



Department of Education
North Metropolitan Education Region

Workplace Learning Student Handbook



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Contact Information



North Metropolitan Education
Regional Office
 105 Banksia Street,
 Tuart Hill 6060 WA
 Ph. 9285 3600

Welcome to the Workplace Learning Program

What does Workplace Learning mean for you?

Workplace Learning is your opportunity to spend a period of time in a real workplace of your choice.

Workplace Learning is a valuable aspect of the transition from school to post-school opportunities. It is an important time to trial different industries that you may be interested in as a career.

Workplace Learning provides you with the chance to gain knowledge about a particular job, further insight into an occupation and industry, develop your professional and personal skills and provide you with a competitive edge for the future.

You will also get the chance to develop your self-confidence and your communication skills. These skills are vital tools in helping you achieve your future goals. During your placement, you'll be able to find out what skills employers look for when they are hiring someone to fill a job vacancy.

Workplace Learning is a way of successfully identifying and creating opportunities for the future. It is your responsibility to find suitable workplaces relevant to career pathways that interest you.

What to Expect in the Workplace

Work Placement traditionally consists of being a student shadowing or observing work activity.

During your placement

- You will be given a placement mentor or supervisor
- You will be given a tour of the workplace
- You will be told the rules that you must follow in the workplace
- The supervisor may take you through the company health and safety rules and your own responsibilities while you are at work
- Record days attended and hours worked in your Logbook – supervisor to sign
- Complete the tasks/activities in your Logbook – supervisor to sign
- You should also remember to act professionally at all times during your placement. There may be some days when you only get a little bit of work to do, or the people you are working with are too busy to go through things with you – be patient.

workplace
expectations

DO NOT EXPECT TO BE DOING THE SAME WORK AS THE BOSS!

- Everyone has to start somewhere and this means starting at the bottom of the ladder- eg. You can expect to do lots of cleaning and be asked to do some tasks you do not necessarily want to do!



- The only time you should refuse to do a task is when you feel it is dangerous or you do not feel comfortable doing it. You need to discuss this with your supervisor **before** any problems occur in the workplace.
- If you think that you have been put into any of these situations, you need to call your Workplace Learning Coordinator.

The success of any Workplace Learning Program is dependent upon how willing you are prepared to participate.

You can expect to do many different tasks while in the workplace. Some activities are prohibited due to their nature, danger or inherent risk to students.



Examples of prohibited activities include:

- high risk construction work
- use of dangerous machinery or equipment except under prescribed conditions and where appropriate training has been completed
- any activity requiring a license permit or certificate of competence

After your placement

Once your placement is over, take a look over the notes you have made in your **Logbook** and have a think about what you've achieved and how well you think you've done.

Your employer should also give you feedback – you need to ask them to complete the **Employer Feedback sheet** (reference) in your Logbook.

References are important when applying for TAFE and part time or full time employment in the next few years.

You may also want to add details about your placement to your Resume if you're thinking of applying for a casual or holiday job.



Program Completion Requirements

To be assessed in the Workplace Learning Program you must:

- Attend the workplace every day
- Maintain a Logbook documenting workplace attendance and tasks undertaken and have all entries signed off by the employer/supervisor as verification
- Ask your employer/supervisor to complete an evaluation of your performance in the workplace.



Logbooks

Contain relevant details pertaining to workplaces such as:

- Starting and finishing times
- Dress requirements
- Confidentiality arrangements
- Emergency contact details
- Activities schedule for you to record tasks undertaken
- Evaluation of student performance (reference)



Hours recorded

The hours recorded during Workplace Learning may be used as evidence when applying for a job or for TAFE.

Logbooks **MUST** be handed in to be recorded when requested by the Workplace Learning Coordinator.

Workplace Learning Placement

The student, where possible, **will locate his/her own placement with the assistance of the Workplace Learning Coordinator**, by agreed dates, in order to be successful in this program. The employer may request an interview with the student before offering them a placement.

It is a requirement of the Department of Education that a business accepting students on Workplace Learning has in place its own Public Liability insurance to an appropriate level of cover for their particular business for any one occurrence. This will be verified by the Workplace Learning Coordinator before Workplace Learning commences.

How to Find Workplace Learning

Choosing a Suitable Vocational Area

You may have clear goals on the type of career you wish to pursue, or you may have no idea at all. Consider the courses you may have studied at school. Workplace Learning placements can be most successful when they relate to the courses that you may have studied.

