

Program Overview

Workplace Learning is an Endorsed Program developed by the School Curriculum and Standards Authority that enables students to participate in an Industry they are hoping to pursue in the future. This program provides an opportunity for a student to demonstrate and develop increasing competence in the core skills for work, often referred to as generic, transferable or employability skills. These skills are documented in the Core Skills for Work Developmental Framework, developed collaboratively by the Department of Industry and the Department of Education. A student learns to apply and adapt the workplace skills that are necessary for different types of work and that play a key role in lifelong learning. Developing competence in workplace skills assists an individual to gain employment, and in the longer term to progress within the industry area in which they are employed. Whilst on their Placements students are required to demonstrate their learning in a Skills Journal. Students who meet the requirements of the program and adhere to the Workplace Learning Policy will have their efforts contribute toward their WACE.

When enrolling in Workplace Learning it is important that students have a good understanding of the commitment they are making during the Workplace Placement Dates. For 2024 the dates are as follows:

Semester 1:

Year 11 & Year 12: Term 2, Week 5 and 6 (26th May – 6th June)

Semester 2:

Year 12 – Term 3, Week 9 and 10 (15 Sept – 26th Sept)

Year 11 – Term 4, Week 4 and 5 (3 Nov – 14 Nov)

As per the Workplace Learning Policy, attendance is mandatory for students to attend every day of this placement. Students should not schedule Driving Tests, Driving Lessons, Dental or non-essential Medical Appointments during this time. Students will be required to attend scheduled school exams if they are completing an ATAR Subject. As these 4 weeks of placement take up a significant amount of time for students, they have been timetabled additional free periods. They are as follows:

Year 11:

- **Monday Period 1** – Students do not have to arrive until the start of Period 2.
- **Tuesday Period 5** – Students may leave at the conclusion of Period 4.
- **Thursday Period 4** – Students may leave school grounds, however there will be several occasions when they will be required to attend Period 5. These will be emailed out to all Year 11 students at the beginning of each term. Attendance is compulsory and is recorded.

Year 12:

- **Monday Period 5** – Student may leave at the conclusion of Period 4.
- **Wednesday Period 4** – Students may leave school grounds, however there will be several occasions when they will be required to attend Period 5. These will be emailed out to all Year 12 students at the beginning of each term. Attendance is compulsory and is recorded.
- **Friday Period 1** – Students do not have to arrive until the start of Period 2.

Once a week, a Workplace Learning Class will appear on student timetables. This class is used to provide a Work Readiness program prior to the commencement placements. Different topics such as Types of Work, Rights and Responsibilities of Employees and Employers, Work Place Laws, the changing environment of work, plus many more. It is essential that students bring a laptop to every class. The entire program is delivered via the Careers Department Portal and students will also develop Electronic Portfolios and Resumes.

Should you have any questions in regard to the program, please don't hesitate to contact me:
tmorton@churchlands.wa.edu.au

Program Timeline

2024		
TERM FOUR	Week 4	Students and parents receive Workplace Learning 2025 Information Packs. Students are to complete all relevant paperwork prior to the Information evening.
	Week 6 12 th November 2024	Compulsory Information Evening and personal interviews with Workplace Learning Coordinator. Students are to return completed 2025 Application and WPL Policy or by the end of the school year.
	December 2024 (Ongoing)	Workplace Learning Coordinator to begin securing placements based on information provided on the applications submitted.
2025		
TERM ONE	Weeks 1 to 7	All Workplace Learning Students to complete the Work Readiness Program during class time. All students who require a White Card (Construction Industry) for their placement must have achieved this by this date (must send number to Mr Morton)
TERM TWO	Week 4	Workplace Learning Placement Induction Students will receive their Workplace Learning Journal, Placement Letter and Consent form. B1 and B3 forms are to be returned to Workplace Learning Coordinator as soon as possible.
	Week 4	No changes can be made to Student Placements after this week
	Weeks 5 and 6	Semester One Work Placements
	Week 6	Workplace Learning Journals to be submitted and Semester Two Applications issued
	Week 10	YEAR 12'S ONLY: Semester Two Applications due
TERM THREE	Week 1	Workplace Learning Coordinator to begin securing placements based on information provided on the applications submitted.
	Week 7	YEAR 12'S ONLY: Students will receive their Workplace Learning Journal, Placement Letter and Consent form. These are all to be returned to as soon as possible.
	Week 8	No changes can be made to Student Placements after this week YEAR 11'S ONLY: Semester Two Applications due
	Weeks 9 & 10	YEAR 12'S ONLY: Semester Two Work Placements
TERM FOUR	Week 2	YEAR 11'S ONLY: Students will receive their Workplace Learning Journal, Placement Letter and Consent form. These are all to be returned to as soon as possible. YEAR 12's ONLY: Final week to submit WPL Journals and finalise any work on Certificate courses.
	Week 3	No changes can be made to Student Placements after this date
	Weeks 4 & 5	YEAR 11'S ONLY: Semester Two Work Placements
	Week 6	YEAR 11'S ONLY: Workplace Learning Journal to be submitted