

WORKPLACE LEARNING MANAGEMENT PLAN

School :		Belridge Secondary College	
Students (Attach List): To be attached post placement			
Telephone:94088000		Email school@belridge.education.wa.edu	
Workplace Learning (WPL) Coordinator: Meredith Fuhrmann		meredith.fuhrmann@education.wa.edu.au Phone 94088000 Mobile 0422111365	
VET Coordinator:		Carlos.Notarpietro@education.wa.edu.au Phone 94088000 Mobile 0401901685	
Types of Workplace Learning Program	✓ ADWPL Course (SCSA)	X Work Experience	X Work Shadowing
	✓ Part of a VET Program	✓ SBT/SBA/ASBT/PAIS	X Other (e.g. Internship)
Dates:			

PURPOSE

Overview

Workplace Learning at Belridge Secondary College is offered to all Year 11 and Year 12 VET students as the Authority (SCSA) Developed Workplace Learning Courses. The college also offers students Workplace Learning opportunities as part of Pre-apprenticeship In Schools (PAIS) and School Based Traineeship (SBT) programs. Most students undertake up to two different placements in each year and complete Workplace Learning in block placements.

The Workplace Learning Coordinator has overall responsibility for program facilitation within the school. Students are requested to find their own placements, with the assistance of the VET Coordinator readily available. The value of completing a placement in an industry area relevant to career aspirations and Certificate course(s) being studied at school, is emphasized. The WPL /V ET coordinator and teachers delivering Certificate courses at Belridge Secondary College monitor the students' work placements through both phone calls to the workplace supervisors and workplace visits.

Students are issued with a Log Book in which they record attendance and tasks completed and record employability skills in the Authority Developed Skills Journal. Workplace supervisors complete the Student Performance Profile which provides feedback on each student's work ethic and potential as an employee. Unless the student completes all records requested in the Log Book and attends for the entire duration of the placement period, no result will be recorded.

Prior to receiving authorization to complete a Workplace Learning placement, the student must complete a Workplace Learning Application. Within this application is the Workplace Learning Policy listing all conditions and requirements both the student and their parents/guardians must agree to uphold.

ASSESS RISKS

Workplace environment -work site assessment processes to be used:

- The workplace Learning Co-ordinator or delegate will visit work sites (on the first occasion) prior to student placement. Staff will use the Induction & Training Record (see Appendix 1) to discuss requirements, student aspirations and capabilities and employer expectations.
- The workplace Learning Co-ordinator or delegate will ensure that the employer section of the Student Placement Record (Appendix 2) has been completed. Workplace Supervisors will be given a copy of the school's Information Brochure (Appendix 3)

Confirming Transport Arrangements for Workplace Learning Students

➤ Included in the *Parent / Guardian Consent for Workplace Learning Forms* (Appendix 4) is consent for students to travel to and from the workplace, and permission to leave the workplace premises for meal breaks. Staff and supervisory team members will use their private vehicles. All vehicles must be registered under WA Department of Transport.

➤ Should a vehicle accident occur, evidence of any motor vehicle accident claims will be attached.

The School will ensure that arrangements have been made for the safe transport of workplace learning participants. This will include the following:

- Appropriate transport arrangements to and from the work placement authorised by parent/guardian;
- Acknowledgement of the non -arrival of students by the Workplace Learning Supervisor to the WPL Coordinator;
- Vehicles used by the Workplace Learning Supervisors will have a current vehicle licence, be insured and drivers will have a current driver's licence;
- Vehicles driven by students will comply with the road licensing requirements, and
- Students will have a current driver's licence and will only transport other students with parent/guardian consent by all parties involved.

STUDENT/S

Selecting students for Workplace Learning

➤ At Belridge Secondary College, we have an expectation that VET students will undertake work placements during end of semester exam/ADWPL breaks.

➤ Students' Work Readiness is determined through their participation in our Year 10 Careers program, the pre-placement ADWPL Induction, and by maintaining Good Standing outlined in the college's *Good Standing Policy*.

➤ Worksites selected will accommodate students' needs and capabilities, including provisions for students with special needs (e.g. CALD, intellectual or physical disability, specified health issues, etc.). This is confirmed through previously outlined work site assessment processes.

