



FAMILY/CAREGIVER AND STUDENT GUIDE TO WORKPLACE LEARNING

*Sevenoaks Senior College aims for students to,
"engage in, enjoy and value their school, training and/or work
based education program and achieve success."*

WORKPLACE LEARNING PROCESS AND CLASSES

- Students enrol in the endorsed program ADWPL – Workplace Learning.
- Students **must** participate in their timetabled classes.
- Students **must** participate in the activities contained in the *Work Integrated Learning Workbook* which includes:
 - strategies to decide and gain a career related placement,
 - preparation for an interview to confirm their interests and work readiness, and
 - a work readiness induction to prepare for the workplace and program requirements.
- If students are deemed '**not** work ready' the family/caregiver will be informed by letter explaining the reasons and suggested actions to become work ready.
- If students **are** deemed 'work ready' they:
 - will participate in placements matching their Pathway at Sevenoaks Senior College,
 - will be required to identify a potential work placement which will be visited and deemed whether it is a suitable and appropriate workplace host for the ADWPL program. Students will be supported to find a placement if they are unable to locate their own, and
 - **may** be approved to use their part-time/casual work to complete the program depending upon their Pathway.
- The Sevenoaks Workplace Learning Coordinator/s will liaise with the employer to confirm the placement suitability, information and relevant documentation.
- This employer documentation will be given to the family/caregiver and student as part of a package confirming the placement, **B1 and B3 Parent and Student Letter**. This package/documentation **must** be completed and returned to the College promptly prior to placement.
- Students **must** attend the work placement on the dates and between the times identified in the documentation. Further information about the student and employer's responsibilities will be highlighted through this guide.
- As well as attending the workplace for the specified hours, students **must** complete and submit their Workplace Learning Logbook for assessment, as required.
- Students will complete one Skills Journal per 55 hours of placement and submit for assessment, as required. Each Skills Journal will contain 10 questions that students **must** answer satisfactorily to gain a grade in this endorsed program.

BENEFITS TO THE STUDENT

- Provides the opportunity to explore potential career pathways
- Makes learning more engaging and relevant
- Provides the opportunity to experience and acquire current industry skills
- Provides the opportunity to experience what it means to be an employee
- Improves employability, work ethic and work readiness
- Provides the opportunity to apply Vocational Education and Training in the workplace

ROLE OF THE STUDENT

- Behave appropriately in the workplace, demonstrating good manners and respect for others
- Demonstrate a willingness to learn, ask appropriate questions and complete tasks with enthusiasm
- Attend the workplace every day for the industry hours and arrive on time
- Maintain Occupational Safety and Health Standards
- Report their daily arrival and departure from the workplace with the supervisor / employer
- Contact the employer and relevant College staff in the case of unavoidable absence or lateness
- Identify and follow the employer's dress, footwear and hygiene requirements
- Take the logbook to the workplace every day, ensure it remains in good condition and use it daily
- Work within the processes identified in this guide



“My goal was to work in the heavy diesel industry and the workplace learning program has allowed me to get started on my career early.”

- SSC Student who was offered an apprenticeship at the end of Year 11 after a successful work placement in the industry



LOGBOOK

Students must maintain a logbook which is the formal record of workplace learning and assessment. It is the student's responsibility to:

- Keep a daily record of hours and days worked
- Complete the daily tasks section of the logbook every day
- Have the employer sign the logbook at the end of each day
- Take their Logbook to the Workplace Learning class
- Submit their logbook periodically for assessment as required by the College
- Provide the completed logbook to the identified College contact immediately at the end of the placement
- Complete the questions in the Skills Journal section of each unit

The logbook is critical for student's completion of, and success in, Workplace Learning. Family/Caregivers are encouraged to discuss the logbook with students at the end of each day in the workplace.

ATTENDANCE COMMUNICATION

Absenteeism should only occur if the student is very ill and a medical certificate should be obtained.

Unacceptable reasons for absences may include appointments that can be made after work hours e.g. driving lessons and routine dental and medical appointments.

Continued absence from work placement without a valid reason will hinder the student's ability to meet the requirements of the program and the student may be removed from the placement. In the event of an absence from the work placement, phone calls **must** be made as soon as possible to the:

- Employer (*number will be in the placement letter*)
- Group Training Organisation (if applicable)
- Sevenoaks Senior College
 - Primary contact: *Your WPL Coordinator (name and number will be in the placement letter)*
 - Secondary contact: 6235 7237
- The Family/Caregiver must notify Sevenoaks Senior College Absentee line

These contact details will be identified in the family/caregiver and student's placement letter.

If a student is running late for the work placement they are required to contact the employer to apologise and provide an estimated time of arrival.

STUDENTS WITH A PAID PART-TIME/CASUAL JOB

- Students **may** be able to apply to use their part-time or casual job to complete the program, depending on their chosen Pathway.
- Students are expected to complete their Induction and Interview.
- At the Interview they must let the Workplace Learning Coordinator know about their request to use their part-time/casual work for the program.
- They will then need to organize the signing of the relevant paperwork by their parent/guardian and employer. The family/caregiver and employer will be agreeing to complete the relevant sections in the Workplace Learning Logbook and be willing to be contacted to confirm the placement and the details recorded in the Workplace Learning Logbook.
- The Workplace Learning Coordinator will contact the workplace to ascertain and confirm that it is appropriate to be used towards the ADWPL program.
- The part-time/casual work **must** be paid employment and the student **must** be able to provide pay slips to the Workplace Learning Coordinator for the hours the student identifies in the program.
- If students use their part-time/casual work instead of a College organized placement, it is critical that students complete their Workplace Learning Logbook and have it signed by their employer each time they go to the workplace. If a student leaves their part-time/casual job it will be their responsibility to have had the Workplace Learning Logbook completed.