Consider your:

- Field(s) of interest
- Strengths & talents
- Favourite subjects
- Personal interests



Be prepared to work the **hours** required in the industry you have chosen and be **realistic** in your choice of placement.

You must investigate **transport** arrangements to each of the placements that you secure. Call Transperth on 13 62 13, or follow the links to '*Journey Planner*' on www.transperth.wa.gov.au. Do not find a placement on the other side of the city if you are not prepared to do what is necessary to get there by the times required.

Looking for a Placement? Try:

- Family and friends- it is surprising how often you can use these contacts
- The Local Business and Services Guide- these are delivered to your house
- Newspaper
- Internet

Step One:

Telephone an employer.

Employers have different systems for dealing with Workplace Learning placements and it is most important to follow their instructions.

We have included a 'Using the Telephone' information sheet on the next page.

One telephone call may be sufficient, but you may be required to phone back.

You may also be asked to write a letter, send a Resume or attend an interview. Interviews will need to be arranged in your own time.

The employer may ask you to send an email with more details regarding the program and the dates of the placement.

Step Two:

The Workplace Learning Coordinator will follow up the placement with the employer and send them a confirmation letter and insurance information to sign and return.



The Workplace Learning Coordinator is required to do a site suitability check and visit the employer before your Workplace Learning commences.

Details of the placement and insurance information will then be returned to your parent/guardian/carer for your reference.

In order for you to commence your Workplace Learning, the Workplace Learning consent form **MUST** be signed and returned by to the Workplace Learning Coordinator by the deadline. We also require the signed paperwork returned from the employer **before** you are able to attend the workplace. Please ensure you hand in/email your signed forms ASAP to avoid any delays in this process.

Please Note: It is preferable that you do **NOT** work at your parent/guardian/carer's place of work.

Using the Telephone - Tips



Before you make the call:

- Have these instructions in front of you
- Prepare beforehand what you are going to say
- Have a Workplace Learning Application form and pen

When your call is answered:

Introduce yourself and state your reason for calling,

Eg. "Good morning. My name is _____ . I am interested in doing some Workplace Learning with you; can I please speak to someone about this?"

You may need to repeat the above instructions until you reach the correct person.

When you have reached this person, explain your objectives clearly,

Eg. "I would like to be a (position / job), so I am looking for work placement in this area.

The time frame I need work for is from _____ to the _____

Does your business take on Workplace Learning students?"

If the employer can help you:

Listen carefully to their instructions.

Are you asked to write a letter? (Ask who you should address it to and the mailing address.)

Do you need to phone back? (Ask for the name of the person to speak with).

Do you need to send a Resume? (Speak to the Workplace Learning Coordinator about help with a covering letter).

Does the employer wish to make contact with the Workplace Learning Coordinator to confirm any details wish them?

Give them the following information:

❖ **Name of your Workplace Learning Coordinator and their mobile telephone number!**

If at any time you do not hear or understand what the employer is saying, do not be afraid to ask them to repeat it or spell a name for you.

Concluding the call:

The employer may not be able to help you. If this is the case, thank them politely,
Eg. "Thank you very much for your time. Good-bye."



Remember:

- Always be polite, even if it is the 10th knock back you have been given
- Carry out any instructions that are asked of you (writing a letter, calling back, sending an email with more information)
- Always sound interested
- Speak clearly

**Confirming Workplace Learning
(before you start)**

Good morning/afternoon, my name is
I am a due to start workplace learning on
Please can I speak to:

(Speak to your contact if possible, if not, get as much information from the person you are speaking to)

I am calling to clarify a few details.
Please can you tell me:

- What time would you like me to start?
- What will be my finish time?
- **If it is a mobile trade, ask where you need to meet on your first day**
- What PPE do I need to wear?
- Is there a uniform? What should I wear?
- Should I bring my own lunch or is there somewhere I can buy lunch?
- Is there anything else I need to know?

Thank you for the information and I look forward to meeting you on
Close the call.

Confidentiality in the Workplace

Information from the workplace may be confidential and students must maintain confidentiality in relation to the work placement by not discussing confidential matters outside of the workplace.

Personal Hygiene and Dress Standards

Students must maintain a high standard of personal hygiene and present themselves in a clean and neat state. Students must adhere to the dress code of the workplace with which they are placed. In some cases, students may need to supply personal safety or protective clothing or equipment (such as safety glasses, work boots etc).



Workplace Health and Safety

Students must abide by the health and safety regulations and accepted safety practices of the workplace with which they are placed.

