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**CHURCHLANDS
 SENIOR HIGH SCHOOL**

An Independent Public School

ADWPL APPLICATION FORM – Year 11

SEMESTER 1 DATES: _____ to _____ **(2-week BLOCK)**

STUDENT DETAILS

Surname: _____ First Name: _____ DOB: _____
 Address: _____ Suburb: _____ Postcode: _____
 Mobile: _____

MEDICAL INFORMATION (Please attach any Emergency Response Plans)

Any existing medical or mental health conditions (if none please write "N/A") _____

 Doctors Name / Medical Centre: _____ Doctors Address _____
 Doctors Telephone: _____ Medicare Number: _____

PARENT/GUARDIAN DETAILS

Name (Parent/Guardian) _____ Address _____
 Tel. (Home): _____ (Work) _____ Mobile) _____
 Emergency contact (if different to above) _____ (Mobile) _____

TRAINING DETAILS:

TAFE/RTO qualification: Certificate Name and required hours (if applicable) _____
 RTO (i.e. FEC, TAFE, MPA): _____ Training Day: MON TUE WED THU FRI (please circle) _____
 White Card No. (Building & Construction) Required prior to placement: _____
 Community Services – Education – primary school which you attended: _____
 Please list any other certificates or licenses that may be relevant: _____

TRANSPORT (Please tick)

Public Transport Own Vehicle Driver's license Parent/Guardian
 Please indicate how far you can travel (i.e. – north/south of river, CBD, local?) _____

INDUSTRY SELECTION

Students are responsible for sourcing their own work placement. Once YOU have sourced a placement, please list all details below:

Business Name: _____
 Street Address (no PO Boxes) _____
 Contact Person _____ Phone/Mobile _____ Email _____
 Relation to employer, if any? _____ Tasks/hours: _____

If you require assistance from the school to source your placement, please list your preferences below. Provide as much detail as possible. Ensure you list more than one industry area. Examples – *Hospitality – café/restaurant, Automotive, Plumbing, retail etc.*

Industry Area / Business Name	Address/Suburb	Business contact/Phone/Email
1		
2		
3		

WORKPLACE LEARNING ADWPL POLICY & STUDENT CONTRACT

Outlined below are the conditions that apply to the ADWPL Placement Program component of the school. WPL students will complete the course in the time prescribed by Churchlands SHS. Students must complete the entire duration of the program, and Unit Equivalence will be awarded in relation to the number of hours completed during the placement.

1. Students will conduct their work placement as arranged by the school.
2. Students will undertake work placement at the designated site, as arranged by the school, when they are deemed work ready. To be deemed work ready students must have
 - successfully complete the preliminary activities as outlined by the school.
 - maintained a satisfactory attendance record.
 - demonstrated appropriate behaviour. (A student will be deemed not work ready if they have exhibited violent behaviour, illicit drug use, consistent disrespectful attitude toward others).

Students deemed not work ready will not be able to attend work placement until such time as the school has deemed them ready for work.

3. Students are required to maintain a Journal which is the formal record of workplace learning and will be used for assessment. It is the student's responsibility to:
 - Take their Workplace Learning logbook to their placement every day.
 - Keep a daily record of hours and days worked and have this signed by the employer daily.
 - Complete all written requirements of the logbook daily.
 - Ensure the Host Employer completes the Student Performance Evaluation on completion of each placement.
 - Submit their logbook for assessment at the completion of the placement as this is a SCSA requirement.
4. Transport and transport costs to and from work placement will be parent/guardian/student's responsibility. Students must be prepared to travel, as locations of work placement may not always be local.
5. Costs incurred for any work placement requirements will be the responsibility of the parent/guardian/student, ie, White Card, Police Clearance, Working with Children Check.
6. Absenteeism from work placement requires a phone call to the employer and the school as soon as possible. Absenteeism should only occur if the student is ill, and a medical certificate should be obtained if absent for 2 consecutive days or more. Unacceptable reasons for absences include appointments that can be made after work hours ie, driving lessons, driving tests, routine dental and medical appointments etc.
7. Inappropriate behaviour in the workplace may result in the student being removed from the placement. Students, together with parents, will be responsible for obtaining a new workplace.
8. Students must adhere to all workplace rules and regulations whilst on placement. This could include mobile phone use and appropriate use of social media.
9. Parents and students are welcome to suggest suitable work placements. Business cards are the easiest way to identify these contacts. They can be attached to the application form.
10. Once confirmed, the student will not have their placement changed if they do not like it. Any problems should be discussed with VET manager.
11. Application forms must be completed IN FULL by the student and signed by the parent prior to being placed.
12. Parents' consent to the school communicating medical information and other relevant information to Host Employers to maximise success in the program.
13. Daily hours of work as negotiated by the school and the employer shall be the hours of work the student is expected to complete.
14. Students must contact the employer as soon as they receive written confirmation of their placement. Students may be required to attend an interview prior to commencement in the workplace.
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16. Students must dress in an appropriate manner for the workplace. Piercings may not be deemed acceptable for particular industry areas. PPE may need to be purchased according to worksite requirements.

SIGNATURE: I acknowledge that I will adhere to the terms of this Policy & Contract. I certify that all information in the student Application Package is correct and consent to ALL INFORMATION contained in the Application being disclosed to Employers.

Student signature _____ Date / /

Parent/Guardian signature _____ Date / /

School Coordinator signature _____ Date / /