

BELRIDGE SECONDARY COLLEGE



AUTHORITY DEVELOPED WORKPLACE LEARNING

Overview

Workplace Learning at Belridge Secondary College is offered to all Year 11 and Year 12 VET students as an endorsed subject. Most students undertake up to two different placements in each year and complete Workplace Learning in block placements.

Year 11 students and year 12 students new to Workplace Learning or the school, attend a Workplace Learning Induction program during term one, prior to completing a work placement. This ensures students are aware of all aspects of the school's Workplace Learning Plan, procedures and Occupational Safety & Health regulations, and are deemed 'work ready'. 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.

The WPL Coordinator has overall responsibility for program facilitation within the school. Students are requested to find their own placements, with the assistance of the WPL 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 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 details of the workplace, days and hours of attendance and tasks completed, for each work placement. Workplace supervisors complete an evaluation form which provides feedback on each student's work ethic and potential as an employee. For each work placement, students must also answer ten questions in a Skills Journal to demonstrate application of the Core Skills for Work. Unless the student completes all Log Book records and questions in the Skills Journal, 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 Plan listing all conditions and requirements both the student and their parents/guardians must agree to uphold.

Following is:

1. Workplace Learning Plan
2. Student and Parent/Guardian Agreement and Declaration.

AUTHORITY DEVELOPED WORKPLACE LEARNING PLAN



Outlined below are the conditions that apply to Authority Developed Workplace Learning (ADWPL):

1. Students will conduct their work placement as arranged by the school when they are deemed work ready. Students must successfully complete the WPL Induction Program, as outlined by the school, to be deemed work ready.
2. Students are required to maintain a Logbook and Skills Journal during each ADWPL block. It is the student's responsibility to:
 - keep a daily record of hours and days worked
 - have the workplace supervisor sign the Attendance page at the end of each day
 - complete the Task Schedule, adding new tasks each day
 - have the workplace supervisor complete the Evaluation of Student Performance
 - answer 10 questions in the Skills Journal to demonstrate how the Core Skills for Work have been applied during the work placement
 - submit their Logbook and Skills Journal for assessment upon completion of the ADWPL block.
3. Transport and transport costs to and from work placement will be the parent/guardian/student's responsibility. Students should be prepared to travel as locations of suitable work placements may not always be local.
4. Absenteeism from work placement requires a phone call to the employer and school as soon as possible. Absenteeism should only occur if the student is ill. A Medical Certificate should be obtained for an extended absence.
5. Inappropriate behaviour in the workplace may result in the student being withdrawn from the placement, which will hinder their ability to meet requirements to receive credit for ADWPL.
6. Once commenced, a student will not have his/her placement changed simply because he/she doesn't like it. The student's school coordinator should be contacted and any problems discussed.
7. Students (with parent support) are encouraged to source a suitable work placement. The details are then passed on to the school coordinator who will contact the workplace and forward placement and insurance documents.
8. Application forms must be completed in full by the student and signed by the parent/guardian prior to a work placement being authorized.
9. Daily hours of work as negotiated by the school, the employer and the student, shall be the hours of work the student is expected to complete.
10. 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.
11. Students must dress and present themselves in an appropriate manner for the workplace. Protective wear may need to be purchased according to worksite requirements.
12. We encourage students to write a letter of thanks to the employer on conclusion of placement.

AUTHORITY DEVELOPED WORKPLACE LEARNING



AGREEMENT & DECLARATION

Please read the Workplace Learning Plan prior to signing

STUDENT DECLARATION

Student Name: _____
PLEASE PRINT FULL NAME

- I have read and understood the Workplace Learning Plan.
- I understand all requirements of the ADWPL program.
- I have discussed the program with the school ADWPL Coordinator.
- I understand transport to and from the workplace is my responsibility.
- I understand the coordinator/supervisory staff are not responsible for loss or damage to my property.
- I understand I may leave the workplace for lunch breaks and/or workplace duties.
- I understand it is my responsibility to inform my supervisor on leaving and returning to the workplace.

Signature _____ Date _____

PARENT/GUARDIAN DECLARATION

I have read and understood the Workplace Learning Plan.

I hereby agree to _____ being enrolled in the ADWPL Program.
PLEASE PRINT STUDENT NAME

- I understand concerns regarding the student placement should be directed to the school ADWPL Coordinator.
- I authorise the ADWPL Coordinator or supervisor to obtain medical attention if required.
- I understand appropriate transport to and from the work placement is a student/parent responsibility.
- I am aware the coordinator/supervisory staff are not responsible for loss or damage to student property.
- I understand students may leave work placements for lunch breaks and/or workplace duties.
- I understand it is a student responsibility to inform supervisors on leaving and returning to the workplace.

Parent/Guardian Name: _____
PLEASE PRINT FULL NAME

Signature: _____ Date: _____