Workplace Learning Policy

**Introduction**

Workplace Learning and Work Experience Programs provide a valuable pathway for students to explore their transition from school to post-school opportunities and the world of work in a safe and supported environment.

This school policy document applies to all students undertaking Workplace Learning of any sort at Divine Mercy College.

The College policy and the individual learning area policies are the basis for ensuring that the College has fair, valid and reliable assessment procedures. Students, parents/guardians and teachers should be aware of their responsibilities in the assessment process. Year Eleven and Year Twelve student assessment has guidelines set by the School Curriculum Standards Authority (SCSA) to which schools must adhere.

The College will ensure that at the commencement of the learning program; each student has access to the Workplace Learning policy, student log book and skills journal. Each student should:

* familiarise themselves with all documents
* ensure that the work placement hours, skills, employer reports and written tasks are completed by the due dates
* keep his/her student Log Book up to date and submit it to the Workplace Learning Coordinator at the end of the placement.
* liaise with the Workplace Learning Coordinator prior to, and at the end of, the work placement
* mediate with other relevant staff concerning workplace absences, assessment issues and other items as need be.

**There are 2 categories that fall under the Workplace Policy at Divine Mercy College:**

1. **The Workplace Learning Endorsed Course** is designed to provide Year 11 and 12 students with a link between a study program and their future careers. To complete the endorsed program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the *Workplace Learning Logbook*. The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the *Workplace Learning Skills Journal* after each 55 hours completed in the workplace.

Other examples of Endorsed Programs are: Community Service, Cadets, Surf Lifesaving, Scuba Diver certificates, Enriched programs e.g. international maths or science competitions and university enabling programs.

1. **The Work Experience Program** is designed for students who are unsure of their future pathway and need to experience certain workplaces to gain a better understanding of the choices before them. e.g. Nursing. (Work Experience is not an Endorsed Course). This programme is aimed more towards year 10 students who intend on a General Pathway for year 11 and 12. Students attend a two- week unpaid work placement with a company that exposes the student towards a specific area of future study.

Both programs encourage students to investigate their goals and aspirations, examine the scope for enterprise and self-marketing, and recognise significant changes that are occurring in the workplace. It also encourages students to be aware of the generic skills needed to function at an optimal level in the workplace.

**Structure**

In order to participate in a Workplace Learning/Experience placement, the student must provide evidence to the Workplace Learning Coordinator that they are ‘Work Ready’. Qualities of ‘Work Readiness’ are essential if the student is to undertake effective learning while on work placement or work experience. Students will need to have achieved high attendance at school, display good behaviour and manage their school work accordingly.

For each of the 55 working hours over year 11 & 12 students will receive one unit point towards their WACE. Students who achieve a minimum of 110 working hours over Year 11 and 12 will receive two unit points towards their WACE.

**Endorsed Program**

Workplace Learning is an accredited Curriculum Council Endorsed course for senior secondary students. At Divine Mercy College, the Endorsed Course undertaken is ‘Workplace Learning’.

The course largely takes place on-the-job in an industry workplace chosen by the student, with the keeping of a diary or log book to reinforce the workplace experience.

Once students have completed the workplace hours and skills, they will be awarded points towards their WACE.

Divine Mercy College offers the Endorsed Course, Workplace Learning Employability Skills to all senior students who wish to undertake an Endorsed Course as part of their study pattern.

**Work Experience**

Work Experience is offered to Year 10 students who need to experience specific types of employment to assess their personal suitability for that particular career path. E.g. child care, nursing

The basic requirements for completing Work Experience are:

* + completion of the duration of the work experience as agreed to by the school and the workplace supervisor/employer
  + demonstration of selected employability skills as negotiated with the student and the Workplace Coordinator
  + demonstration of maturity, time management and engage with adults in communication
  + complete a logbook signed off by the supervisor
  + adherence to the Divine Mercy College ‘Workplace Learning Policy’