➤ Through the work site assessment processes, Belridge Secondary College staff will ensure that any pre-requisites necessary for student(s) to engage with specific work places have been met (e.g. White Card for construction sites).

➤ Year 11 students and year 12 students new to Workplace Learning or the school, attend a Workplace Learning Induction program and complete the Workplace SmartMove Certificate during term one, prior to completing a work placement. This ensures students are aware of all aspects of the school's Workplace Learning Policy, procedures and Occupational Safety & Health regulations. A guest speaker from the community is invited to address students to emphasize the importance of work ethic and making a great impression, as well as encouraging and motivating students to gain skills and knowledge to increase their employability. All VET students also complete WHS core Units of Competence as part of their studies.

- The WPL Coordinator and WPL Placement Officer will consider the following student attributes (in context to the placement) when matching the students to an appropriate workplace:
- The student's age, experience, maturity, capabilities and suitability;
- The student's prior experience and knowledge of the industry
- Any special needs the student may have (physical, social, emotional);
- Cultural needs of students (including Indigenous students or students from other cultures);
- Disabilities, special needs or health requirements (can be temporary or long term);
- Preferences or particular interests as expressed by the student;
- Access to transport;
- Access to appropriate workplace attire, and
- Industry/business investigation by student.

Students will be made aware that their preferred area of placement may require them to complete a confidential declaration, medical or drug and alcohol testing prior to acceptance of placement. Some students may require additional mentoring to ensure the success of a placement.

1.1.1.1 LIQUOR LICENSING REQUIREMENTS

Students that are interested in work placements that involve liquor are permitted to undertake such placements on licensed premises. This requires the approval of the Director of Liquor Licensing and such approval must be made available on the premises with the student. A letter will be sent to the Department of Racing, Gaming and Liquor with names of students asking for permission to complete placements in licensed premises.

School VET students who are aged 16 years or older and are enrolled in an accredited course or an accredited skills training program (ie VET students in Hospitality) and are supervised at all times are able to serve alcohol as an ancillary to a meal with approval from the Director of Liquor Licensing. Students must have a copy of approval from the Director of Liquor Licensing available in their logbook at all times.

MINING INDUSTRY REQUIREMENTS

Students wishing to engage in Workplace Learning in the mining and associated industries are bound by the regulations described in the Mines Safety and Inspection Regulations 1995. The School will view such applications on an individual basis and ensure that all aspects of the above regulations are applied.

Electrical Placement Requirements

WorkSafe checklist for people working with electricity

Construction Industry

The Occupational Safety and Health Regulations (1996) have changed to reflect the national approach to construction induction training endorsed by industry Australia wide [July 2009].

1. Training course

Construction induction training that is nationally accredited will be recognised under the amended regulations.

2. Cards issued and recognised in Western Australia

Across all States and Territories, including here in WA, both types of WA cards issued through training providers are accepted by the regulatory authority as evidence that induction training has been completed.



- Once students are selected and placements are organised, the following are attached:
 - the completed Student Placement Record (APPENDIX 2) for each placement undertaken by each student
 - details of any special needs of students and provisions made;

SUPERVISOR/SUPERVISORY TEAM

Establishing supervisor/supervisory team

- Belridge Secondary College will use college staff and a nominated Workplace Supervisor for each work place to monitor and supervise students on work placements. Workplace Supervisors are provided with *the New and Young Worker Work Placement and Safety Induction Form* (Appendix 5).

College based Supervisory Team

Name	Position	Contact Details	Role in Team	Induction
Meredith Fuhrmann	WPL Co-ordinator	Meredith.Fuhrmann@education.wa.edu.au	*Workplace supervisor induction *Workplace site visits * Student monitoring visits	Yes
Carlos Notarpietro	Associate Principal	Carlos.Notarpietro@education.wa.edu.au		Yes
Denise Mason	School Officer VET	Denise.Mason@education.wa.edu.au		Yes
Lazo Njegich	Building & Construction	Lazo.Njegich@education.wa.edu.au	Student workplace monitoring visits	Yes
Ross Stumpers	Engineering	Ross.Stumpers@education.wa.edu.au		Yes
Joel Bond	Automotive	Joel.Bond@education.wa.edu.au		Yes
Ms Cheryl	Community Services & Hospitality	Ms.Cheryl@education.wa.edu.au		Yes
Micael Corless	Hospitality	Micael.Corless@education.wa.edu.au		Yes
Leanne Gendle	Business	Leanne.Gendle@education.wa.edu.au		Yes
Stephen O'Neil	Information Technology	Stephen.Oneil@education.wa.edu.au		Yes
Tarryn Hunt	Sport & Recreation	Tarryn.Hunt@education.wa.edu.au		Yes
Brent Jarvis-Spinks		Brent.Jarvispinks@education.wa.edu.au		Yes
Dale Meyer		Dale.Meyer@education.wa.edu.au		Yes
Tiffany Collins		Tiffany.Collins@education.wa.edu.au	Yes	
Ashley Mouritz	Careers & Enterprise	Ashley.Mouritz@education.wa.edu.au	Yes	
Virginia Linto		Virginia.Linto@education.wa.edu.au	Yes	

