



NEWMAN  
COLLEGE

A CATHOLIC SCHOOL  
EDUCATING IN THE  
MARIST TRADITION

 Shine  
through  
Discovery

LET YOUR LIGHT SHINE MATTHEW 5:16



# Onsite & Workplace Learning

## Information Booklet

Challenge — Collaborate — Create — Celebrate

## What does Onsite do?

Onsite is a program that is offered to **non-ATAR Pathway students in Year 11 and 12**. Onsite has two functions:

1. Onsite is a Registered Training Organisation (RTO) that offers a selection of VET Certificate courses. Students can apply for entry to these courses in July-August of the preceding year.
2. Onsite also administers the Workplace Learning (work experience) program on behalf of Newman College.

## What is Workplace Learning?

Workplace Learning (also known as work experience) is a program that allows students to experience the world of work through a structured work placement during school time. There are typically two work placements per year, and each placement is approximately 10 weeks in length.

Students spend one day a week in a workplace of their choice and are assessed by the employer and the school. Students will be required to keep a logbook of skills and complete the necessary hours in the workplace as part of their assessment.

Subject to successful completion of documentation and the required hours, students will receive credit towards their WACE (secondary graduation) for undertaking Onsite. Every block of work experience completed will provide credit for 1 'C' grade towards WACE.

## What are the benefits of Workplace Learning?

By participating in Workplace Learning, students will:

- Gain credit towards secondary graduation (WACE). Each placement successfully completed will count as one 'unit equivalent' (C grade) towards secondary graduation (WACE).
- Gain valuable experience in an occupation of interest.
- Make important contacts with employers in their industry of interest.
- Be able to try an occupation before committing to the required study or training.
- Be able to use work experience hours for entry into competitive TAFE courses.
- Receive a report from employers that can be used in their career portfolios.
- Have the potential to obtain an apprenticeship, traineeship or employment.
- Further develop their skills for work.

## How much does Workplace Learning cost?

A fee is charged to families to recover the cost of placing students, inductions, administration, travel, documentation, staffing, work visits, and insurance. Onsite is a not-for-profit organisation, administered by Catholic Education WA, and any fees charged only reflect the costs incurred.

Fees are currently \$1,300 per year. Of this, Newman College subsidises 50% (that is, \$650), and the remaining \$650 is charged to families. Thus, the total cost to families is \$650 per year. The fees are paid in Term 1 of the placement year.

Additional costs may apply for White Cards and/or personal protective equipment (PPE). The costs involved will be the responsibility of the student/parents.

## How do I apply for Workplace Learning?

1. Complete an **Onsite Application Form** (included in this pack)
2. Complete an **Onsite Placement Form** (included in this pack)
3. Attend an interview conducted by Onsite staff. This interview is to determine if a student is work-ready.
4. If the student's application and interview are successful, they will receive an offer to join the program and notification of their placement details.
5. If being placed in the building and construction industry, complete a White Card (further information below).
6. Students will then participate in an Onsite induction program at school before attending their work placement.

## Contacts

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**PATHWAYS COORDINATOR**

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**MANAGER, ONSITE**

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## Do I need a White Card?

All workers in the building and construction industry, including work experience students, must have completed a current Safety Awareness Course (White Card).

A White Card can be completed by contacting one of the Registered Training Organisations listed below. There are also alternative providers of White Card training. Choose carefully as you will need to pay fees, and prices vary.

In most cases, students will be required to complete a knowledge assessment (usually online) and some face-to-face or video safety training.

Once the course is successfully completed, make note of your White Card number. This number must be supplied to ONSITE and Newman College before work placement can commence.

## White Card Training Organisations

<p><b>Aveling</b>  <a href="https://www.aveling.com.au/courses/white-card-construction-training-cpccwhs1001-work-safely-in-the-construction-industry/">https://www.aveling.com.au/courses/white-card-construction-training-cpccwhs1001-work-safely-in-the-construction-industry/</a></p>
<p><b>Blue Dog Training</b>  <a href="https://bluedogtraining.com.au/courses/western-australia-white-card">https://bluedogtraining.com.au/courses/western-australia-white-card</a></p>
<p><b>Inscope</b>  <a href="https://inscope.edu.au/courses/whitecard">https://inscope.edu.au/courses/whitecard</a></p>
<p><b>Master Builders Association</b>  <a href="https://www.mbawa.com/products-services/training/white-card-course/">https://www.mbawa.com/products-services/training/white-card-course/</a></p>
<p><b>Site Skills Training</b>  <a href="http://www.siteskillstraining.com.au/courses/perth/white-card/">http://www.siteskillstraining.com.au/courses/perth/white-card/</a></p>



Please ensure ALL DETAILS are written clearly and accurately.  
Email addresses and contact numbers are critical.  
Please inform ONSITE directly with any changes during the year via email.