**Work Placement**

* Each student understands that whilst on Work Placement any academic work missed from other school subjects MUST be completed.
* All teachers of the student are to be consulted about the expected dates of absence and any pending requirements that need to be met during that time.
* Students will be required to attend an interview with the employer/supervisor before commencing in the workplace. If the employer does not require this, students must telephone the employer prior to the placement to finalise workplace details.
* Students will undertake work placement at the designated site, as agreed upon by the student, parent and College.
* Students will be required to attend their chosen workplace according to the wishes of the employer e.g. weekly blocks. In the case of Workplace Learning, the required 110 hours may come from several different work placements.
* Students are to find their own work placement and then consult with the Workplace Learning Coordinator as to the appropriateness of the site.
* Location of a workplace may not be local, therefore, students must be prepared to organise travel arrangements.
* Students will not be placed under the direct supervision of a parent or relative in a workplace.
* If there is a problem in the workplace, not necessarily the fault of the student, the Workplace Coordinator will negotiate with both the student and employer in order for the placement to be completed. If this is not possible, the school will endeavour to assist in finding a new employer until the end of the placement.
* Students participating in Workplace Learning commit to the placement and understand that they are representing Divine Mercy College and at ALL times will behave accordingly.

**Workplace Attendance**

Students will be treated in a similar manner to full-time employees and will need to account for any absence from the workplace. They are expected to attend the workplace for the term of the placement.

Advance notice of a planned absence should be provided to the Workplace Learning Coordinator in writing at least one week prior to the absence so that the workplace supervisor can be notified.

If a student is **unable to attend their workplace** on a specific day, it is essential that they:

* **Ring to advise the host employer before the workday commences**
* **Ring Student Administration at the College before 9am**

**The following are examples of UNACCEPTABLE REASONS for workplace absences:**

* + Driving lessons
  + Routine dental appointments
  + Routine medical appointments
  + Social functions
  + Sporting activities other than School/State/National representation etc

**DEPARTURE FROM WORKPLACE**

Permanently leaving the workplace before the end of the working day is **unacceptable** unless there are unavoidable circumstances.

***Before*** leaving the workplace, the student must advise:

* + their workplace supervisor;
  + parent/guardian
  + Divine Mercy College Workplace Learning Coordinator

**Should it be necessary for the student to leave the workplace prior to the agreed scheduled time, parent/guardian permission must be obtained.**

* + If a student leaves the workplace during the day e.g. for lunch or on company business, it is the student’s responsibility to follow the procedure outlined by their employer/supervisor. (See Workplace Induction Checklist in the front of the Training Log Book.)

**Permission**

Students require the permission from their parent/guardian to participate in Workplace Learning / Work Experience. The parent is required to give that permission, as well as permission to pass on the student details to prospective workplace supervisors by signing the relevant Parent Permission Forms prior to commencing the first work placement/experience.

The form states that both parties have read and understood their roles and responsibilities and the requirements of Workplace Learning and Work Experience, and that the student behaviour and performance at work and school will always be of the standard expected by Divine Mercy College.

If the form is not signed, the student will not start/continue in Workplace Learning or Work Experience until that permission is given.

Details of each work placement will be provided to the parent/guardian and the student prior to the date of commencement.

**Log Book and Skills Journal**

Workplace Learning is a School Curriculum Standard Authority program. This means that staff at Divine Mercy College must monitor a student’s progress by:

* visiting them in their work environment
* telephone contact with their employer
* marking the Log Book
* completion of the Student Evaluation by the employer/supervisor

It is a student’s responsibility to:

* ensure that all sections of the Log Book are complete
* take it to the workplace for each placement
* hand it in to the Workplace Coordinator for marking at the end of each placement

Work Experience students have the responsibility of keeping a logbook which also must be completed with regard to the workplace. The logbook will be checked by the Workplace Coordinator. The student’s progress will be monitored by:

* visiting them in their work environment
* regular telephone contact with their employer
* marking the logbook
* completion of the Student Evaluation by the employer/supervisor

**Insurance**

While in the workplace, students from Divine Mercy College are insured against accidents in the following ways:

**Personal Accident**

This covers students for death and disability in respect of accidents within the workplace and benefits are paid according to a schedule. It also covers injury arising from direct travel to and from the workplace and home or school, except where the injury is subject to a motor vehicle third party injury claim administered by the State Government Insurance Commission.