SUPERVISION STRATEGY

Establishing a supervision strategy for each WPL program (see Workplace Learning Guidelines)

- Detail the workplace supervision strategies that need to be established.
- Identify the criteria to be checked during monitoring visits, including frequency.
- Clarify how responsibility for supervision during non-work times is covered, e.g. at lunch times.
- Once WPL program is arranged, attach a schedule of monitoring visits and, as carried out, a summary of findings for each.

COMMUNICATION STRATEGY

Developing a Communication Strategy

- A representative from Belridge Secondary College will contact each workplace early in each placement. College staff delivering VET courses, as well as the Workplace Learning Co-ordinator and delegates, will visit employers and students during placements. The key components of the supervisor/supervisory team induction program include using college staff, and Workplace Supervisors being familiar with risk assessment and safety requirements as previously outlined.
-

EMERGENCY RESPONSE STRATEGY

Establishing an emergency response strategy

- Host employers (workplace supervisors) receive a *Combined Employer Insurance Letter (Appendix 6)*, detailing Accident Procedures to be followed, Public Liability Insurance Arrangements and Workplace and Student contact details. Measures to address bullying or harassment in the workplace are covered through provisions in the Equal Opportunity Act (1984), Occupational Safety and Health Act (1984) and Regulations (1996) and Disability Discrimination Act (1992).
- In the event of a workplace accident or incident, the Workplace Supervisor will, in the first instance, organize emergency medical attention (if required), and contact the College's WPL Co-ordinator, who will contact parents/guardians. These procedures are discussed as a component of the communication strategy and stakeholder induction processes.

WORKPLACE EMPLOYERS

Employer Selection and Induction

The Student Placement Record (APPENDIX 1) will be used when assessing appropriate work placements for students.

The School will:

- Locate a prospective employer willing to offer student work placement(s);
- Assess the suitability of the workplace in which the student is to be placed in terms of program requirements and occupational health and safety. This will require a pre visit and completion of APPENDIX 1 unless employer has previously been assessed as suitable.
- Induct the workplace learning supervisor to clarify and explain the workplace learning program. APPENDIX 3 (School Information Brochure) will be provided to new employers to support this and will include
 - Rights and responsibilities of the workplace learning supervisor
 - Training and/or assessment requirements to be carried out
 - Contact procedures;
- Assess the workplace supervisor's suitability to be entrusted with supervision
- Provision in writing to the Workplace Supervisor details outlining the insurance cover provided by the DoE (Appendix 6) and obtain a signed acknowledgement and acceptance of these details. Ensure that students are only placed in a workplace with the appropriate amount of Public Liability Insurance and Confirm the placement in writing

- When inspection of a work place is not possible, the following action will occur:
- If placement is regional, the WPL Coordinator will contact a representative from a government school or regional office within the area and ask whether they are able to complete the pre placement check from *Student Placement Record (APPENDIX 1)* on their behalf;
- The preplacement checklist and Young people in the Workplace OHS induction be forwarded, completed, signed and returned by the Workplace Supervisor and DoE representative acting on behalf of the school, and
- For mobile tradespeople, the WPL Coordinator will meet with the Workplace Supervisor and discuss certificates of competency, references, past experience and reputation to confirm the suitability of the placement. The pre placement checklist will also be completed. Professional judgement by the WPL Coordinator will be made about the vehicle (as a workshop) including whether the vehicle and the driver are licensed and insured.

