for 2026.

You will be expected to consider industries of interest and potential Host Employers. It is a requirement that you find a Host Employer who can take you for the two scheduled 2-week workplace

[Start now](#)

B1 – Workplace Learning Student Consent

Student Name: <<StudentFirstName>> <<StudentSurname>> Student Academic Year: 11

<input type="checkbox"/> I or my parents/carers/guardians have provided details of any medication, adjustments, disability, and/or learning support the school or the employer should know about. If this information changes, I will inform the school.	<input type="checkbox"/> I know I must contact my Workplace Learning Coordinator if I have any concerns about my placement.
	<input type="checkbox"/> I know I must contact my Workplace Learning Coordinator if I have any concerns about the behaviour of the host employer or staff towards me.
<input type="checkbox"/> I am aware I must complete an industry specific "WorkSafe Smart Move" certificate prior to work placement commencement.	<input type="checkbox"/> I will inform both the host employer and my Workplace Learning Coordinator as soon as possible if I am unable to attend the work placement on any given day.
<input type="checkbox"/> I have been made aware of the specific requirements that apply my preferred industry area/s. I agree to comply with these requirements.	<input type="checkbox"/> I know who to contact in an emergency.
<input type="checkbox"/> I am aware of my rights and responsibilities.	<input type="checkbox"/> I will comply with all reasonable direction from the host employer and their employees.
<input type="checkbox"/> I understand my responsibilities during the placement to support work health and safety in the host workplace. I know I must not do anything to jeopardise the safety of myself and others.	<input type="checkbox"/> If I have access during the placement to business or personal information which is private and confidential, I will not convey that information to any person outside the host employer's workplace.
<input type="checkbox"/> I understand the need for and will acquire basic personal protective clothing and equipment required for the placement. (e.g. steel capped boots)	<input type="checkbox"/> I will not use any device to record conversations, video or take photographs without permission from the host employer or supervisor.
<input type="checkbox"/> I understand that if I feel unsafe during the placement I have the right to not undertake the task and I have the right to report the issue as soon as possible to my Workplace Learning Coordinator.	<input type="checkbox"/> I will inform my host employer or supervisor and the school promptly of any injury or accident that involves me.
<input type="checkbox"/> I understand that my physical and personal safety is of the highest importance during the placement and there are no negative consequences for me in reporting health and safety issues to my school, the host employer and/or to my parent/carer/guardian.	

Student signature: _____ Date: _____

Workplace Learning Student Code of Conduct

Student Name: <<StudentFirstName>> <<StudentSurname>> Year: 11

The WPL Student Code of Conduct must be signed prior to the commencement of work placement

- ☐ I am aware that in undertaking a workplace learning placement, I am representing both myself and my school.
- ☐ I understand that I have a responsibility to make the most of the opportunity I have been given and to conduct myself in ways which will encourage the employer to provide similar opportunities to other Churchlands Senior High School students in the future.
- ☐ I will present myself for work on each day of the placement.
- ☐ If at any time I am unable to work because of illness or other compelling reasons, I will immediately notify both the workplace supervisor and the school that I am unable to attend and give the reason for my absence.
- ☐ I will arrive on time to start work each day, return promptly from breaks, and stay at work until the conclusion of the working day.
- ☐ I will at all times be neatly and appropriately dressed and maintain good standards of personal hygiene. I will perform all tasks assigned to me diligently and enthusiastically.
- ☐ I will listen carefully to all instructions and ask questions about anything which is unclear to me.
- ☐ I will at all times perform my tasks in accordance with the instructions I am given.
- ☐ I will actively seek opportunities to learn more about my work and that of my co-workers.
- ☐ I will observe all safety and hazard warnings.
- ☐ I will also treat the employer's property with care and respect.
- ☐ I will do nothing that endangers me, my co-workers or the public.
- ☐ I will wear/use any personal protective clothing/equipment provided to me.
- ☐ I will be courteous and considerate to all people I encounter in the workplace.

I have read and understood the Workplace Learning Student Code of Conduct and acknowledge that by undertaking a work placement, I am agreeing to abide by its terms.

Student signature: _____ Date: _____

Workplace Learning Policy

Year 11 - Workplace Learning Application Form Semester 1 - 2026



Workplace Learning Readiness statement

Students will undertake their work placement, with the Host Employer, 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.
- Maintain a satisfactory attendance record.
- Demonstrate appropriate behaviour.

A student will be deemed **not work ready** if they have exhibited any of the following:

- Violent behaviour.
- Illicit drug use.
- A consistent pattern of disrespectful or inappropriate behaviour toward others.
- Unsatisfactory school attendance.

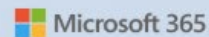
Students who are deemed not work ready will not be able to attend work placement until the school determines that they have met the necessary requirements.

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Placement Information



B.3. FAMILY/CAREGIVER CONSENT - (PLEASE SIGN AND RETURN TO SCHOOL COORDINATOR)

STUDENT NAME:	
Workplace:	Proposed Dates of Placement: From: to
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. I agree to make myself available as a contact for my child after normal business hours in the event of an emergency. OR To fulfil this role, I nominate _____ Telephone _____ 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"/>	My child is aware of 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.
<input type="checkbox"/>	I understand that my child may be required to undergo drug and/or alcohol testing prior to, or during my placement.
Signature of family/caregiver	Date:
Print Name	Signature of Nominee:

17 November 2025

Dear

WORKPLACE LEARNING (UNPAID) – INSURANCE COVER

The Department of Education (the Department) provides personal accident insurance and public liability insurance through RiskCover for students engaged in unpaid work placements allocated or arranged by the Department.

The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site.

The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

The school has been provided with evidence of the host employer's level of public liability insurance cover and the host employer has confirmed that this is the appropriate level of cover for their particular business.

In the event of a workplace learning accident, the student will be asked to complete a workplace learning personal-accident-claim form. This form must be completed and forwarded to the school principal.

In the first instance when making a workplace learning accident insurance claim, medical bills should be claimed through Medicare or your private health insurance. In the event that reimbursement is required, Medicare statements, private health insurer remittance and doctor's and chemist's receipts, where applicable, are to be forwarded to:

Specialist Claims Team
RiskCover
GPO Box K 837
PERTH WA 6842

On approving the claim, RiskCover will send a cheque covering the difference between the Medicare/private health insurance cover and the total cost of the bills.

Yours sincerely

Rosa Taylor
Workplace Learning Coordinator
rtaylor@churchlands.wa.edu.au

Parents/Guardians will receive an email to sign the B3 Parent/Guardian Consent Form - to be signed via Docusign.



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: 2nd 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