Students who sustain injury during any training are covered as above, except where the injury is subject to Medicare coverage.

**Public Liability**

All schools hold Public Liability Insurance cover and this includes the actions of students and staff involved in the **Divine Mercy College** These policies indemnify the schools for their legal liability arising from the placement and training of students. Employers are advised to contact their insurance companies or brokers to determine the extent to which they are indemnified against the actions of work placement students in terms of public liability.

Accidental damage caused by the student to the training provider’s premises, plant equipment or other property is not insured under these policies.

**Accident Arrangements**

If an accident occurs involving a student the normal arrangements for medical assistance can be made. The student must attend a public hospital as students are not workers’ compensation patients. The Workplace Learning Supervisor must immediately notify the ***Divine Mercy College*** who will in turn inform the parents. The doctor attending the student must issue a medical certificate.

Students who have had severe injuries e.g. broken bones, within the previous 6 months prior to Work Placement, need to supply a Doctor’s certificate stating that they are fit for work.

However, it is possible that some employers may not be indemnified against public liability claims made against their business relating to the actions of students on Work Placement.

Employers are advised to refer to their insurance companies or brokers to determine whether such cover exists. Irrespective of whether such cover exists, all Catholic schools and students in Catholic schools are covered against public liability claims.

For insurance purposes, all student work placements must be confirmed and endorsed in writing by the College.

**Employer Roles and Responsibilities**

Employers who agree to a student being placed at their organisation agree to:

* + Provide a safe workplace for a specified period of time
  + Under supervision, provide opportunities for students to learn and/or demonstrate skills required for the course
  + Complete Student Evaluation Reports as required for assessment purposes.
  + Assist in completing the Workplace Logbook

**Responsibilities – Student , Parent, School**

**PARENTS**

To ensure the best results for your child, parents/guardians are asked to:

* + Provide emergency contact details, including any health issues that a student has and agree that this information will be provided to the relevant supervisor in the workplace
  + Ensure that their child attends work every day
  + Discuss their child’s work day experiences with them
  + Discuss the Log Book entries each week
  + Praise and make suggestions for improvement
  + Keep in contact with their child’s Workplace Learning teacher at the College
  + Assist with transport

**STUDENTS**

As participants of the program, students must:

* + Attend their work placement every day
  + Be punctual at all times
  + Maintain confidentiality in relation to the work placement
  + Be active in their own learning while in the workplace e.g. show interest and ask questions
  + Monitor their hours, skills and supervisor/employer reports to ensure they meet School Curriculum Standard Authority requirements if enrolled in Workplace Learning
  + Meet all normal requirements of the workplace
  + Act in a courteous and responsible manner at all times
  + Wear appropriate clothing as required by the workplace
  + Be willing to undertake all tasks allocated in an obliging manner
  + Discuss their work day with their parent/guardian and WL Coordinator
  + Accurately complete and hand-in their Log Book for monitoring at the end of each placement/ experience
  + Adhere to the rules and expectations of Divine Mercy College.

**SCHOOL**

Staff coordinating the Workplace Learning program are responsible for the following:

* + Interviewing students before they enter the program
  + Advising students on finding their own workplace with assistance from Divine Mercy College
  + Preparing all necessary documentation for School Curriculum Standard Authority, employers and students/parents/guardians
  + Contacting all new workplaces prior to a student commencing at that organisation
  + Inducting/interviewing employers
  + Visiting students in the workplace
  + Having regular telephone contact with employers and parent/guardians
  + Monitoring student Log Books

**Travel at the Workplace**

Transport to and from the workplace, including costs will be the responsibility of the student. If required, parents are asked to ensure that their child is familiar with public transport

If a student is required to travel in a company vehicle as part of his/her duties while in the workplace or travelling in a company vehicle during lunch time for the purpose of obtaining lunch, parental permission is given by completing the Parental Workplace Learning Consent Form. Workplace supervisors are required to ensure that the vehicle is licensed and road worthy and is driven by a driver with a current Driver’s License.

**Confidentiality in the Workplace**

Maintaining confidentiality in relation to the work placement is vital.