PARENT/GUARDIAN CONSENT

Obtain Parent/guardian consent

The School will notify students of their acceptance into the program in writing and will include the following documentation to be read and signed by parent/guardian and returned to the WPL Coordinator:

- An outline with full details about the student work placement prior to the date of commencement;
- A request for written confirmation by the parent/guardian confirming approval by them for their child's participation within the parameters set for the placement;
- Written documentation about the insurance cover for students on work placement, including recovery of any medical expenses incurred in case of accident or illness during workplace learning and requires a signed acknowledgement and acceptance;
- A outline of participation costs;
- Health and medical form relating to the student, and
- Workplace Learning Policy

Upon confirmation of specific placements for each student, the parent will be provided with written documentation to include:

- Location of workplace learning placement;
- Days, times and dates for completion of work placement
- Potential hazards in the workplace;
- Student contact arrangements during the workplace learning placement;
- Transport arrangements;
- Supervision to be provided;
- Arrangements for meal breaks and leaving early;
- Special clothing or other items required and responsibility for provision of such items;
- Required or random drug testing and payment of associated cost;
- Procedures in case of student accident or illness on the workplace, and Insurance cover.

RETAIN RECORDS

Evidence/records are maintained through the Reporting to Parents Work Placements module.

THE FOLLOWING RECORDS WILL BE KEPT AS:

- Record of Workplaces (Database of organisations used);
- Record of Pre visit dates (Database of pre placement visits), and
- Record of students in work placement (Database of student workplace allocation)

EVALUATION

Reviewing and evaluating the WPL program(s) and this Plan

- The school executive (Principal, Vice- Principals, Associate Principal) and the WPL Co-ordinator will review the College's Workplace Learning Program and Management Plan annually during school planning meetings.

Latest Review: July 1, 2016

Changes:

- To accommodate *DoE Draft Workplace Learning Procedures, Version 2.6*

Please sign the Workplace Learning Management Plan

Workplace Learning Coordinator

Date

I am satisfied that the management plan for this program meets Duty of Care for Students policy requirements. I approve the students named in the attachment to participate in this program.

Principal

Date



Belridge Secondary College
 17 GWENDOLINE DRIVE, BELDON WA 6027
 Telephone: 08 9408 8000
 Fax: 08 9307 7133

Appendix 1

Induction and Training Record

Thank you for participating in our Workplace Learning program. The following checklist will be used to ensure that all parties are aware of their responsibilities in being a part of this program a record of a visit prior to the student commencing the workplace. This checklist will be signed at the initial meeting between the workplace supervisor and workplace learning staff.

Placement Name:
Placement Address:

WA

Placement Phone:
Placement Contact:
Placement Contact Phone:
School Contact:
School Phone:

08 9408 8000

Checklist – Please tick in the box when the item has been addressed

1	Outline of the program has been discussed with the workplace supervisor in how Workplace Learning fits into the learning program.	
2	The workplace supervisor has had their role explained in relation to the training of the student.	
3	The workplace has been viewed by the Belridge Secondary College Workplace Learning staff.	
4	The following occupational health and safety (OHS) has been discussed with the workplace supervisor: <ul style="list-style-type: none"> • Is an OHS policy and procedure available • The student will attend an induction session • Student will be made aware of safety procedures (e.g. safety equipment, fire extinguishers, exits) 	
5	Insurance details have been discussed and the necessary documentation signed and copies made for the workplace supervisor	
6	Student emergency details and medical conditions will be available in their log books	
7	Accident procedures have been discussed	
8	Arrangements for leaving the place of employment and travelling in company vehicles discussed	
9	Arrangements for visits and taking photographs by school workplace learning staff discussed	
10	Workplace supervisors have been made aware that damage to employers equipment is not covered under the Education Department Insurance policy	
11	The school workplace learning staff and workplace supervisor have discussed the working hours and appropriate clothing to be worn	
12	The workplace supervisor has provided proof that they have an appropriate level of public liability insurance for their business or industry risk profile.	
13	School Workplace Learning staff have sighted the public liability insurance which is end dated: / /	

