



This Policy document applies to all students undertaking Workplace Learning as part of their VET and Certificate programs at Darling Range Sports College

## **INTRODUCTION**

Workplace Learning (WPL) is an accredited Curriculum Council subject. WPL gives students opportunities to develop skills in the workplace and obtain credit towards secondary graduation for the Western Australian Certificate of Education.

## **STRUCTURE**

The program is structured over 35 weeks with most students doing one day of training per week once they have started. Some students in specialised courses will do a combination of block and/or one day per week placement. Students must complete the full 35 weeks of WPL in order to be allocated a grade. Students are expected to work a standard industry day which may be up to 8 hours long.

Students are not expected to work longer than these hours but may be able to do so in consultation with VET Coordinator and WPL Teacher, Parents/Guardian, Employer and Student.

## **ROLE STATEMENTS**

*VET COORDINATOR* – Is responsible for the day to day running of the VET and WPL program at Darling Range Sports College.

*WPL TEACHERS* – Are responsible for the monitoring of students in the workplace and reporting results to the VET Coordinator.

## **MULTIPLE WPL PLACEMENTS**

While students may be placed with the same employer over the two semesters, they are encouraged to gain a breadth of experience by attending a different industry in the second placement/Semester.

Students in Year 12 VET are expected to find placements different to the ones attended in Year 11.

## **APPEALS PROCESS**

Students will have the right to appeal an outcome through the VET Coordinator within 14 days of receiving notice of the outcome.

## **ATTENDANCE – Hours**

VET students are expected to attend the workplace at allocated times for the period of the 35 weeks over the two semesters. Most students may far exceed the minimum of 110 hours during this period.

## ABSENCE FROM THE WORKPLACE

- The only acceptable reason for not attending the workplace are:
  - Illness, injury
  - Bereavement
  - Exceptional family circumstances as approved by the VET/Workplace Learning Teacher and VET Coordinator

In the event that students are unable to attend Workplace Learning, the following procedures must be followed:

### • **Sickness**

- Students **must** contact **both numbers** as early as possible
  - Workplace supervisor/trainer – see page 4 of the logbook
  - VET/Workplace Learning Teacher – see page 3 of the logbook
- **Parent/Guardian must** contact \*\*Darling Range Sports College **before 8.00am**
  - Careers Office – **9453 0122** (option 1 to leave a voice message)

**\*\*PLEASE DO NOT CALL STUDENT SERVICES\*\***

NOTE: If you have been provided a medical certificate for your absence from Workplace Learning, please give it to your VET Teacher or the VET/Careers Office (B11)

### • **Lateness or leaving early**

- If the student expects to arrive late for work, they must contact the employer and their VET Teacher or the Careers Office
- Leaving the workplace early before the end of the student's working day is unacceptable unless there are unavoidable circumstances that apply, such as ill health
- Students must advise their employer as soon as possible about the need to leave early
- Students may not leave the workplace until the VET Teacher or the Careers Office has been notified

## LATENESS

If the student expects to arrive late for work, they must contact the employer.

Leaving the workplace early before the end of the working day is unacceptable unless there are unavoidable circumstances that apply, such as ill health. Students must advise their employer before leaving as well as their WPL Teacher or VET Coordinator.

## CONFIDENTIALITY

Some students will have access to confidential information whilst in the workplace. Students are required to respect this confidentiality at all times. A confidentiality agreement document is required to be signed by the student and a parent/guardian and returned to school. Some workplaces may also require the student to complete and sign a "Confidentiality Agreement."

***This agreement applies for all time not just whilst the student is in the workplace***

## DRESS CODE

Personal dress and grooming must be of the highest standard at all times. Students will be required to dress in suitable attire appropriate to the workplace or business environment. This also includes wearing the appropriate footwear, i.e. steel-capped safety boots, as determined by the employer.

Students who do not comply with workplace dress requirements will be:

- Sent home
- Referred to VET Coordinator
- Further actions may need to be taken e.g. Parent/Guardian interview

## DISMISSAL FROM THE WORKPLACE

**Should a student's work placement be terminated due to non-attendance, inappropriate attitude or behaviour, lack of industry interest, poor presentation or smoking, consequences will apply:**

- **Student referred to VET Coordinator**
- **Possible suspension from school and the WPL/VET program**
- **Possible exclusion from any further WPL placements resulting in an "E" (Inadequate Achievement) being submitted to the Curriculum Council**
- **Possible Good Standing Referral**
- **Student responsibility to find another host employer**
- **A change of placement will incur a \$30.00 fee**

## WORK PLACEMENT CONDITIONS

The VET Coordinator will ensure that all workplaces are suitable for student work placement under normal working conditions. While every effort in placing a student in preferred industry area is made, availability is subject to employer's approval. Support from parents and guardians are welcomed in accessing personal contacts and network in finding a suitable placement for their child.

If a student has any problems in relation to the placement, they should contact the VET Coordinator at the school who will deal with the matter.

Some students may be required to attend an interview or induction with the employer before commencing the work placement. Students who do not require an interview/induction will be required to contact the employer by telephone prior to the placement commencing to obtain all necessary work placement details.

Transport costs to and from the work placement will be the responsibility of the parent/guardian and the student. These costs are not expected to be onerous.

Students will not be permitted to attend the work placement until they have completed:

- Induction Programs
- Appropriate Work Safe certificates
- Have returned all relevant documents to the school
- Work placements will only be changed if exceptional circumstances identified and negotiated by the VET Coordinator
- White Card – students wishing to work in a Building Industry related trade may only do so after completing a White Card Safety Training. (Cost of up to \$60.00 – up to 80% can be claimed for a rebate)

## ASSESSMENT

In line with School Curriculum and Standards Authority (SCSA); the WL teacher will be responsible for completing the assessment and allocating the grade at the end of the course. Final grades must be presented to the VET Coordinator by the due date.

- Student will be made aware of the skills and competencies required to pass the WL course. Students are expected to monitor their own progress to **ensure all skills are signed by the due date.**
- The final assessment in WL is based on the completion of all the tasks and required WL skills in the evidence journal of the logbook providing that the required hours in the workplace have been met and students have attended the workplace for 35 weeks.
- The final grade will be calculated from the combination of both skills lists and completed tasks.

Any concerns about your final grade should be directed to the VET Coordinator within 14 days.

## LOG BOOK

Log books will be checked on the job and in class by the WPL teacher. All students will be issued with a log book whereby they will be expected to keep a detailed and accurate daily record of all tasks completed each day whilst in the workplace. These daily entries must be signed by the workplace supervisor at the end of each day to verify the authenticity of all tasks completed by the student. Log books will be checked both during the placement and at the end of the placement.

Please note that if a logbook is lost so is the important information you have entered into it such as your attendance, feedback from the employer etc. It is the student's responsibility to keep the logbook safe; it is recommended that students do not leave the logbook with the employer as it may get lost.

Replacement of a lost logbook will incur a cost of \$15.00.

Students who fail to complete their daily log book entries and/or not have them signed off by their workplace supervisor will be required to make up those not verified hours in their own time.