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COLLEGE

A CATHOLIC SCHOOL
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Workplace Learning

2024 Information Booklet

Challenge — Collaborate — Create — Celebrate

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.

Students may undertake Workplace Learning:

1. As part of their VET Certificate studies. Many VET Certificates include a compulsory work experience component that must be completed before the student can achieve the Certificate.
2. As a stand-alone activity, not connected to a VET Certificate.

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

Benefits of Workplace Learning

By participating in Workplace Learning, students can:

- Gain credit towards secondary graduation (WACE). Each placement successfully completed will count towards secondary graduation (WACE).
- Gain valuable experience in an occupation of interest and further develop their skills for work.
- 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.
- Develop personal responsibility and initiative.
- Be able to successfully complete their VET Certificate, if applicable.

Work placement dates and times

The length and frequency of work placements will depend on whether the student is undertaking Workplace Learning as part of a VET Certificate, or as a stand-alone activity.

- **For students undertaking Workplace Learning as part of a VET Certificate:** they will be asked to provide the necessary details to ensure that their work placement(s) fit the requirements of their VET Certificate.
- **For students undertaking Workplace Learning as a stand-alone activity:** there are typically two work placement blocks per year, and each block is approximately 10 weeks in length.

Costs

The College contracts an external organisation (Onsite) to arrange work placements for students. Onsite charges a fee to the College for each student placed, which covers the cost of placing students, inductions, administration, travel, documentation, logbooks, 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.

Onsite fees are currently \$1,200 per student per year. Of this, Newman College subsidises 50% (that is, \$600), and the remaining \$600 is charged to families. Therefore, the total cost to families is \$600 per student per year. The fees are added to family accounts as applicable.

Please note that families may be responsible for additional costs associated with White Cards and/or personal protective equipment (PPE).

Families are asked to note that expenses associated with the student's placement are incurred before the student commences the placement. For this reason, students who withdraw prior to a placement (or partially complete a placement) may be charged full fees.

Applying for Workplace Learning

To apply for Workplace Learning, students and families are asked to:

1. Ensure that your application is completed **at least five (5) weeks before your desired starting date**. Even earlier is better, if possible.
2. Complete the forms included at the end of this brochure and return them to the College.
 - **Application Form**, providing personal details.
 - **Placement Form**, indicating desired workplace(s).
 - **VET Certificate Form**, if applicable.
3. Attend a brief interview (at Newman College) conducted by College 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 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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White Cards

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 your employer before work placement can commence.

Some Examples of White Card Training Organisations

Aveling https://www.aveling.com.au/courses/white-card-construction-training-cpccwhs1001-work-safely-in-the-construction-industry/
Blue Dog Training https://bluedogtraining.com.au/courses/western-australia-white-card
Inscope https://inscope.edu.au/courses/whitecard
Master Builders Association https://www.mbawa.com/products-services/training/white-card-course/
Site Skills Training https://sst.edu.au/courses/white-card/

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

Full Name:	<small>Last</small>	<small>First</small>	2024 Year Level:
Address:	<small>Street Address</small>		
	<small>Suburb</small>	<small>Postcode</small>	
Student Mobile:	Student Email:		
Date of Birth:		Medicare Number:	Gender: <small>Select</small>

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

1. Parent/Guardian:	Relationship:
Email:	Mobile:
2. Name:	Relationship:
Email:	Mobile:

Medical Contact Details

Doctor:	Phone:
Medical Centre:	

MEDICAL: Do you have any physical, intellectual or social conditions that could affect you in the workplace? Select

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.

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.

ONSITE Program Selection

✓ Please tick one of the boxes below

- ☐ **1. I wish to do Workplace Learning as a stand-alone activity**
(I do not need workplace hours for a VET Certificate)

Students selecting this option will have the 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 their interests and/or is considered a possible career or training pathway. Students work industry hours.

- ☐ **2. I wish to do Workplace Learning as part of my VET Certificate**

This is a combination of a VET Certificate and a Workplace Learning component. If you select this option, please ensure that you complete the VET Certificate Information Form on the final page of this booklet.

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.

for PLACEMENT YEAR 20 ____: SEMESTER 1 ☐ SEMESTER 2 ☐

Applicant Information

Full Name: _____ Year Level (2024): _____
(Last Name) (First Name)

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. **Please note: To work in many trade areas, you will need to obtain a White Card (online). You will need to discuss this with your School Coordinator.**

Please check with School Coordinator that your dates fall within the agreed ONSITE calendar. If they do not, please specify exact dates (& day of the week): _____

Please provide details of your workplace below

Company: _____ What job will you be doing (please be specific)? _____

Contact Person: _____ Date you spoke with this person: _____
How did you get this contact? _____

Address: _____
Street Address

Suburb _____ Postcode _____

Phone: _____ Mobile: _____

Email: _____

Student Placement Information

I UNDERSTAND:

1. All sections on the form must be completed in full.
2. **All four 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.
12. ONSITE will try to place according to your preferences. If these are exhausted without success, we will move on to other placements in the same industry area. If there is no further success in finding an accessible placement, we will ask the school to follow up with the student to reselect the industry area.

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 (you will need to get to industrial areas) 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 fully completed, otherwise it may be rejected. 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.

VET Certificate Information Form <i>(only complete this form if you require workplace hours for your VET Certificate)</i>	
VET Certificate Qualification you are completing:	
Registered Training Organisation (RTO) where you are studying:	
How many hours of work experience do you require this year?	
Circle your preferred day(s) for work experience:	Monday Tuesday Wednesday Thursday Friday <input type="checkbox"/> The day(s) circled above are desirable (I would <u>prefer</u> to work at that time) <input type="checkbox"/> The day(s) circled above are compulsory (I <u>have to</u> work at that time)
Circle any day(s) that you <u>cannot</u> do work experience:	Monday Tuesday Wednesday Thursday Friday
Start date for work experience:	_____ / _____ / 20____ <input type="checkbox"/> The start date above is desirable (I would <u>prefer</u> to start on this date) <input type="checkbox"/> The start date above is compulsory (I <u>have to</u> start on this date) Other details:
Finish date:	_____ / _____ / 20____ <input type="checkbox"/> The finish date above is desirable (I would <u>prefer</u> to start on this date) <input type="checkbox"/> The finish date above is compulsory (I <u>have to</u> start on this date) Other details:
Documentation required:	<input type="checkbox"/> I already have (or will obtain) a work experience logbook from my Registered Training Organisation. <input type="checkbox"/> I need Onsite to provide me with a work experience logbook.
Other details:	