



WORKPLACE LEARNING POLICY

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St. Luke's College, Karratha**Workplace Learning (WL2) and Work Experience School Policy****INTRODUCTION**

Workplace Learning and Training Programs 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 Curriculum Council 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

The Workplace Learning Endorsed Course (WL2) is designed to provide Yr. 11 and Yr 12 students with a link between a study program and their future careers.

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.**

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

Both 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 wishing to be part of the program will be required to complete a Workplace Learning or Work Experience Application. They will then attend an interview with the Workplace Coordinator to determine their suitability for the Workplace or Work Experience program.

Once suitability has been determined, students are to complete Worksafe Assignments online. It is preferable that Student Apprenticeship Link (S.A.L.) students complete their White Card also.

The Workplace Learning Application pre-requisites need to be complete before a work placement or work experience can take place.

STRUCTURE

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 (WL2).

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 a Grade: A – Achieved, AM – Achieved with merit or AD - Achieved with Distinction by the Workplace Coordinator and Workplace supervisor.

In 2011, St. Luke's College will offer the Endorsed Course, Workplace Learning Employability Skills (WL2) to all senior students who wish to undertake an Endorsed Course as part of their study pattern.

Work Experience will be offered to Year10, 11 and 12 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 the Workplace Learning course are:

- completion of 110 hours minimum in the workplace.
- demonstration of a set of twenty employability skills per unit
- completion of all assessment tasks relating to the course i.e. Log book
- adherence to the St. Luke's College 'Workplace Learning School Policy'

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
- completion of the Student Diary
- adherence to the St Luke's College 'Workplace Learning Policy'

Work Placement / Work Experience

- Each student understands that whilst on Work Placement or Work Experience 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 may 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 (WL2), 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 find 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: 0891 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 WL(2) or 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 Form 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 (WL2) is a Curriculum Council Endorsed Course. 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 diary which also must be completed with regard to the workplace. The diary 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 diary
- 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 WL(2) 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 Worksafe 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 and 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 / diary 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 Curriculum Council 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 teacher
- Accurately complete and hand-in your Log Book/Diary for monitoring at the end of the 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 Curriculum Council, 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/Diaries.

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 Licence.

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 / Diary and Curriculum Council 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 0891 441081 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 AND CONSTRUCTION INDUSTRY

Any student who completes a work placement in the Building and Construction industry is required by law to complete a **Safety Awareness Training** (SAT) course to obtain a White Card. Students will **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.