



WORKPLACE LEARNING POLICY

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St. Luke's College, Karratha

Workplace Learning

INTRODUCTION

Workplace Learning, School Based Traineeship, and Work Experience Programs provide a valuable pathway for students to explore their transition from school to post-school opportunities and the world of work in a safe and supported environment.

This school policy document applies to all students undertaking Workplace Learning of any sort at St. Luke's College and complies with the Catholic Education Commission of Western Australia (CECWA) policy titled Out-of-School Learning and Training – Processes and Procedures for Catholic Schools in Western Australia along with the Workplace Learning Management Plan as put forward by the Department of Education effective 22nd November, 2010

The College policy and the individual learning area policies are the basis for ensuring that the College has fair, valid and reliable assessment procedures. Students, parents/guardians and teachers should be aware of their responsibilities in the assessment process. Year Eleven and Year Twelve student assessment has guidelines set by the School Curriculum Standards Authority (SCSA) to which schools must adhere.

The College will ensure that at the commencement of the learning program; each student has access to the course outline, clear assessment and grading guidelines, and a copy of the Workplace Learning Policy. Each student should:

- familiarise themselves with the assessment procedures
- ensure that the work placement hours, skills, employer reports and written tasks are completed by the due dates
- keep his/her student Log Book up to date and submit it to the Workplace Learning Coordinator at the end of the placement.
- liaise with the Workplace Learning Coordinator prior to, and at the end of, the work placement
- mediate with other relevant staff concerning workplace absences, assessment issues and other items as need be.

RATIONALE

There are 4 main categories that fall under the Workplace Policy:

- 1. The Workplace Learning Endorsed Course** is designed to provide Year 11 and 12 students with a link between a study program and their future careers. To complete the endorsed program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's *Workplace Learning Logbook*. The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the Authority's *Workplace Learning Skills Journal* after each 55 hours completed in the workplace. Other examples of Endorsed Programs are: Community Service, Cadets, Surf Lifesaving, Scuba Diver certificates, Enriched programs e.g. international maths or science competitions and university enabling programs.
- 2. The Work Experience Program** is designed for students who are unsure of their future pathway and need to experience certain workplaces to gain a better understanding of the choices before them. e.g. Nursing. (Work Experience is not an Endorsed Course). This programme is aimed more towards year 10 students who intend on a General Pathway for year 11 and 12. Students attend a two-week unpaid work placement with a company that exposes the student towards a specific area of future study.
- 3. The School Based Traineeship Program** is aimed towards Year 11 & 12 students on a General Pathway. SBT students are able to attend school while working and studying as a trainee. Students attend the work place one day a week, a 7.5-hour day. The student is trained on the job, earns money, selects a career path leading towards further studies / apprenticeships once they complete year 12.
- 4. TAFE (Vocational Education & Training / VETis)**
 Vocational training, also known as Vocational Education and Training (VET) and Career and Technical Education (CTE), provides job-specific technical training for work in trades. These programs generally focus on providing students with hands-on instruction, and can lead to certification. Vocational courses and classes are offered by North Regional TAFE and St Luke's College. Students who attend TAFE or a certificate course through the College are expected to attend a work placement suitable to the certificate course to gain work experience. This can be paid or unpaid work.

The emphasis in these programs is placed on the way an individual function within a team and within the wider context of the world of work.

All programs encourage students to investigate their goals and aspirations, examine the scope for enterprise and self-marketing, and recognise significant changes that are occurring in the workplace. It also encourages students to be aware of the generic skills needed to function at an optimal level in the workplace.

STUDENT PARTICIPATION

In order to participate in a Workplace Learning/Experience placement, the student must provide evidence to the Workplace Learning Coordinator that they are 'Work Ready'. Qualities of 'Work Readiness' are essential if the student is to undertake effective learning while on work placement or work experience. Students will need to have achieved high attendance at school, display good behavior and manage their school work accordingly.

Students wishing to be part of the program will be required to attend an interview with the College Coordinator and Workplace Coordinator to determine their suitability for the Workplace or Work Experience program.

Students are expected to achieve a minimum of 110 working hours over Year 11 and 12. If the hours are achieved, students will receive two unit points towards their WACE. Students who accumulate 220 hours over year 11 and 12 will receive four unit points towards their WACE. Please note, these are for VET Industry Specific courses.

STRUCTURE

Endorsed Program

Workplace Learning is an accredited Curriculum Council Endorsed course for senior secondary students. At St. Luke's College, the Endorsed Course undertaken is 'Workplace Learning' Employability Skills.

