

# 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 interested in and 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 2026 the dates are as follows:

## Semester 1:

*Year 11 & Year 12: Term 2, Week 6 and 7 (25<sup>th</sup> May – 5<sup>th</sup> June)*

## Semester 2:

*Year 12 – Term 3, Week 9 and 10 (14 Sept – 25<sup>th</sup> 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. They are as follows:

### Year 11:

- **Monday Period 1** – Students do not have to arrive until the start of Period 2.
- **Tuesday Period 5** – Students may leave at the conclusion of Period 4.
- **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.

### Year 12:

- **Monday Period 5** – Student may leave at the conclusion of Period 4.
- **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 1** – Students do not have to arrive until the start of Period 2.

Once a week, a Workplace Learning Class will appear on student timetables. This class is used to provide a Work Readiness program prior to the commencement of placements. Different topics such as Health and Safety in the Workplace, Types of Work, Rights and Responsibilities of Employees and Employers, Workplace Laws, the changing environment of work, plus many more. It is essential that students bring a laptop to every class. The entire program is delivered via the Careers Department Portal and students will also develop Electronic Portfolios and Resumes.

Should you have any questions regarding the program, please don't hesitate to contact me:

[tmorton@churchlands.wa.edu.au](mailto:tmorton@churchlands.wa.edu.au)

# Program Timeline

2025		
TERM FOUR	Week 4	Students and parents receive online Workplace Learning 2026 Information Packs, including link for online WPL Application Form.
	Week 6 18 <sup>th</sup> November 2025	Compulsory Information Evening and personal discussions with Workplace Learning Coordinators.  Students are to return completed 2026 Application Form and signed WPL Policy by the end of the school year (if possible).
	December 2025 (Ongoing)	Workplace Learning Coordinators to begin liaising with Host Employers to confirm 2026 placements based on information provided on the applications submitted.
2026		
TERM ONE	Weeks 1 to 7	All Workplace Learning Students to complete the Work Readiness Program during class time.  All students who require a White Card (Construction Industry) for their placement must have achieved this by this date (must send number to Mr Morton)
TERM TWO	Week 4	Workplace Learning Placement Induction  Students will receive their Workplace Learning Journal, Offer of work placement letter.  All paperwork that requires signatures to be returned to Workplace Learning Coordinators ASAP.  <b>No changes can be made to Student Placements after this week</b>
	Weeks 6 and 7	Semester One Work Placements
	Week 8	Workplace Learning Journals to be submitted and Semester Two Applications issued
	Week 10	<b>YEAR 12'S ONLY:</b> Semester Two Applications due
TERM THREE	Week 1	Workplace Learning Coordinators to begin liaising with Host Employers to confirm 2026 placements based on information provided on the applications submitted.
	Week 7	<b>YEAR 12'S ONLY:</b> Students will receive their Workplace Learning Journal and Placement Letters.
	Week 8	<b>No changes can be made to Student Placements after this week</b>  <b>YEAR 11'S ONLY:</b> Semester Two Applications due
	Weeks 9 & 10	<b>YEAR 12'S ONLY:</b> Semester Two Work Placements
TERM FOUR	Week 1	<b>YEAR 12's ONLY:</b> Final week to <b>submit WPL Journals</b> and finalise any work on Certificate courses.
	Week 2	<b>YEAR 11'S ONLY:</b> Students will receive their Workplace Learning Journal, Placement Letter and Consent form. These are all to be returned to as soon as possible.
	Week 3	<b>No changes can be made to Student Placements after this date</b>
	Weeks 4 & 5	<b>YEAR 11'S ONLY:</b> Semester Two Work Placements
	Week 6	<b>YEAR 11'S ONLY:</b> Workplace Learning Journal to be submitted