



CHURCHLANDS
SENIOR HIGH SCHOOL

WORKPLACE LEARNING POLICY

1. POLICY STATEMENT

The Department of Education's Workplace Learning for Public School Procedures and Duty of Care for Public School Students Policy are supported by The Workplace Learning Guidelines. These three documents outline the commitment to achieving a balance between protecting students from an unreasonable risk of harm, encouraging students' independence and maximising their educational opportunities through Workplace Learning experiences.

2. POLICY SCOPE

Outlined below are the conditions that apply to the Authority Developed Workplace Learning (ADWPL) Program component of the school. Workplace Learning (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 and completion of tasks as set by the VET Coordinator.

3. DEFINITIONS AND REQUIREMENTS

- 3.1 Students will conduct their work placement as arranged by the school (placements are organised in partnership with Western Workplace Learning).
- 3.2 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:
 - 3.2.1 Take their Workplace Learning Journal to their placement every day.
 - 3.2.2 Keep a daily record of hours and days worked and have this signed by the employer on a daily basis.
 - 3.2.3 Complete all written requirements of the Journal on a daily basis.
 - 3.2.4 Ensure Host Employer completes the Student Performance Evaluation on completion of each placement.
 - 3.2.5 Submit their journal for assessment at the completion of the placement, as this is a School Curriculum and Standards Authority (SCSA) requirement.

- 3.3 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.
- 3.4 *Costs incurred for any work placement will be the responsibility of the parent/guardian/student, i.e White Card, Police Clearance, Working with Children Check, PPE.*
- 3.5 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 two consecutive days or more. Unacceptable reasons for absences include appointments that can be made after work hours e.g. driving lessons, driving tests, routine dental and medical appointments etc.
- 3.6 Inappropriate behaviour in the workplace may result in the student being removed from the placement and from the Workplace Learning Program.
- 3.7 Students must adhere to all workplace rules and regulations whilst on placement. This could include mobile phone use and appropriate use of social media.

4. PROCEDURES

- 4.1 Students will only 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:
 - 4.1.1 Successfully complete the preliminary activities as outlined by the VET Coordinator.
 - 4.1.2 Maintain a satisfactory attendance record.
 - 4.1.3 Demonstrate 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 not deemed work ready will not be able to attend work placement until the above criteria is met.
- 4.2 Parents and students are welcome to source and suggest suitable work placements. Business cards are the easiest way to identify these contacts. They can be attached to the application form.
- 4.3 Application forms and contract must be completed IN FULL by the student and signed by the parent prior to being placed.
- 4.4 Parents/caregiver consent to the school communicating medical and other relevant information to Host Employers to maximise success in the program.
- 4.5 Once confirmed, the student will not have his/her placement changed if he/she does not like it. Any problems should be discussed with the VET Coordinator.

- 4.6 Daily hours of work as negotiated by the school and the employer shall be the hours of work the student is expected to complete.
- 4.7 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.
- 4.8 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.
- 4.9 Parents and students are aware of the three free periods timetabled for workplace learning students and the requirements to attend year level assemblies as outlined at the start of each term.

5. RELATED DOCUMENTS

- Duty of Care for Public School Students Policy
- Workplace Learning for Public Schools Procedures
- Workplace Learning Guidelines

6. RESPONSIBLE STAFF MEMBER

Policy Manager	Principal
Responsible Staff	Associate Principal in charge of Student Services
Approval Authority	Churchlands SHS Board
Approval date	10 August 2023
Next evaluation date	August 2026

7. REVISION HISTORY

Version	Approved Amended Rescinded	Date	Authority	Key changes/notes
V1	Approved	10 August 2023	Churchlands SHS Board	As Above