Employer/Workplace Supervisor Name _____ Signature: _____

Date: _____

School Workplace Learning Staff Name _____ Signature: _____

Date: _____



APPENDIX 2A STUDENT PLACEMENT RECORD

STUDENT SECTION

STUDENT INFORMATION	
Student's Name:	Date of Birth:
Contact Number:	Medicare Number:
Emergency contact:	Home:
Mobile:	Work:
Workplace:	Proposed dates of placement: From: To:
Please tick where applicable:	
<input type="checkbox"/> I or my parents have provided details of any adjustment, disability, learning support, medication or factors (e.g. anaphylactic reaction) the school or the employer should know about: .	<input type="checkbox"/> I know I must contact my school if I have any concerns about my placement.
<input type="checkbox"/> I have completed the WorkSafe SmartMove certificate , the Safety Passport program and/or ASDAN Workright program.	<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 to the particular industry my placement is in and 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 have acquired basic personal protective clothing and equipment (e.g. steel capped boots) required for the placement.	<input type="checkbox"/> I will not use any mobile 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 need to report the issue as soon as possible.	<input type="checkbox"/> I will inform my supervisor and the school promptly of any injury or accident that involves me.
<input type="checkbox"/> I understand that my 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 parents(s)/carer.	
Student signature: _____	Date: _____

APPENDIX 2B HOST EMPLOYER SECTION

STUDENT INFORMATION			
Student's Name:			Date of Birth:
Contact Number:		Medicare Number:	
Emergency contact:		Home:	
Mobile:		Work:	
Details of(or attached) of any adjustment, disability, learning support, medication or factors the host employer should know:			
SCHOOL INFORMATION			
School :		Front of office hours	
Address:			
Telephone:		Email	
Workplace Learning (WPL) Coordinator:		Contact details:	
VET Coordinator:		Contact details:	
Type of Workplace Learning Program	<input type="checkbox"/> ADWPL Course (SCSA)	<input type="checkbox"/> Work Experience	<input type="checkbox"/> Work Shadowing
	<input type="checkbox"/> Part of a VET Program	<input type="checkbox"/> PAIS	<input type="checkbox"/> Other (e.g. Internship)
WORK PLACEMENT			
Purpose:			
Type of Industry:		Main Activity:	
Specific industry skills (e.g. VET competencies) to be addressed:			
Start Date:		Finish Date:	Total Number of Days:
Students Start time		Finish time	Student's total Hours
<input type="checkbox"/> Block	<input type="checkbox"/> One day Per week	<input type="checkbox"/> Split shifts	<input type="checkbox"/> Other:
<input type="checkbox"/> Placement includes out of hours work		Please specify	
Transport arrangements:			

HOST EMPLOYER

Please complete all the following responses. If more space is needed please attach the information. This will assist the school to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements.

Company name:		Proprietor/Supervisor:	
Workplace:		Job Role:	<input type="checkbox"/> Hosted Work placements in the last 12 months
<input type="checkbox"/> Government enterprise	<input type="checkbox"/> Private enterprise	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Other:
Address:			Telephone:
Location of Placement (if different to the Address above)		Address:	
		Telephone:	
<input type="checkbox"/> I have consulted with my insurance broker to determine that my business holds the appropriate level of public liability cover.		<input type="checkbox"/>	I have provided a Certificate of Currency for this insurance to the school.
Supervisor's name:		Position:	Telephone:

Host employer/workplace supervisor declaration:

- I have read the [Student Work Placement Guide \(WorkSafe\)](#) and understand the responsibilities associated with working with children and young people.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that OHS risks have been assessed and managed in accordance with the requirements of the *Occupational Safety and Health Act 1984*. I have completed the *Description of the proposed activities* to meet the Department's requirements.
- I will check any health care concerns with the student and ensure that they and the supervisor know what to do in the case of a medical event.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving the student while on placement, including near misses, to enable the Department to fulfil its OHS obligations.
- I will provide a site-specific induction and the ongoing appropriate information, instruction, training, supervision and additional personal protective equipment as required through the work placement that enables the student to perform their work safely.
- I have been made aware of the nature of the work placement and of any restrictions which apply to the kinds of work the student can be required to perform.
- I will notify the workplace coordinator if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the workplace coordinator immediately if I need to redirect students to another location or if asbestos is found on the site or other safety issues requiring immediate attention arise.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that person from working with children.
- I have informed staff employees of their responsibilities during the work placement.