“During my time at Sevenoaks my most memorable highlight was doing workplace learning. I got real world work exposure which helped me with fostering independence and boosting my confidence to tackle challenges beyond my comfort zone.

Sevenoaks also helped me grow as a person and realise just how far I have come.”

- 2023 SSC graduate who is now studying at TAFE to become an EA following their workplace learning placement at CCC





CONFIDENTIALITY

All Students on Workplace Learning acknowledge the following aspects of confidentiality as part of the work placement:

- The student will treat as confidential any information they may encounter during the course of the work placement program including names and details of clients and business methods of operation.
- The student will not disclose, use or authorise the use or disclosure of confidential information to any person or company whatsoever.

As part of accepting a student on work placement the employer accepts that they and their employees will treat information relating to the student and their placement as confidential.

UNACCEPTABLE BEHAVIOUR

All students are required to maintain high standards of positive behaviour.

The following conduct is not acceptable:

- Use of mobile phones, MP3s, iPod's and earphones in the workplace
- Use of company equipment for personal use or to access non-work related websites
- Abusive, indecent, violent and excessively noisy behaviour which disturbs other groups or individuals
- Smoking or consuming alcohol or drugs on site
- Entering a school or workplace under the influence of a substance, alcohol or chemical
- Unlawful possession of a controlled substance
- Misuse, vandalism, malicious or unwanted damage or destruction or unauthorised use of property
- All forms of theft

Any conduct that is dangerous to another person's health or safety will not be tolerated. Verbal or physical threats are classed as an assault and are against the law.

Inappropriate behaviour in the workplace may result in the student being removed from the placement. Depending on the circumstances, context and severity of the behaviour, the student may be required to locate to another appropriate work placement (deemed appropriate and processed by the College) or the student may be suspended and/or withdrawn from the placement until deemed safe to be in the workplace. This will hinder the student's ability to meet the requirements of WACE.

STUDENT SAFETY

If students find themselves in a situation where they experience inappropriate behaviour, bullying, harassment or sexual harassment during a work placement, they should immediately inform their family/caregiver and their WPL Teacher, WPL Coordinator, Advocate or The Principal.

UNPAID WORKPLACEMENT - INSURANCE

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.

For a placement to commence the school must be 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.

PAID WORKPLACEMENT - WORKERS COMPENSATION

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/Traineeship; and/or
- 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 worker's compensation insurance procedures, including how to make a claim in the event of an accident, can be found on the Work Cover WA website.



"It's hard to know what you want to be when you grow up. I did work placements in retail, business and childcare. I got a feel for different industries and it helped me figure out what career I wanted in the future"

- 2023 SSC graduate who is now studying Community Services at TAFE full time

ACCIDENT / EMERGENCY PROCEDURES

Relevant student medical and emergency contact information will be provided in the placement documentation sent to employers before each placement.

It is the family/caregiver's responsibility to check and update the student's medical and emergency contact information in the student's logbook and to notify the College of any changes.

In the event of a Workplace Learning accident in a School Based Traineeship/Apprenticeship the employer's worker compensation processes will be followed.

In the event of a Workplace Learning accident in an unpaid placement (not School Based Apprenticeship/Traineeship):

- Students who visit a doctor as a result of an accident in the workplace **must** inform the doctor that they are NOT an employee and are NOT eligible for worker's compensation. Students or family/caregivers **must** keep a written record of the accident including accident details, reporting of the accident and witnesses.
- Students or family/caregivers should ensure all medical certificates and receipts are retained by the family/caregivers.
- Appropriate health insurance claim forms should be completed and submitted to Medicare or the private health insurance organisations for reimbursement of medical expenses.
- 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 Risk Cover

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.

PLACEMENT

Where possible, the student's industry workplace preference will be met, however this cannot be guaranteed. In the first instance, students are expected to identify their own work placement which will be reviewed and contacted by the Workplace Learning Coordinator for suitability.

If needed and where possible, the College will assist in placing the student in an appropriate work placement.

Students will be required to contact their employer prior to commencement of the placement and may be required to attend an interview with the employer before the commencement of their placement.

Students are not permitted to work outside designated hours/dates, nor change their hours unless the College has approved the change and prepared extended hours insurance documentation signed by all parties.

TRANSPORT

Students must be prepared to travel, as locations of work placement may not always be local. family/caregivers are responsible for ensuring students get safely to and from their work placement in a manner that complies with the WA Road Traffic Act.

Student drivers must have a current driver's license and are not permitted to transport other students without the permission of the Principal and the family/caregiver. Students are not allowed to drive work placement employer's or staff vehicles (any vehicles, including boats, motor bikes, tractors and forklifts).

If an injury occurs, during workplace learning and is the result of a motor vehicle accident, any claims are to be made directly to the Motor Vehicle Personal Injury Division of the Insurance Commission of WA. For further information on the Motor Vehicle Personal Injury Division of the Insurance Commission of WA see http://www.icwa.wa.gov.au/mvpi/mvpi_index.shtml.

The Department of Education's personal accident insurance for workplace learning includes cover for direct travel between the student's residence and the workplace.

SEVENOAKS WORKING WITH FAMILIES/CAREGIVERS

Sevenoaks Senior College staff are always striving to improve processes with family/caregivers for improved outcomes for our students. Do not hesitate to contact the College Workplace Learning Coordinator to provide feedback.



NOTES

COVID UPDATE

At the time of print, students who are undertaking work placement in some occupations or venues will need to be fully vaccinated to complete their placement.

SEVENOAKS SENIOR COLLEGE

(08) 6235 7200

sevenoaks.sc.wpl@education.wa.edu.au

275 Sevenoaks St, Cannington WA 6107

www.sevenoaks.wa.edu.au