



WORKPLACE LEARNING (WPL) INFORMATION PACK FOR YEAR 10 STUDENTS 2024

OVERVIEW

Workplace Learning (WPL) is an elective that provides the opportunity for students to demonstrate and develop the core skills required for work, referred to as transferable or employability skills. Students learn to apply and adapt the skills necessary to understand and carry out different types of work. The WPL program is delivered at the College as part of a student's timetable (3 periods each week).

Benefits for Students:

- Develops responsible work skills and assists in career planning.
- Increases self-esteem and confidence and develops broader communication skills.
- Reinforces school subject selections and can support external course applications.
- Provides a realistic understanding of the expectations of specific industries.
- Provides students with a 'Skills Profile' which can enhance their employment prospects and access to Apprenticeships / Traineeships.



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FREQUENTLY ASKED QUESTIONS (FAQ)

Who will organise my work placement?

Students (with the support of families) are expected to find their work placement by contacting a local business of their choice. This can be done by going to see the business owner after school or calling them on the phone. Students will create a strong first impression by contacting the workplace themselves.

What should I do if I am finding it difficult to get a work placement?

You should book a meeting with Mrs Moore from the Career Services Team who will assist you with brainstorming some workplace options and business contacts.

What should I do if I don't feel confident enough to call the employer myself?

Please come to the Career Services office to see Mrs Moore who can provide some coaching and advice on how to make these phone calls. Example phone scripts are provided in this information pack. You are also welcome to use the phone in the Career Services office to make calls to employers if needed.



What do I need to do after I have found a work placement?

Once you have confirmed a work placement with your host employer, you must submit a completed *Employer Details Form* to the Career Services Office so your request can be processed. This form can be sent in via email to olmca.careers@cewa.edu.au or toni.moore@cewa.edu.au, by SEQTA message to Mrs Toni Moore or handed in to the Career Services office. A copy of this form is also provided in this information pack.

How many days can I attend work placement?

Students attend 1 day of work placement each week during the school terms and take a break from work placement during the school holidays.

Which day should I attend work placement?

Students should aim to attend work placement on the day they have their double period of workplace learning, however this is flexible depending on the host employer's preference/availability and the student's other course work. Please indicate which day you will be attending work placement on your *Employer Details Form*.

When will I start my work placement in Term 1?

For Term 1, students should be aiming to start their work placements by Week 3. This will allow time for the student's work placement details to be finalised with the host employer and for students to complete their Worksafe Smartmove training modules in class. It will also provide some time for our Workplace Learning teachers to go through the course requirements and expectations before students commence.

What happens if I do not start a work placement by Week 3?

Students that do not start a work placement by Week 3 may be moved to a different elective. Students are encouraged to organise their work placements early to avoid this happening.

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What must be completed before I can start my work placement?

All of the following work placement paperwork must be signed and returned to Career Services before student's can commence their work placement:

- *Employer Details Form (1)*,
- *Host Employer Insurance Document (2)*
- *Parent/Guardian Permission Form (3)*
- *Student Workplace Learning Code of Conduct (4)*

You must also have completed the Worksafe Smartmove Training Certificate relevant to the industry you will be working in and the Worksafe Smartmove Workplace Bullying and Harassment training. This will be completed by students during their Workplace Learning class with the support of their teachers.

What is Worksafe Smartmove?

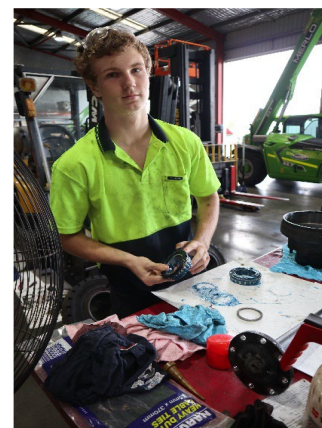
WorkSafe SmartMove is a Work Health and Safety (WHS) online educational program for senior high school students, young workers entering the workforce on work placement or as school-based trainee/apprentice, and new workers entering the workforce for the first time. The objectives of the training are to inform young people of the hazards in the workplace, prepare young people for working safely in the workplace, and empower young people to stand up for safety in the workplace. Students will receive a certificate of completion.

How long will it take for my work placement request to be processed?

Please allow up to 14 days for work placement requests to be finalised so the necessary paperwork can be processed, and insurance arranged. Sometimes we do encounter delays if host employers are unwell or away on leave etc. Please keep in mind that students are NOT permitted under any circumstances to attend work placement until the necessary insurance has been arranged.

How will I know when I can start my work placement?

Students, families and host employers will be sent a confirmation email when the work placement is ready to commence, and the required paperwork and insurances have been received and confirmed.



Will I be covered by insurance? Can you send this to my employer?

Yes, you will be fully covered by the College's Catholic Education of Western Australia (CEWA) insurance while out on work placement. This information is sent out to host employers once the details of the work placement have been confirmed by the Career Services team. This happens after you have handed in your completed *Employer Details Form*.

What about the classes that I miss when I am out on work placement?

