# STUDENT RESPONSIBILITIES

It is the responsibility of the student to:

* commit to industry-based learning and to cooperate and accept duties in an obliging manner
* contact the workplace before the placement to confirm details such as start and finish time, lunch arrangements and dress requirements
* be respectful, polite and courteous to fellow workers
* meet standards of hygiene, decency and cleanliness and comply with the workplace specified uniform and/or dress standard
* follow workplace rules and protocols
* comply with the workplace’s safe working practices and protocols to maintain their own safety and carry out work in a safe manner
* contact the workplace in reasonable time if they are not able to attend on a particular occasion and advise the school of their non-attendance
* use tools and equipment and digital media in a responsible manner and according to workplace procedures
* complete all logbook requirements at the completion of each day of the work placement.

# WORKPLACE SUPERVISOR

The workplace supervisor is an adult employee of the host workplace who is acting in a designated supervisory capacity, with responsibility for monitoring the progress of the student while in the workplace.

**© School Curriculum and Standards Authority, 2014**

This template may be freely copied, adapted and communicated on an intranet in Western Australian schools and Western Australian registered training organisations (RTOs) for non-commercial purposes, provided that the School Curriculum and Standards Authority logo is retained, and that the Authority’s moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the School Curriculum and Standards Authority.

The workplace supervisor is required to:

* oversee completion of the logbook
* verify the number of hours the student works
* verify the tasks completed by the student
* evaluate the student’s workplace performance.

# SCHOOL SUPERVISORY VISITS

<School is to insert details of policy requirements of the school or the sector/system>

# INSURANCE COVER FOR STUDENTS

<School is to insert details of insurance cover for students in the workplace>

# PUBLIC LIABILITY INSURANCE

<School is to insert details of public liability insurance cover required for hosting students in the workplace>





<Insert school name>

<Insert school motto>

WORKPLACE LEARNING

an Authority-developed endorsed program

(ADWPL)

INFORMATION BROCHURE FOR WORKPLACE SUPERVISORS

<Insert school address

Line 2

Line 3

Line 4>

# SCHOOLS AND INDUSTRY WORKING TOGETHER

**Workplace Learning coordinator contact details:**

Name: <name>

Phone: <phone>

E-mail: <email>

Workplace learning enables schools and industry to work together to provide opportunities for students in Years 10, 11 and 12 to prepare for the workplace.

Through participation in a workplace learning program students can develop and demonstrate increasing competence in the core skills for work, often referred to as generic, transferable or employability skills.

# BENEFITS TO INDUSTRY

Benefits to industry include:

* developing in young people a realistic understanding of industry expectations and standards
* giving employers a valued training role in assisting young people in acquiring workplace skills
* providing access to a pool of pre-skilled and immediately productive young workers from which employers can recruit
* providing a direct link to schools and the opportunity to make education more relevant to industry needs.

# BENEFITS TO STUDENTS

Benefits to students include:

* developing first-hand experience in a real workplace in preparation for the transition from school to work
* developing competence in the core skills for work
* enhancing an understanding of the link between school studies and work
* developing career pathways that help students decide if a particular industry or job is right for them.

# WORKPLACE LEARNING (ADWPL)

The School Curriculum and Standards Authority has developed a Workplace Learning program, which is managed by individual schools.

Students who successfully complete this program can count it as the equivalent of one unit towards their 20 units required to achieve the Western Australian Certificate of Education (WACE).

To complete this program, a student must:

* work at least 55 hours in a real workplace
* complete a logbook (see below)
* complete a skills journal (see below).

The program may be repeated and count towards a student’s WACE for up to the equivalent of four course units.

# LOGBOOK

During the work placement the student is required to complete a logbook which comprises:

* an attendance record and task schedule
* an evaluation of the student’s workplace performance.

This logbook is validated by the workplace supervisor.

# SKILLS JOURNAL

During and/or after the work placement the student is required to respond to 10 questions based on the *Core Skills for Work Developmental Framework*

<https://www.education.gov.au/core-skills-work-developmental-framework>

This skills journal is completed under the direction of the school.

# PREPARATION FOR THE WORKPLACE

Each school provides its students with a work readiness and induction program before placing them in a real workplace. Programs typically cover:

* the purpose of the work placement and the specific requirements of this Workplace Learning program
* an understanding of the work health and safety requirements of the industry
* workplace expectations and behaviours
* appropriate duties the student may undertake
* an understanding of the importance of maintaining confidentiality in the workplace
* roles and responsibilities of the student
* roles and responsibilities of the host workplace.

# HOST WORKPLACE RESPONSIBILITIES

It is the responsibility of the host workplace to:

* nominate a workplace supervisor who will monitor the progress of the student and ensure instruction and supervision occurs at all times
* provide a variety of experiences and activities that develop the core skills for work and offer regular feedback to the student
* contact the school immediately if there are problems or the student fails to attend the workplace when expected
* provide a workplace that is safe and free of bullying, discrimination, harassment or intimidation
* advise the student of the workplace’s safe working practices and protocols
* advise the school of any accidents or injuries to the student while in the workplace.