Students must complete their Worksafe Smartmove Modules and provide a copy of their industry specific certificates to their Workplace Learning Coordinator. Students completing a work placement in the Building & Construction Industry may be asked to complete a 'Safety Awareness Training Course' (White Card).



COVID-19

Shake off your fears and start achieving your goals! Take care of your health and well-being. It's okay to be scared. Don't try and go it alone. Instead of focusing on the unfairness of the situation and external things you have no control over, focus on what **IS** in your control. It is important to ask for help. Talk to someone you love and trust or find help here:

Beyond Blue: www.beyondblue.org.au
Kids Helpline: www.kidshelpline.com.au
Lifeline: www.lifeline.org.au or 13 11 14

Dismissal from Workplace Learning

Employers and/or your Workplace Learning Coordinator may terminate your Workplace Learning if:

- The employment conditions are no longer conducive to having students or if the workplace is deemed to be unsafe for the student. In these instances, your Workplace Learning Coordinator will make every effort to secure another placement as soon as possible.
- On the grounds of misconduct on the student's behalf (e.g. poor behaviour, including irregular attendance, lack of punctuality at the workplace, theft or workplace violence) or if the student's attitude is inappropriate or detrimental to business operations.



Absences from the Workplace

- Advise the Workplace Supervisor as soon as possible or on the morning of an unforeseen absence.
- Ensure your parent/carer/guardian advises the Workplace Learning Coordinator as soon as possible or on the morning of an unforeseen absence.

Students are **not permitted** to terminate their Workplace Learning. If issues arise in the workplace, students must discuss the issues with the Workplace Learning Coordinator and make every effort to resolve the situation. The Workplace Learning Coordinator will support and guide the student and conduct a review of the placement.

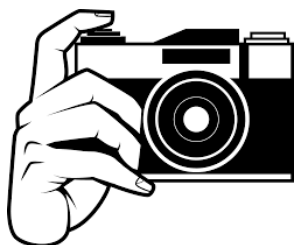
Student Responsibilities

- Find a suitable work placement.
- Submit completed Logbook for recording purposes to either the Workplace Learning Coordinator.
- Attend the workplace for the duration of the arranged placement.
- Present themselves at the time specified by the employer and complete all allocated hours.
- Accept tasks and duties in a positive manner and be willing to work and learn.
- Arrange transport to and from the work placement.
- Notify the Workplace Learning Coordinator of any concerns about the work placement.
- Contact the designated work placement, prior to commencement, to discuss specific requirements for the workplace.
- Abide by the Health and Safety regulations and accepted safety practices of the workplace.



Student Photography in the Workplace

Your Engagement and Transition Coordinator will endeavour to take at least one photo of you whilst in the workplace. This photo can be used within your portfolio. **Remember** a picture is worth a thousand words!



We have also requested permission of your parent/carer/guardian in the **Workplace Learning Policy and Student Contract** to use photos of yourself in the workplace in any publication and as promotion through the media, print and any other community correspondence. If we do not obtain permission, we will take a photo for your personal benefit only (i.e use in Personal Portfolio).

If you have a serious reason to not have your photo taken, please speak to your Workplace Learning Coordinator.

Work Readiness Procedure

WorkSafe Certificate
www.worksafe.wa.gov.au

As part of being “work ready”, you must complete the following:

- **A WorkSafe SmartMove certificate**

You are required to complete and print an industry learning module relevant to your industry of choice.



1. General Module

The General Module is designed to introduce important facts about safety laws and common hazards. This Module **MUST** be completed before moving on to the Industry Modules. *A certificate will not be generated after completing the General Module.*

2. Industry Modules

There are 14 Industry Modules which contain detailed information on the main hazards specific to each Industry.

The 14 Modules are as follows:

- Automotive
- Building and Construction
- Business and IT
- Electrical
- Farming, Forestry & Fishing
- Hairdressing
- Health & Community Services
- Hospitality and Tourism
- Manufacturing
- Metals and Engineering
- Mining
- Nail & Beauty Technology
- Retail
- Sport & Recreation



WorkSafe SmartMove will generate a certificate when you successfully complete the Industry Module test. The test also contains questions on issues that were covered in the General Module.

Safety Awareness Card – Building & Construction

If you are intending to complete your Workplace Learning on a Building or Construction site of any type it is a requirement by law that you hold a **Safety Awareness Card (White Card)**. Please discuss this with your Workplace Learning Coordinator.



Liquor License – Hospitality

If you are intending to complete your Workplace Learning at a premise that serves alcohol, you are required to hold a **Liquor License**. This is organised through the Workplace Learning Coordinator.