Signature of host employer:

Date:

Print Name:

Position:

APPENDIX 3 – INFORMATION BROCHURE FOR WORKPLACE SUPERVISORS

STUDENT RESPONSIBILITIES

It is the responsibility of the student to:

- commit to industry-based learning and to cooperate and accept duties in an obliging manner
- contact the workplace before the placement to confirm details such as start and finish time, lunch arrangements and dress requirements
- be respectful, polite and courteous to fellow workers
- meet standards of hygiene, decency and cleanliness and comply with the workplace specified uniform and/or dress standard
- follow workplace rules and protocols
- comply with the workplace's safe working practices and protocols to maintain their own safety and carry out work in a safe manner
- contact the workplace in reasonable time if they are not able to attend on a particular occasion and advise the school of their non-attendance
- use tools and equipment and digital media in a responsible manner and according to workplace procedures
- complete all logbook requirements at the completion of each day of the work placement.

WORKPLACE SUPERVISOR

The workplace supervisor is an adult employee of the host workplace who is acting in a designated supervisory capacity, with responsibility for monitoring the progress of the student while in the workplace.

The workplace supervisor is required to:

- oversee completion of the logbook
- verify the number of hours the student works
- verify the tasks completed by the student
- evaluate the student's workplace performance.

SCHOOL SUPERVISORY VISITS

A representative from Belridge Secondary College will contact the workplace by telephone within the first few days of the student placement. A supervisory visit to the workplace by a teacher, will then be arranged at a time and date convenient to the student's workplace supervisor.

INSURANCE COVER FOR STUDENTS

The Department of Education provides insurance cover for the duration of the student workplace learning placement. This insurance cover applies to students who are on unpaid work placement, when arranged or allocated by the school only.

Should an accident occur involving a student on work placement, the Accident Procedure outlined on the insurance document provided by Belridge Secondary College, is to be followed.

PUBLIC LIABILITY INSURANCE

It is a requirement of the Department of Education that a business accepting students on workplace learning has in place its own Public Liability Insurance, the amount having been determined as appropriate for the specific business through consultation with their insurance broker.

Workplace Learning Coordinator contact details:

Name: Meredith Fuhrmann

Phone: (08) 9408 8000

E-mail: Meredith.Fuhrmann@education.wa.edu.au

BELBRIDGE SECONDARY COLLEGE



Government of **Western Australia**
School Curriculum and Standards Authority

WORKPLACE LEARNING
an
Authority-developed endorsed program
(ADWPL)

INFORMATION BROCHURE FOR WORKPLACE SUPERVISORS

17 Gwendoline Drive
Beldon WA 6027

SCHOOLS AND INDUSTRY WORKING TOGETHER

Workplace learning enables schools and industry to work together to provide opportunities for students in Years 10, 11 and 12 to prepare for the workplace.

Through participation in a workplace learning program students can develop and demonstrate increasing competence in the core skills for work, often referred to as generic, transferable or employability skills.

BENEFITS TO INDUSTRY

Benefits to industry include:

- developing in young people a realistic understanding of industry expectations and standards
- giving employers a valued training role in assisting young people in acquiring workplace skills
- providing access to a pool of pre-skilled and immediately productive young workers from which employers can recruit
- providing a direct link to schools and the opportunity to make education more relevant to industry needs.

BENEFITS TO STUDENTS

Benefits to students include:

- developing first-hand experience in a real workplace in preparation for the transition from school to work
- developing competence in the core skills for work
- enhancing an understanding of the link between school studies and work
- developing career pathways that help students decide if a particular industry or job is right for them.
-

WORKPLACE LEARNING (ADWPL)

The School Curriculum and Standards Authority have developed a Workplace Learning program, which is managed by individual schools.

Students who successfully complete this program can count it as the equivalent of one unit towards their 20 units required to achieve the Western Australian Certificate of Education (WACE).

To complete this program, a student must:

- work at least 55 hours in a real workplace
- complete a logbook (see below)
- complete a skills journal (see below).

The program may be repeated and count towards a student's WACE for up to the equivalent of four course units.

LOGBOOK

During the work placement the student is required to complete a logbook which comprises:

- an attendance record and task schedule
- an evaluation of the student's workplace performance.

This logbook is validated by the workplace supervisor.

SKILLS JOURNAL

During and/or after the work placement the student is required to respond to 10 questions based on the *Core Skills for Work Developmental Framework* (see www.innovation.gov.au/csfw).