**Applicant Information - all sections MUST be completed**

<b>Full Name:</b>	<b>Year Level:</b>	
Last	First	
<b>Address:</b>		
Street Address		
Suburb	Postcode	
<b>Student Mobile:</b>	<b>Student Email:</b>	
<b>Date of Birth:</b>	<b>Medicare Number:</b>	<b>Gender: M / F</b>

**Emergency Contacts – MUST be contactable in an Emergency**

<b>1. Parent/Guardian:</b>	<b>Relationship:</b>
<b>Email:</b>	<b>Mobile:</b>
<b>2. Name:</b>	<b>Relationship:</b>
<b>Email:</b>	<b>Mobile:</b>

**Medical Contact Details**

<b>Doctor:</b>	<b>Phone:</b>
<b>Medical Centre:</b>	

**MEDICAL:** Do you have any physical, intellectual or social conditions that could affect you in the workplace? **Yes / No**

*Disclosing medical and health conditions is essential to meeting Duty of Care and WHS requirements. The information will help to provide the right support and placement for the student, and to avoid accidents and emergencies due to an undisclosed condition.*

Provide brief notes of any physical, intellectual or social conditions that may have an impact on the student in the workplace, and any action needed to be taken.

**NOTE:** Remember this is a workplace, not a school, so resources and support are limited. Expectations should be realistic to provide the best learning opportunity within a functioning workplace, if possible.

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## ONSITE Program Selection

✓ Please tick either **ONSITE General** OR **Specialist Program**

**1. ONSITE GENERAL Workplace Learning:**

This Program offers students an opportunity to attend a chosen workplace one day per week (approximately 10 weeks each placement) with up to two workplaces during the year. The workplace provides a student with an experience in an industry area that is relevant to his/her interests and/or is considered a possible career or training pathway. Students work industry hours.

**2. ONSITE SPECIALIST VET Course:**

This is a combination of a VET Course at TAFE and a Workplace Learning component. Please understand that this Program requires study and/or workplace learning to be completed during school holidays and breaks.

**Please NOTE application for a course does not guarantee entry. Courses are dependent on numbers and funding and may not proceed. You will be advised if a course will not proceed.**

**One Year Programs (dependent on numbers) – Year 11 or 12**

- AUR20516 Certificate II in **Automotive** Servicing Technology
- AUR20416 Certificate II in **Automotive** Electrical Technology
- 52824WA Certificate II in Building and Construction Trades Pathway – **Carpentry**
- UEE20711 Certificate II in Data and Voice Communications – **Electrical**
- UEE21911 Certificate II **Electronics**
- MEM20105 Certificate II **Engineering** (Metal Fabrication)
- SHB20216 Certificate II in Salon Assistant (**Hairdressing**)
- 52700WA Certificate II in **Plumbing**
- 52824WA Certificate II in Building and Construction Trades Pathway
- 52831WA Certificate IV in Preparation for Nursing Pathways

## Student and Parent/Guardian Agreement

To be involved in this Program I understand and accept that:

- Work placement commitments receive priority over all after-school activities.
- A distance may need to be travelled to the workplace which may include the use of public transport.
- Being absent from the workplace requires communication to the host employer, ONSITE, school and your coordinator.
- Extra days due to absence can be arranged and negotiated with the host employer and communicated to ONSITE.
- Logbooks and any other additional paperwork are the responsibility of the student.
- If participating in a Specialist VET course, commitment is made to complete the full course including work placement, and that study and work placements are scheduled during school holidays and breaks.
- Host employers and/or TAFE have permission to seek medical advice for students in the event of an emergency.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note: Omission of relevant information not only causes difficulties in matching students to suitable work placements, but failure to inform workplace supervisors can lead to unforeseen hazards in the workplace. It is our duty to ensure that the host workplace or Registered Training Organisation (RTO) can be made aware of any condition (social, emotional, physical) which needs to be considered for a student's training, otherwise you may be liable for accidents, injury or damage in the workplace as the result of omission. Failure to disclose relevant information may result in immediate withdrawal from the Program.**



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ONSITE Placement Form

for PLACEMENT YEAR 20 \_\_\_\_: SEMESTER 1  SEMESTER 2

**Applicant Information**

Full Name: \_\_\_\_\_ Year Level: \_\_\_\_\_  
*Last First*

Suburb: \_\_\_\_\_ Mode of Transport: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

There are **two options** when it comes to gaining a work placement with ONSITE. You can make contact with a chosen workplace through your own research and/or contacts **OR** you can list 4 preferences which details businesses you have an interest in gaining a placement with, in your chosen industry.