Please note: The student MAY NOT serve the alcohol.



Workplace Learning Checklist

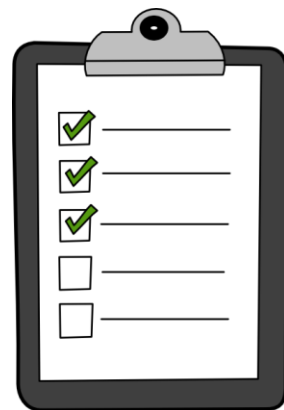
It is absolutely vital that you read and complete ALL the steps listed below.

- **RESEARCH** your Workplace Learning choices- what industry do you wish to gain experience in?
- **DISCUSS** the program with your parents/guardians/carers
- **COMPLETE ALL FORMS** neatly and accurately and give them to the Workplace Learning Coordinator as soon as possible. This includes:
 - **Workplace Learning Policy and Student Contract** - with signing this contract you are accepting the roles and responsibilities outlined in the aforementioned (also outlined throughout this handbook).
 - You have gained endorsement and permission of your parent/carer/guardian who supports this agreement.
 - **Workplace Learning Application/Consent Form** – This form assists the Workplace Learning Coordinator sort out your placement.
- **REMEMBER** if you are committed and organised, you have a greater chance of successfully completing the Workplace Learning Program.

Workplace Learning can be a rewarding and enjoyable experience, often resulting in part time or casual employment, traineeships and apprenticeships.

It is important to make the most of your time and put some time and effort into finding a workplace that is/could be what you want your career to involve.

Remember it's time to be proactive and show the world what you are made of!



Websites

www.education.wa.edu.au	- Dept of Education
www.dtwd.wa.gov.au	- Dept of Training & Workforce Development (Apprenticeship Office)
www.apprenticeshipsupport.com.au	- Support for Apprenticeships
www.dese.gov.au	- WA Government jobs hub
www.worksafe.wa.gov.au	- WorkSafe Certificates
www.northmetrotafe.wa.edu.au	- North Metropolitan TAFE
www.southmetrotafe.wa.edu.au	- South Metropolitan TAFE
http://tasonline.tafe.wa.edu.au	- TAFE Applications
https://mycareermatch.com.au	- MyCareerMatch
www.joboutlook.gov.au	- Job Outlook
www.jobandskills.wa.gov.au	- Training, Careers & Jobs WA
www.jobjumpsmart.gov.au	- Tips & ideas about Jobs & Careers
www.jobsearch.gov.au	- Help in finding a job
www.myfuture.edu.au	- Myfuture
www.skillsroad.com.au	- Skills Road Career Journey
www.goodcareersguide.com.au	- Resource for Career Search
www.australianapprenticeships.gov.au	- Apprenticeships & Traineeships
www.myskills.gov.au	- My Skills
www.yourcareer.gov.au	- Occupations, job ideas, find your Career

[Apprenticeships Perth & Traineeships | Apprenticeship Community](#)

- The Apprenticeship Community

Videos

www.alife.net.au	- Real life examples of Careers
www.skillsone.com.au	- Videos: getting a trade or skills

Universities

www.curtin.edu.au	- Curtin University
www.ecu.edu.au	- Edith Cowan University
www.murdoch.edu.au	- Murdoch University
www.nd.edu.au	- The University of Notre Dame
www.uwa.edu.au	- The University of WA
www.tisc.edu.au	- TISC (Uni) Applications
www.gooduniguide.com.au	- The Good Universities Guide

Work Place Learning Student Check Sheet

I _____ have read the Work Place Learning Student Handbook and have completed the SmartMove online induction and provided a copy of my completion certificate to my school VET / WPL Coordinator. Please note Students who have completed a White Card Induction and provided a copy to the Schools VET / WPL Coordinator do not need to complete the SmartMove Induction.

I understand the expectations of me whilst attending workplace learning and that the Joseph Banks Secondary College rules and expectations are still be adhered to. I understand that if I am not practicing work practices or following the host employer's processes and procedures my work placement can and will be revoked.

I understand that once my work placement has been arranged and authorised I am to complete and return the required Log Book and Skills Journals and hand them in to the school VET / WPL Coordinator upon my return to school or I will forfeit any C Grades I may be entitled to.

Student Name: _____

Student Signature: _____

Date Signed: _____

Please return completed form and induction certificate to VET / WPL Coordinator along with your Workplace Learning Authority Form. Please note work placement will not be arranged until these have been received.