The course largely takes place on-the-job in an industry workplace chosen by the student, with the keeping of a diary or log book to reinforce the workplace experience.

Once students have completed the workplace hours and skills, they will be awarded points towards their WACE.

St. Luke's College offers the Endorsed Course, Workplace Learning Employability Skills to all senior students who wish to undertake an Endorsed Course as part of their study pattern.

Work Experience

Work Experience is offered to Year 10 students who need to experience specific types of employment to assess their personal suitability for that particular career path. E.g. child care, nursing

The basic requirements for completing Work Experience are:

- completion of the duration of the work experience as agreed to by the school and the workplace supervisor/employer
- demonstration of selected employability skills as negotiated with the student and the Workplace Coordinator
- demonstration of maturity, time management and engage with adults in communication
- complete a logbook signed off by the supervisor
- adherence to the St Luke's College 'Workplace Learning Policy'

Work Placement

- Each student understands that whilst on Work Placement any academic work missed from other school subjects MUST be completed.
- All teachers of the student are to be consulted about the expected dates of absence and any pending requirements that need to be met during that time.
- Students will be required to attend an interview with the employer/supervisor before commencing in the workplace. If the employer does not require this, students must telephone the employer prior to the placement to finalise workplace details.
- Students will undertake work placement at the designated site, as agreed upon by the student, parent and College.
- Students will be required to attend their chosen workplace according to the wishes of the employer e.g. weekly blocks. In the case of Workplace Learning, the required 110 hours may come from several different work placements.
- Students will be expected to work a standard industry day, which may be up to 10 hours. (specific to the Pilbara region)

- Students are to find their own work placement and then consult with the Workplace Learning Coordinator as to the appropriateness of the site.
- Location of a workplace may not be local, therefore, students must be prepared to organise travel arrangements.
- Students will not be placed under the direct supervision of a parent or relative in a workplace.
- If there is a problem in the workplace, not necessarily the fault of the student, the Workplace Coordinator will negotiate with both the student and employer in order for the placement to be completed. If this is not possible, the school will endeavour to assist in finding a new employer until the end of the placement.
- Students participating in Workplace Learning commit to the placement and understand that they are representing St. Luke's College and at ALL times will behave accordingly.

WORKPLACE ATTENDANCE

Students will be treated in a similar manner to full-time employees and will need to account for any absence from the workplace. They are expected to attend the workplace for the term of the placement.

Advance notice of a planned absence should be provided to the Workplace Learning Coordinator in writing at least one week prior to the absence so that the workplace supervisor can be notified.

If a student is **unable to attend their workplace** on a specific day, it is essential that they:

- **Ring to advise the host employer before the workday commences**
- **Ring Student Administration at the College before 8am – Ph: 08 91 441081**

The following are examples of UNACCEPTABLE REASONS for workplace absences:

- Driving lessons
- Routine dental appointments
- Routine medical appointments
- Social functions
- Sporting activities other than School/State/National representation etc

DEPARTURE FROM WORKPLACE

Permanently leaving the workplace before the end of the working day is **unacceptable** unless there are unavoidable circumstances.

Before leaving the workplace, the student must advise:

- their workplace supervisor;
- parent/guardian
- St. Luke's College Workplace Learning Coordinator

Should it be necessary for the student to leave the workplace prior to the agreed scheduled time, parent/guardian permission must be obtained.

- If a student leaves the workplace during the day e.g. for lunch or on company business, it is the student's responsibility to follow the procedure outlined by their employer/supervisor. (See Workplace Induction Checklist in the front of the Training Log Book.)

PERMISSION

Students require the permission from their parent/guardian to participate in Workplace Learning / Work Experience. The parent is required to give that permission, as well as permission to pass on the student details to prospective workplace supervisors by signing the relevant Parent Permission Forms prior to commencing the first work placement/experience.

The form states that both parties have read and understood their roles and responsibilities and the requirements of Workplace Learning and Work Experience, and that the student behaviour and performance at work and school will always be of the standard expected by St. Luke's College.

If the form is not signed, the student will not start/continue in Workplace Learning or Work Experience until that permission is given.

Details of each work placement will be provided to the parent/guardian and the student prior to the date of commencement.