Students are responsible for catching up on any schoolwork that is missed while out on work placement. You should speak with your teachers early in the term about this and keep in regular contact with them about how you are progressing.

What work hours am I required to complete in a term?

Students are expected to achieve a minimum of 40 hours in the workplace each term. One of the goals of workplace learning is to develop your employability skills and this can only be achieved by being out in the workplace and showing a commitment to your host employer over the course of each term.



How long do I attend work placement with my employer for?

Students may change their work placement each term if they would like to explore different industries or they can remain with the same host employer for the entire Semester if they would prefer. This should be discussed with your host employer and family before you add the relevant dates to your *Employer Details Form*. The dates you provide on your form will be the length of time that you are provided with insurance cover for your work placement.

Can I extend my work placement if I am only booked in for one Term?

Yes, you can extend your work placement into the next term, provided you are still enrolled in the workplace learning elective and your host employer is happy for you to do so. You **MUST** notify the Career Services Team if you would like to extend your work placement so the additional insurance cover can be arranged in advance. Please let Mrs Moore know this by Week 8 or earlier if possible, to ensure there are no delays with you continuing your work placement.



If I select WPL again in Semester 2 and will be attending the same work placement, do I have to wait to start my work placement?

Provided you have notified the Career Services Team of this in advance, you can continue to attend your work placement as soon as school resumes for Term 3. Please note this only applies to students returning to WPL in Semester 2. *If you are a new student to Workplace Learning in Semester 2, you must wait until Week 2 or 3 before you can commence work placement.*

What do I do if I can't attend my work placement because I am sick or away?

You must firstly notify your host employer (giving them as much notice as possible) and then you must notify the Career Services Team at school. This is to ensure we have an accurate record of your attendance for insurance reasons. You can do this by email, SEQTA message or phone.

What if I can't attend work placement because I have an important assessment at school?

Please discuss this with your teacher first to confirm that you are required at school that day. If you are, you should firstly notify your host employer (giving them as much notice as possible) and then you must notify the Career Services Team at school. Please come into the Career Services office that day before PCG so your school attendance can be adjusted for your teachers.

What do I do if I would like to change my work placement day?

Please come to the Career Services office to let Mrs Moore know so she can confirm the change with your host employer and update your school attendance for your teachers. Accurate records of attendance must be kept for insurance reasons as well.

Will someone come to visit me when I'm at work placement?

Yes, someone from the Career Services Team or another staff member from the College will aim to visit you in the workplace each term. You are not being assessed during this visit. It is an opportunity for us to meet your host employer, see the workplace and check that you are settling in well and enjoying your experience.





Can I attend work placement during the school holidays?

Students may only attend work placement when College staff are available to respond to queries from students, families and employers and assist with emergency situations. This is for insurance reasons. There may be opportunities for students to attend work placement during the April and September school holiday periods, however students should see the Career Services team for further advice on this.

How am I expected to behave in the workplace?

Students are expected to demonstrate the Mercy values in the workplace. Student behaviour should reflect the maturity required in the workplace. Students will be required to sign a Workplace Learning Code of Conduct before they commence their work placement and any students that do not uphold this Code of Conduct will be removed from the workplace learning program.

Do I have to fill in a Workplace Learning Logbook?

Yes, it is a requirement that all students complete a Workplace Learning Logbook for each workplace they attend as part of their course. This Logbook is a record of the student's workplace attendance, the tasks completed and also includes an employer evaluation. The Workplace Learning Logbook must be signed by your host employer. It is a very important tool for students that are planning to apply for external certificate courses at SRTAFE, Bunbury Regional Trade Training Centre and the Health Science Hub as workplace learning forms a part of the selection process for competitive courses.



What can I expect from Workplace Learning in Years 11 and 12?

The same process applies to workplace learning in Years 11 and 12, however students are required to achieve a minimum number of 55hrs in each workplace they attend (1 credit) aiming to complete 2 credits each year (minimum of 110 hours for the year). These credits contribute towards WACE (Western Australian Certificate of Education) and a Logbook and Skills Journal must be completed for each work placement as evidence required by SCSA (School Curriculum and Standards Authority).

Will I get a Traineeship or Apprenticeship from Workplace Learning?

Workplace Learning can be a fantastic pathway towards gaining a Traineeship or Apprenticeship, however it is not guaranteed as these positions are highly competitive and sought after. Numerous Our Lady of Mercy students have secured Traineeships / Apprenticeships after impressing their host employers during work placement. For more information about this, please come and see the Career Services team.

Can my School-Based Apprenticeship / School-Based Traineeship count as my work placement?

Yes, if you will be attending a workplace as a School-Based Apprentice or School-Based Trainee, this will count as your work placement.

Can I get paid for my work placement?

Yes, you can be paid for work placement, however different paperwork and insurances are required. If your host employer approaches you to discuss paid employment with them, please come to see Mrs Moore in the Career Services team.





What do I do if I don't feel safe in the workplace?

Your Worksafe health and safety training and workplace induction (which usually takes place on your first day in the workplace) will help to guide you, however If you do not feel safe in the workplace at any time, the first thing you must do is speak to your parent / guardian. Then please contact the Careers Team immediately.



