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Workplace Learning

2026 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:

- 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.

or

- 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 can 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 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:** students will complete approximately 20 days of work experience per year, or more if required. This may be with a single employer throughout the year, or multiple employers.

Costs

The cost of participation in Workplace Learning is currently \$750 per year. This fee covers the cost of placing students, inductions, administration, travel, documentation, logbooks, staffing, work visits, and insurance. As the College is a not-for-profit organisation, fees charged only reflect the costs incurred.

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 by the College before the student commences the placement. For this reason, students who withdraw prior to a placement (or partially complete a placement) may be charged the full fee.

Enrolling in Workplace Learning

To participate in Workplace Learning, students are asked to:

1. Locate a suitable business / organisation.
2. Contact the business / organisation and obtain written or verbal permission for the student to attend Workplace Learning.
3. Inform the business / organisation that Newman College holds insurance for Workplace Learning students and that the College will be in contact with these details when confirming the student's placement.
4. Contact one of the staff members below to obtain a **Workplace Learning Application Form**.
5. Ensure that the Application Form is submitted **at least five (5) school weeks before your desired starting date**. Even earlier is better, if possible.
6. Participate in an induction program at school before attending work placement.

Contacts

Alastair MacNeill

Workplace Learning Coordinator

Tel. 9204 9474

Alastair.MacNeill@newman.wa.edu.au

Justin Farley

Leader of Pathways and Partnerships

Tel. 9204 9457

Justin.Farley@newman.wa.edu.au

Workplace Learning FAQs

Can students receive payment from employers?

Payment in the form of wages or salary is not permitted. This will void the College's insurance coverage for students. Employers sometimes provide gifts, such as lunch or coffee. As long as any gifts do not represent payment for work performed, this is acceptable.

Can students attend work experience for longer than initially agreed?

It is important that students only attend on the days and dates advised by the College when the student's placement is confirmed. Students who attend work experience on different/additional days, without prior permission, will not be covered by the College's insurance.

If students wish to extend or vary their work experience days/dates, they should:

- Obtain the agreement of the employer, then
- Advise the College of the amended days/dates.

What happens if an injury or incident occurs?

The priority in this case is the safety of students. During the Work Experience induction process, students are advised of how to avoid/prevent such situations wherever possible, and what to do in case an injury or incident occurs.

For insurance purposes, any injury or incident must be reported to the College within 24 hours.

How is student safety ensured, and who is responsible?

The College takes reasonable steps to ensure the safety of students undertaking work experience placements.

- Before commencing, students are asked to identify any safety requirements with their employer. This may include personal protective equipment, White Cards, immunisations, or suitable clothing.
- The College asks employers to formally agree to a set of student safety standards before students can commence their work experience.
- The College conducts a risk assessment of the workplace, before the student commences work experience. This may include a visit to the workplace.
- Students participate in a College-based induction before commencing work experience.
- Students are also required to participate in a first-day induction at the workplace.

Responsibility for student safety during working hours rests with the employer. At times where the student is not under the supervision of the employer (for example, out of working hours), responsibility for student safety rests with the parent or guardian.