Confidential information includes: names of all clients, the employer’s methods of operation, details of clientele, computer programs (intellectual property) and all or any other information about the employer and/or clients of which a student may become aware during the course of the work placement program.

**The student shall not use, disclose or authorise the use or disclosure of the confidential information to any person or company whatsoever.**

**Workplace Student Induction**

All students will be appropriately prepared for their work placement. An induction program will include the following:

* + Student and employer/supervisor rights and responsibilities in the workplace
  + Use of Log Book and School Curriculum Standards Authority requirements
  + Occupational health and safety requirements
  + Accident procedures
  + Confidentiality of the host employer’s business
  + Personal grooming and hygiene
  + The appropriate use of mobile phone and computer in the work place
  + Special requirements e.g. White Card
  + Travel to and from the workplace and travel while in the workplace
  + Absence from the workplace

Constant monitoring of the student during the Workplace Learning or Work Experience is conducted throughout the length of the placement by Divine Mercy College.

**Personal Grooming and Hygiene**

Students must be clean and well groomed at all times. Dress requirements should be discussed with the host employer **prior to commencement**.

**Dismissal / Inappropriate Behaviour**

If a student has his/her placement terminated due to inappropriate behaviour, misconduct or failure to attend without notification. The student’s placement in the program will be terminated and the student will not undertake further Workplace Learning or Work Experience.

**STEALING OR CONSUMPTION OF DRUGS OR ALCOHOL WILL RESULT IN IMMEDIATE DISMISSAL FROM THE WORKPLACE AND SUSPENSION FROM**

**DIVINE MERCY COLLEGE.**

Continued enrolment at Divine Mercy College will be determined by the Principal. Police involvement will be at the discretion of the employer.

**Safety**

Students are expected to carry out duties in a safe and serious manner and use common sense or ask if unsure. Specific organisational safety procedures or regulations must be followed.

If a student is injured in the workplace they must notify:

* + Their employer immediately
  + The Workplace Learning Coordinator as soon as possible after the incident

In some workplaces, students may be required to wear safety (steel cap) boots. Students will be notified of this requirement prior to accepting the placement.

Specific company safety procedures or regulations must be adhered to e.g. students will be required to obtain a White Card prior to commencing in the building and construction industry.

**Harassment**

Students do not have to put up with bullying, harassment or sexual harassment whilst on their work placement. If they do experience this, it is important that they advise their parents and the Workplace Learning Coordinator immediately.

**Unsuitable Workplace**

If a parent or student considers that the chosen workplace becomes unsuitable, the Workplace Learning Coordinator must be contacted immediately.

The student will not have their work placement changed simply because they do not like it or because they no longer wish to work in that industry area. Students have made a commitment to attend the workplace for one placement and are expected to see that commitment through. Students will only have their work placement changed if it is unsafe or unsavoury.

Students are not permitted to cease attending a placement of their own accord.

**Liquor Licensing Requirements**

Students are not to take part in the sale, supply or serving of alcohol.

**Employer / Parent Contact**

While a student is in the workplace, all contact with employers is made only by the Workplace Learning Coordinator. Parents/guardians are not to make direct contact with employers to discuss the progress of their son/daughter.

**Please contact your child’s Workplace Learning Coordinator at Divine Mercy College on to discuss any concerns that you may have about a workplace**.

**Students with Special Needs**

Students with special needs will be assessed prior to commencing Workplace Learning/Work Experience and a determination will be made as to the best course of study for the student.

If it is considered appropriate, the services of outside agencies will be used to assist in the placement and monitoring of students.

Divine Mercy College staff will monitor the student’s progress and will visit the student in the workplace.

If needed, a Special Needs Assistant will accompany/assist the student in the workplace for a set period of time; this will be determined by the needs of the individual student.

Employers will be made fully aware of the special needs of the student.

**Additional Costs**

Any student who requires special clothing (steel cap boots) or equipment must organise these prior to commencing the work placement. The cost is the responsibility of the student.