**OPTION 1: Confirmed Placement (the workplace has AGREED to take you)**

Company: \_\_\_\_\_ What job will you be doing: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date you spoke with this person: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*Suburb Postcode*

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**OPTION 2: Preferences (under each company, please list the job you are hoping to do)**

<p><b>1. Company</b> <i>What type of work do you hope to do? Must be specific, e.g., sport teaching/diesel mechanic/metal fabrication etc</i></p> <p>Address _____ Contact name and number _____</p>	<p>How did you get this contact?</p> <p><input type="checkbox"/> Own contact</p> <p><input type="checkbox"/> Provided by school</p> <p><input type="checkbox"/> Other _____</p>
<p><b>2. Company</b> <i>What type of work do you hope to do? Must be specific, e.g., sport teaching/diesel mechanic/metal fabrication etc</i></p> <p>Address _____ Contact name and number _____</p>	<p>How did you get this contact?</p> <p><input type="checkbox"/> Own contact</p> <p><input type="checkbox"/> Provided by school</p> <p><input type="checkbox"/> Other _____</p>
<p><b>3. Company</b> <i>What type of work do you hope to do? Must be specific, e.g., sport teaching/diesel mechanic/metal fabrication etc</i></p> <p>Address _____ Contact name and number _____</p>	<p>How did you get this contact?</p> <p><input type="checkbox"/> Own contact</p> <p><input type="checkbox"/> Provided by school</p> <p><input type="checkbox"/> Other _____</p>
<p><b>4. Company</b> <i>What type of work do you hope to do? Must be specific, e.g., sport teaching/diesel mechanic/metal fabrication etc</i></p> <p>Address _____ Contact name and number _____</p>	<p>How did you get this contact?</p> <p><input type="checkbox"/> Own contact</p> <p><input type="checkbox"/> Provided by school</p> <p><input type="checkbox"/> Other _____</p>

## Student Placement Information

### I UNDERSTAND:

1. All sections on the form must be completed in full.
2. Preferences must be realistic. I should have an idea of the job role and the tasks I am likely to be undertaking.
3. Once a placement is organised there should be no changes and I am committed to finish the placement dates.
4. If I have been placed and I withdraw, I must contact the HOST WORKPLACE and ONSITE.
5. I must act in an exemplary manner at all times in the workplace and can be withdrawn for misconduct. I represent ONSITE, my school and myself.
6. I must inform the HOST EMPLOYER, ONSITE and the SCHOOL if I am going to be absent from the workplace, **giving as much notice as possible**.
7. I must advise ONSITE of any issues associated with the workplace.
8. Work placement commitments receive priority over all after-school activities.
9. I may need to travel a distance to my work placement which may include using public transport.
10. I may make up absent/extra days by negotiating with the workplace supervisor, and need to communicate these with ONSITE and my school coordinator.
11. I am responsible for bringing my logbook to each work day, and for completing all tasks to meet ADWPL requirements.

Do not request – unless confirmed own placement	Difficult to place – own placement/contact highly encouraged	Easier to secure placements	Requires travel and/or early hours
Aquaculture Film Music Radio TV Zoo	Animal Care (Vet Nursing) Design (Photography, Fashion, Drafting, Graphics) Electrical/Telecommunications Engineering IT Media Nursing (Aged Care recommended) Sport and Recreation Youth Work	Childcare Education Assistant Hairdressing Hospitality PE Teaching Retail Teaching Trades	Agriculture Construction Engineering Logistics Trades Transport

**To investigate possible career occupations and/or industries, please visit:**

<https://www.jobsandskills.wa.gov.au/>

Student Signature

Date

**Parent/Guardian: Please do not sign this Placement Form unless it is completed as School Coordinators cannot accept incomplete forms.**

Parent/Guardian Signature

Date

Parent/Guardian Name (Please print)

- **Please note:** ONSITE keeps personal information strictly confidential and only uses information to meet Duty of Care requirements and to provide education and training for the students of member schools.
- ONSITE does use student photos for marketing the program. If you **do not** wish ONSITE to take photos of your daughter/son, you must advise ONSITE in writing, prior to the commencement of the first placement.
- ONSITE is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- ONSITE is a service agent of the member schools and works within the Privacy Guidelines established by each member school, with additions as listed above.