COLLEGE SUPPORT & CONTACTS

If you have any further queries at all about Workplace Learning, please contact:

Mrs Toni Moore

Workplace Learning Coordinator

toni.moore@cewa.edu.au or olmca.careers@cewa.edu.au

Phone: 9720 3335

Mr Dale Briers

Head of Learning – Career Services

dale.briers@cewa.edu.au or olmca.careers@cewa.edu.au

Phone: 9720 3341

Students can also book in to discuss Workplace Learning (WPL) with Mrs. Moore by using the following booking link:

<https://outlook.office365.com/owa/calendar/OurLadyofMercyCareers@cewaedu.onmicrosoft.com/bookings/>

SUPPORTING DOCUMENTS ATTACHED

1. Phone Script for Students
2. Work Placement Employer Details Form

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PHONE SCRIPTS FOR STUDENTS REQUESTING WORK PLACEMENT WITH HOST EMPLOYERS

REMINDER: Before calling any employers, ensure you have a copy of the *Work Placement Employer Details Form* in front of you, so you remember what questions to ask if your request is approved.

EXAMPLE 1 – Year 10 Workplace Learning:

Hello, my name is **Rachel Bolton**. I am a **Year 10** student at Our Lady of Mercy College, and I am studying workplace learning at school this semester.

I am really interested in learning more about **architecture** and would love to complete some ongoing work placement with you at **ST Design**. Is there any chance that you might be able to host me for work placement for one day each week during **Term 1**?

I would be fully covered by the College's insurance while out on work placement and this information will be sent to you by the Career Services Team at my school before I start.

EXAMPLE 2 - Year 10 Work Experience Week:

Hello, my name is **John Stirling**. I am a Year 10 student at Our Lady of Mercy College, and I am looking for an employer to host me for my Year 10 Work Experience Week that will be held from the **24th to 28th June**.

I am really interested in becoming a **barista** and would love to complete my Year 10 Work Experience Week with you at **Yummy Food Café**. Is there any chance that you might be able to host me for this week?

I would be fully covered by the College's insurance while out on work placement and this information will be sent to you by the Career Services team at my school before I start.

Important Tips:

- You do not need to read through every question on the *Work Placement Employer Details Form* with your employer over the phone (the top section of the form is the important part)
- You will need the name of the person you spoke to, their email address, the dates you will be attending work placement, your work hours and the dress requirements.
- If there are any gaps on your form or you do not have all the information you need, this will be confirmed by the Career Services Team when they contact your host employer to arrange your work placement.
- A parent or guardian must sign the bottom of the *Work Placement Employer Details Form*.
- Please do not give the *Work Placement Employer Details Form* to the employer and ask them to complete it. They will be provided with further paperwork to complete once your placement has been confirmed.

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WORK PLACEMENT EMPLOYER DETAILS FORM

Parent and Student to complete and send to the Career Services Team.

Please do NOT give this form to your host employer to complete.

Placements may take up to 14 days to finalise prior to commencing work placement.

Student Name _____ Year _____

Has the employer been contacted? *Please do this before handing in this form* YES / NO

Please complete this section fully:

Company Name _____	Office Phone _____
Address _____	
Name of Contact Person _____	Position _____
Email _____	Mobile: _____
Attendance Day/s _____	Commencement Date _____ to _____
Start Time _____	Finish Time _____
Length of Placement: Current term / Semester / Year	
Dress Requirements _____	
Any dates you cannot attend and reason: _____	
If you're attending a Primary School or Childcare Centre for required VET Industry hours (e.g. Cert IV Education Support), please indicate the ages/year groups you need to work with: _____	

Please complete this section if you have the information, otherwise it will be confirmed by the Career Services team:

Is an orientation/induction required? <i>If so, please provide date</i> _____	YES / NO
Does the employer require the student to complete additional paperwork / online training?	YES / NO
Is an Industry White Card or Electrical License required? <i>If so, provide copy to employer</i>	YES / NO / NA
Is student being paid by the employer?	YES / NO
Has the student's medical conditions and any special needs been communicated to the employer?	YES / NO / NA

Please note: It is the family's responsibility to communicate this directly to the employer.

Parent/Guardian Consent

I consent for my child, _____ to participate in Work Placement? YES / NO

I understand that once the work placement has been confirmed verbally with the host employer, there will be additional documentation to be signed before my child can commence work placement. I also understand that my child cannot commence work placement until all the required Worksafe Smartmove training has been completed.

Parent/Guardian Name _____ Parent Mobile _____

Parent/Guardian Signature _____ Date _____

Head of Year (HOY) Approval:

If you are requesting work placement and you are **NOT** currently enrolled in the Workplace Learning elective or participating in Year 10 Work Experience Week or completing a certificate course that requires industry hours, then Head of Year approval is required before your request will be processed.

Signature of Head of Year: _____ Date: _____

Note: If the student is below Year 9, Principal approval is also required:

Signature of Principal (or Delegate): _____ Date: _____