**APPENDIX 1 – SCHOOL APPROVAL OF PLACEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL APPROVAL OF THE PLACEMENT** | | | | |
| Student’s Name: | | | | Date of Birth: |
| **WORK PLACEMENT** | | | | |
| Workplace Supervisor Name and Contact details: | | | | |
| Purpose: | | | | |
| Type of Industry: | | Main Activity: | | |
|  | The placement conforms to the requirements of Divine Mercy College’s Workplace Learning Policy and associated documents and forms***.*** | | | |
|  | The school will report incidents affecting the safety of students, including near misses, while the student is undertaking workplace learning in accordance with the Divine Mercy College’s Workplace Learning Procedures. In accordance with the Divine Mercy College policy, incidents must be reported as soon as possible but within 24 hours. | | | |
|  | The student is aware of whom to contact in an emergency. | | | |
|  | If medical information, support or adjustments are to be provided, this information has been shared with the host employer. | | | |
|  | Where the student is identified as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector for their child for the placement. | | | |
|  | The School has provided the host employer with a copy of the student’s Health Care Plan and has discussed it with them. | | | |
| Signature of workplace coordinator | | | Date: | |
| *I am satisfied that the arrangements for this placement meet Duty of Care for Students policy requirements. I approve the student named in the attachment to participate in this program.* | | | | |
| Signature of principal/nominee  ***\_*** | | | Date:  ***\_*** | |
| Print Name:  ***\_*** | | | Position in school:  ***\_*** | |

**APPENDIX 2 – LETTER TO EMPLOYERS**

To whom it may concern

The College thank you for allowing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be engaged in workplace learning at your workplace. As I am sure you are aware employers (and self employed people) have a legal responsibility to ensure that their work and the work of their employees do not adversely affect the safety and health of non-employees, including students undertaking work placement. The employer must take the necessary action to protect the safety and health of these students. This may include showing them how to work safely, ensuring the workplace is safe, ensuring reasonable care is taken not to expose students to hazardous situations, and providing appropriate supervision.

Please be rest assured that all *Divine Mercy College*students are insured through policies taken out by the school.

The policies cover students involved in any form of school-approved workplace learning for the following:

**Personal Accident**

This covers students for death and disability in respect of accidents within the workplace and benefits are paid according to a schedule. It also covers injury arising from direct travel to and from the workplace and home or school, except where the injury is subject to a motor vehicle third party injury claim administered by the State Government Insurance Commission.

Students who sustain injury during any training are covered as above, except where the injury is subject to Medicare coverage.

**Public Liability**

All schools hold Public Liability Insurance cover and this includes the actions of students and staff involved in the **Divine Mercy College** These policies indemnify the schools for their legal liability arising from the placement and training of students. Employers are advised to contact their insurance companies or brokers to determine the extent to which they are indemnified against the actions of work placement students in terms of public liability.

Accidental damage caused by the student to the training provider’s premises, plant equipment or other property is not insured under these policies.

**Accident Arrangements**

If an accident occurs involving a student the normal arrangements for medical assistance can be made. The student must attend a public hospital as students are not workers’ compensation patients. The Workplace Learning Supervisor must immediately notify the ***Divine Mercy College*** who will in turn inform the parents. The doctor attending the student must issue a medical certificate.

During the Workplace Learning the Student will need to complete a Log book with assistance from their Supervisor. The student will also need to complete a Skills Journal, however this will be in their own time. We thank you again for your support in our Workplace Learning Program and if you have any further queries regarding any of the insurance policies please contact Administration on

Phone: 08 9417 3267

Email: [dmcadmin@arach.net.au](mailto:dmcadmin@arach.net.au)

If you need any further information regarding the Workplace Learning Program please contact either myself [jhampel@dmc.wa.edu.au](mailto:jhampel@dmc.wa.edu.au) or Yan Lau [ycheng@dmc.wa.edu.au](mailto:ycheng@dmc.wa.edu.au).