This skills journal is completed under the direction of the school.

PREPARATION FOR THE WORKPLACE

Each school provides its students with a work readiness and induction program before placing them in a real workplace. Programs typically cover:

- the purpose of the work placement and the specific requirements of this Workplace Learning program
- an understanding of the work health and safety requirements of the industry
- workplace expectations and behaviours
- appropriate duties the student may undertake
- an understanding of the importance of maintaining confidentiality in the workplace
- roles and responsibilities of the student
- role and responsibilities of the host workplace.

HOST WORKPLACE RESPONSIBILITIES

It is the responsibility of the host workplace to:

- nominate a workplace supervisor who will monitor the progress of the student and ensure instruction and supervision occurs at all times
- provide a variety of experiences and activities that develop the core skills for work and offer regular feedback to the student
- contact the school immediately if there are problems or the student fails to attend the workplace when expected
- provide a workplace that is safe and free of bullying, discrimination, harassment or intimidation
- advise the student of the workplace's safe working practices and protocols
- advise the school of any accidents or injuries to the student while in the workplace.

STUDENT RESPONSIBILITIES

It is the responsibility of the student to:

- commit to industry-based learning and to cooperate and accept duties in an obliging manner
- contact the workplace before the placement to confirm details such as start and finish time, lunch arrangements and dress requirements
- be respectful, polite and courteous to fellow workers
- meet standards of hygiene, decency and cleanliness and comply with the workplace specified uniform and/or dress standard
- follow workplace rules and protocols
- comply with the workplace's safe working practices and protocols to maintain their own safety and carry out work in a safe manner
- contact the workplace in reasonable time if they are not able to attend on a particular occasion and advise the school of their non-attendance
- use tools and equipment and digital media in a responsible manner and according to workplace procedures
- complete all logbook requirements at the completion of each day of the work placement.

WORKPLACE SUPERVISOR

The workplace supervisor is an adult employee of the host workplace who is acting in a designated supervisory capacity, with responsibility for monitoring the progress of the student while in the workplace.

The workplace supervisor is required to:

- oversee completion of the logbook
- verify the number of hours the student works
- verify the tasks completed by the student
- evaluate the student's workplace performance.
-

SCHOOL SUPERVISORY VISITS

A representative from Belridge Secondary College will contact the workplace by telephone within the first few days of the student placement. A supervisory visit to the workplace by a teacher, will then be arranged at a time and date convenient to the student's workplace supervisor.

INSURANCE COVER FOR STUDENTS

The Department of Education provides insurance cover for the duration of the student workplace learning placement. This insurance cover applies to students who are on unpaid work placement, when arranged or allocated by the school only.

Should an accident occur involving a student on work placement, the Accident Procedure outlined on the insurance document provided by Belridge Secondary College, is to be followed.

PUBLIC LIABILITY INSURANCE

It is a requirement of the Department of Education that a business accepting students on workplace learning has in place its own Public Liability Insurance, the amount having been determined as appropriate for the specific business through consultation with their insurance broker.

Workplace Learning Coordinator contact details:

Name: Meredith Fuhrmann

Phone: (08) 9408 8000



Appendix 4

Parent/Guardian Consent Form for Workplace Learning

I have read and understood the attached information regarding the Workplace Learning placement and give consent for my <SON/DAUGHTER>, <FIRST NAME> <LAST NAME>, to participate in the program.

I give consent for my <son/daughter>, to use the identified transport for travelling to and from the work placement:

Public transport Parent Workplace representative Other

Specify of other: _____

I am aware that Department of Education insurance does not cover loss or damage of his personal belongings.

In an emergency the following contacts are available:

Name of Parent/Guardian:Telephone:

Other:Telephone:

I have completed the medical condition form for my child: Yes No

I am aware my child will require Personal Protective Equipment (PPE) which is to be purchased by me before placement begins: Yes No

I am aware my child will be required to be transported in a workplace vehicle as a component of the placement. I give permission for my child to travel in such vehicle: Yes No

I give permission for my child to leave the workplace premises to get morning tea/lunch. I am aware that my child will not be supervised during this time: Yes No

I give permission for my child to leave the workplace unsupervised to complete standard workplace jobs: Yes No

I acknowledge that I have received, read and understood, signed and returned the:

- Placement details form;
- Insurance information form, and
- Workplace Learning Policy.