LOG BOOK

Workplace Learning is a School Curriculum Standard Authority program. This means that staff at St. Luke's College must monitor a student's progress by:

- visiting them in their work environment

- regular telephone contact with their employer
- marking the Log Book
- completion of the Student Evaluation by the employer/supervisor

It is a student's responsibility to:

- ensure that all sections of the Log Book are complete
- take it to the workplace for each placement
- hand it in to the Workplace Coordinator for marking at the end of each placement

Work Experience students have the responsibility of keeping a logbook which also must be completed with regard to the workplace. The logbook will be checked by the Workplace Coordinator. The student's progress will be monitored by:

- visiting them in their work environment
- regular telephone contact with their employer
- marking the logbook
- completion of the Student Evaluation by the employer/supervisor

INSURANCE

While in the workplace, students from St. Luke's College are insured against accidents in the following ways:

- 1 **Personal injury** – students are covered by a Personal Accident Policy, which covers students for any injury sustained during school-based activities, including Work Placement and Work Experience. Catholic Church Insurances Limited underwrites this policy.
- 2 **Damage to property** – damage to property or equipment in the workplace is not covered by the school's insurance policies. Typically, all students possess a Work Safe Certificate and should they be operating equipment, employers normally ensure adequate training and supervision occurs. This has resulted in few instances of accidental damage or breakage.
- 3 **Public Liability Insurance** – all students and staff are indemnified against public liability claims under Public Liability Insurance Policies held by St. Luke's College, this includes all workplace contexts.

Students who have had severe injuries e.g. broken bones, within the previous 6 months prior to Work Placement, need to supply a Doctor's certificate stating that they are fit for work.

However, it is possible that some employers may not be indemnified against public liability claims made against their business relating to the actions of students on Work Placement.

Employers are advised to refer to their insurance companies or brokers to determine whether such cover exists. Irrespective of whether such cover exists, all Catholic schools and students in Catholic schools are covered against public liability claims.

For insurance purposes, all student work placements must be confirmed and endorsed in writing by the College.

EMPLOYER ROLES AND RESPONSIBILITIES

Employers who agree to a student being placed at their organisation agree to:

- Provide a safe workplace for a specified period of time
- Under supervision, provide opportunities for students to learn and/or demonstrate skills required for the course
- Complete Student Evaluation Reports as required for assessment purposes.

PARENT PARTICIPATION

To ensure the best results for your child, parents/guardians are asked to:

- Provide emergency contact details, including any health issues that a student has and agree that this information will be provided to the relevant supervisor in the workplace
- Ensure that their child attends work every day
- Discuss their child's work day experiences with them
- Discuss the Log Book entries each week
- Praise and make suggestions for improvement
- Keep in contact with their child's Workplace Learning teacher at the College
- Assist with transport

STUDENT ROLES AND RESPONSIBILITIES

As participants of the program, students must:

- Attend their work placement every day
- Be punctual at all times
- Maintain confidentiality in relation to the work placement
- Be active in their own learning while in the workplace e.g. show interest and ask questions

- Monitor their hours, skills and supervisor/employer reports to ensure they meet School Curriculum Standard Authority requirements if enrolled in Workplace Learning
- Meet all normal requirements of the workplace
- Act in a courteous and responsible manner at all times
- Wear appropriate clothing as required by the workplace
- Be willing to undertake all tasks allocated in an obliging manner
- Discuss their work day with their parent/guardian and WL Coordinator
- Accurately complete and hand-in their Log Book for monitoring at the end of each placement/ experience
- Adhere to the rules and expectations of St. Luke's College.

ST LUKE'S COLLEGE STAFF

Staff coordinating the Workplace Learning program are responsible for the following:

- Interviewing students before they enter the program
- Advising students on finding their own workplace with assistance from St. Luke's College
- Preparing all necessary documentation for School Curriculum Standard Authority, employers and students/parents/guardians
- Contacting all new workplaces prior to a student commencing at that organisation
- Inducting/interviewing employers
- Visiting students in the workplace
- Having regular telephone contact with employers and parent/guardians
- Monitoring student Log Books

TRAVEL WHILE AT THE WORKPLACE

Transport to and from the workplace, including costs will be the responsibility of the student. If required, parents are asked to ensure that their child is familiar with public transport

If a student is required to travel in a company vehicle as part of his/her duties while in the workplace or travelling in a company vehicle during lunch time for the purpose of obtaining lunch, parental permission is given by completing the Parental Workplace Learning Consent Form. Workplace supervisors are required to ensure that the vehicle is licensed and road worthy and is driven by a driver with a current Driver's License.

CONFIDENTIALITY IN THE WORKPLACE

Maintaining confidentiality in relation to the work placement is vital.

Confidential information includes: names of all clients, the employer's methods of operation, details of clientele, computer programs (intellectual property) and all or any other information about the employer and/or clients of which a student may become aware during the course of the work placement program.

The student shall not use, disclose or authorise the use or disclosure of the confidential information to any person or company whatsoever.