***Kind Regards***

***Jodi Hampel***

VET Coordinator

Divine Mercy College

**APPENDIX 3 – LETTER TO PARENTS AND PARENT CONSENT**

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| **PARENT/GUARDIAN CONSENT** | | | | |
| Student’s Name: | | | | Date of Birth: |
| Contact Number: | Medicare Number: | | | |
| Workplace: | Proposed dates of placement: From: To: | | | |
| Details ( or attached) of any adjustment, disability, learning support, medication or factors the host employer should know: | | | | |
| Name of person completing form: | | | Relationship to student: | |
| Address: | | | Telephone: | |
| Work Phone: | | | Mobile: | |
| I will notify the school if I have any concerns and the school with follow up and action. | | | | |
| I have read and understood the attached information regarding the Workplace Learning placement and give consent for my child to participate in the program. | | | | |
| Tick if the placement includes out of hours work. The hours of work are: | | | | |
| I agree to make myself available as a contact for my child after normal business hours in the event of an emergency. | | | | |
| OR | | | | |
| To fulfil this role, I nominate |  |  |  | Telephone |
| Relationship to student |  |  |  |  |
| My child requires medication, adjustment and/or learning support and I have informed the school  of these requirements. | | | | |
| I consent for the Student Health form to be provided by the school to the host employer. | | | | |
| I have been informed of the relevant insurance information in relation to the placement | | | | |
| I know that my child is aware of all of the transport arrangements which are involved in this  placement. | | | | |
| I am aware that my child may not be supervised during meal breaks and give permission for my child to leave the workplace during these breaks, including in vehicles driven to a meal provider by  workplace colleagues. | | | | |
| I consent to my child undertaking the placement outlined in this Student Placement Record. | | | | |
| Signature of parent carer: | | Date: | | |
| Print Name: | | Signature of nominee: | | |

**Student Health Form**

**STRICTLY CONFIDENTIAL**

This information, that is required for each student participating in a workplace learning program, will assist the school and workplace learning coordinator in the preparation and planning of the work placement

**STUDENT DETAILS**

STUDENTS NAME: DATE OF BIRTH:

ADDRESS: POSTCODE:

CONTACT PH: HM: WK:

MOB: EMAIL:

FAMILY DOCTOR: TELEPHONE NO:

**MEDICAL DETAILS**: Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his/her safety during the workplace learning placement?

YES NO

If “YES” please give details:

**IS YOUR CHILD ALLERGIC TO**: Penicillin Any food

Any other drug Other

**MEDICATION**

Parents/guardians are requested to make arrangements with the coordinator of workplace learning programs for the safekeeping and handling of prescribed medications prior ro the workplace learning placement

Is your child presently taking tablets and/or other forms of prescribed medication? YES NO

Does your child self administer the medication? YES NO

If “yes”, state the name of medication, dosage and frequency of use:

Does the child have a current Health Care Plan at school? YES NO

**OTHER INFORMATION:** Please provide any other information about your child that will enable the Coordinator of the workplace learning program to provide better care for your child:

I give permission for disclosure of any health related issues that may impact on the workplace learning placement organised for *(student name)*

Parent/Guardian: Date:

***The following is general information regarding insurance for students on workplace learning.***

**Insurance of Students on Workplace Learning**

Workplace learning by students from Independent schools forms a valuable part of the post-compulsory curricula and is strongly supported. The efforts of employers and businesses are vital to these ongoing programs and are greatly appreciated by schools.

*All schools should check with their insurers,* however students from Independent schools are usually insured against incident in the following ways:

1. **Personal injury** – students are covered by a Personal Accident Policy which covers students for injury sustained 24 hours a day or during school activities only. A schedule outlines allowable benefits to students.
2. **Damage to property** – damage to property or equipment in the workplace is not covered by the school’s insurance policies. Typically all students possess a WorkSafe Certificate and should they be operating equipment, employers normally ensure adequate training and supervision occurs. This has resulted in few instances of accidental damage or breakage.
3. **Public Liability Insurance** – all students and staff are indemnified against public liability claims under Public Liability Insurance Policies held by schools, and this includes all workplace contexts. However, it is possible that some employers may not be indemnified against public liability claims made against their business relating to the actions of students on Work Placement. Employers are advised to refer to their insurance companies or brokers to determine whether such cover exists. Irrespective of whether such cover exists all schools and students from schools are covered against public liability claims.