Signed and Returned: Yes No

I give permission for my <son/daughter>, to participate in the placement as outlined: Yes No

Child Name: <FIRST NAME> <LAST NAME>

Placement Name: _____ Dates: to _____

Name of Parent/Guardian.....

Signed (Parent/Guardian) Date

STUDENT HEALTH FORM

- STRICTLY CONFIDENTIAL

This information, that is required for each student participating in a workplace learning program, will assist the school and workplace learning coordinator in the preparation and planning of the work placement.

- STUDENT DETAILS

Student: _____

Date of Birth: _____

Parent/Guardian: _____

Address: _____

Home Telephone: _____

Mobile: Work: _____

Email: _____

Doctor: _____

Telephone: _____

- MEDICAL DETAILS

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the workplace learning placement?

Yes No

If Yes, give details: _____

IS YOUR CHILD ALLERGIC TO: *(Please give details)*

Penicillin

Any food

Other

Date of last tetanus vaccination: _____

- MEDICATION

Parents/guardians are requested to make arrangements with the coordinator of workplace learning programs for the safekeeping and handling of prescribed medications prior to the workplace learning placement.

Is your child presently taking tablets and/or other forms of prescribed medication? Yes No

Does your child self-administer the medication? Yes No

If "yes", state name of medication, dosage and frequency of use: _____

Does your child have a current Health Care Authorisation Plan at school? Yes No

- OTHER INFORMATION

Please provide any other information about your child that will enable the Coordinator of the workplace learning program to provide better care for your child.

I give permission for disclosure of any health related issues that may impact on the workplace learning placement organised for <FIRST NAME> <LAST NAME>

Parent/Guardian Signature

Date

APPENDIX 4B SCHOOL APPROVAL OF PLACEMENT

Note: School approval of the placement is only to be completed after Appendices B1, B2 and B3 have been completed, signed and sighted.

SCHOOL APPROVAL OF THE PLACEMENT	
Student's Name:	Date of Birth:
<input type="checkbox"/>	The placement conforms to the requirements of Department's Workplace Learning Policy and associated documents and forms.
<input type="checkbox"/>	The school will report incidents affecting the safety of students, including near misses, while the student is undertaking workplace learning in accordance with the Department's Workplace Learning Procedures. In accordance with the Department policy, incidents must be reported as soon as possible but within 24 hours.
<input type="checkbox"/>	The student is aware of whom to contact in an emergency.
<input type="checkbox"/>	If medical information, support or adjustments are to be provided, this information has been shared with the host employer.
<input type="checkbox"/>	Where the student is identified as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector for their child for the placement.
<input type="checkbox"/>	The School has provided the host employer with a copy of the student's Health Care Plan and has discussed it with them.
Signature of workplace coordinator _____	Date: _____
<i>I am satisfied that the arrangements for this placement meet Duty of Care for Students policy requirements. I approve the student named in the attachment to participate in this program.</i>	
Signature of principal/nominee _____	Date: _____
Print Name: _____	Position in school: _____

APPENDIX 5 INSURANCE LETTER TO PARENTS – UNPAID WORK PLACEMENT

Dear parent/guardian

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 insurance claim form – available from: www.icwa.wa.gov.au/rc/forms/personalaccidentclaimform.pdf. 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

Workplace Learning Coordinator

Date: _____

APPENDIX 6 INSURANCE LETTER TO PARENTS – PAID WORK PLACEMENT

Dear parent/guardian

WORKPLACE LEARNING (PAID) – INSURANCE COVER

This letter is to inform you of insurance cover for your student while on placement for paid workplace learning.

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.

However in circumstances where a work placement involves paid employment, the Department does not provide personal accident insurance and public liability insurance.

These circumstances include:

- where the work placement is part of a School-based Apprenticeship; and
- where the student intends to use part-time paid employment for recognition as workplace learning towards WACE achievement.

In these circumstances, the student is an employee and is covered by their employer's workers' compensation and public liability insurance.

Information about workers' compensation insurance procedures, including how to make a claim in the event of an accident, can be found on the [Work Cover WA website](#).

Yours sincerely

Workplace Learning Coordinator

Date: _____