WORKPLACE STUDENT INDUCTION

All students will be appropriately prepared for their work placement. An induction program will include the following:

- Student and employer/supervisor rights and responsibilities in the workplace
- Use of Log Book and School Curriculum Standards Authority requirements
- Occupational health and safety, including the completion of an appropriate WorkSafe Certificate
- Accident procedures
- Confidentiality of the host employer's business
- Personal grooming and hygiene
- The appropriate use of mobile phone and computer in the work place
- Special requirements e.g. White Card
- Travel to and from the workplace and travel while in the workplace
- Absence from the workplace

Constant monitoring of the student during the Workplace Learning or Work Experience is conducted throughout the length of the placement by St. Luke's College.

PERSONAL GROOMING AND HYGIENE

Students must be clean and well groomed at all times.

Dress requirements should be discussed with the host employer **prior to commencement.**

DISMISSAL / INAPPROPRIATE BEHAVIOUR

If a student has his/her placement terminated due to inappropriate behaviour, misconduct or failure to attend without notification. The student's placement in the

program will be terminated and the student will not undertake further Workplace Learning or Work Experience.

STEALING OR CONSUMPTION OF DRUGS OR ALCOHOL WILL RESULT IN IMMEDIATE DISMISSAL FROM THE WORKPLACE AND SUSPENSION FROM ST LUKE'S COLLEGE.

Continued enrolment at St. Luke's College will be determined by the Principal.

Police involvement will be at the discretion of the employer.

SAFETY

Students are expected to carry out duties in a safe and serious manner and use common sense or ask if unsure. Specific organisational safety procedures or regulations must be followed.

If a student is injured in the workplace they must notify:

- Their employer immediately
- The Workplace Learning Coordinator as soon as possible after the incident

In some workplaces, students may be required to wear safety (steel cap) boots. Students will be notified of this requirement prior to accepting the placement.

Specific company safety procedures or regulations must be adhered to e.g. students will be required to obtain a White Card prior to commencing in the building and construction industry.

Harassment

Students do not have to put up with bullying, harassment or sexual harassment whilst on their work placement. If they do experience this, it is important that they advise their parents and the Workplace Learning Coordinator immediately.

UNSUITABLE WORKPLACE

If a parent or student considers that the chosen workplace becomes unsuitable, the Workplace Learning Coordinator must be contacted immediately.

The student will not have their work placement changed simply because they do not like it or because they no longer wish to work in that industry area. Students have made a commitment to attend the workplace for one placement and are expected to see that commitment through. Students will only have their work placement changed if it is unsafe or unsavoury.

Students are not permitted to cease attending a placement of their own accord.

LIQUOR LICENSING REQUIREMENTS

Students are not to take part in the sale, supply or serving of alcohol. The Workplace Learning Coordinator will forward a list of students working on licensed premises to the Director of Liquor Licensing for approval.

Once approval is received, a copy of the letter will be provided to the workplace supervisor and the student.

This letter is to be placed in the front of the student Log Book and must be made available to any official of the Department of Liquor Licensing on request.

EMPLOYER/PARENT/GUARDIAN CONTACT

While a student is in the workplace, all contact with employers is made only by the Workplace Learning Coordinator. Parents/guardians are not to make direct contact with employers to discuss the progress of their son/daughter.

Please contact your child's Workplace Learning Coordinator at St. Luke's College on 08 9144 1081 to discuss any concerns that you may have about a workplace.

STUDENTS WITH SPECIAL NEEDS

Students with special needs will be assessed prior to commencing Workplace Learning/Work Experience and a determination will be made as to the best course of study for the student.

If it is considered appropriate, the services of outside agencies will be used to assist in the placement and monitoring of students.

St. Luke's College staff will monitor the student's progress and will visit the student in the workplace.

If needed, a Special Needs Assistant will accompany/assist the student in the workplace for a set period of time; this will be determined by the needs of the individual student.

Employers will be made fully aware of the special needs of the student.

ADDITIONAL COSTS**BUILDING, CONSTRUCTION, ENGINEERING, ELECTRICAL & AUTOMOTIVE INDUSTRIES**

Any student who completes a work placement in the Building, Construction, Engineering, Electrical and Automotive Industries may be required to complete a **Safety Awareness Training** (SAT) course to obtain a White Card. Students may **not** be permitted to commence work until the White Card number has been provided to the Workplace Learning Coordinator. The White Card is paid for by the parent/guardian/student. Courses are provided on the internet by numerous companies and details can be obtained from the St. Luke's College Workplace Learning Coordinator.

Any student who requires special clothing (steel cap boots) or equipment must organise these prior to commencing the work placement. The cost is the responsibility of the student.