



THORNIE
Christian College

Workplace Learning Policy

Thornlie Christian College, a Ministry of Thornlie Church of Christ
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Learning for life!

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Outlined are the conditions that apply to the **WORKPLACE LEARNING (WL) program. This program runs for 2 block periods in terms Two, Three(Year 12's) and Four (Year 11's) and students must complete the entire duration of the program to be allocated a result, regardless of whether they have met the minimum hours outlined in the Curriculum Policy.**

WORK PLACEMENT CONDITIONS

1. Students will undertake work placement at the designated site, as agreed by the College when they are deemed to be work ready. In the case where a student is not yet ready for WL, then the student will be required to attend school as normal on the designated work placement day until they are able to meet the requirements to be placed in the work place.
2. Students will not be permitted to attend the work placement until they have returned the parent consent form signed and have successfully completed the induction process.
3. Location of work placement may not be localised, therefore students must be prepared to travel. Transport costs to and from the workplace will be the responsibility of the parent/guardian/student.
4. Absenteeism from the workplace will require a phone call to the employer as early as possible by the student. A medical certificate should also be obtained where possible. Continued absence from the workplace without a valid reason, will see the student's enrolment in this course reviewed.
5. When absent from the workplace, the parent/guardian must contact the school immediately after the employer has been notified. The guardian/parent should leave this information for the **WORKPLACE LEARNING COORDINATOR**
6. Daily hours of work as negotiated by the school and employer shall be the hours of work the students are expected to complete.
7. Any problems with regards to the placement should be presented to the **WORKPLACE LEARNING COORDINATOR** who will then deal with the matter.
8. Students will dress in an appropriate manner for the work place site as specified during the interview/contact with the employer, (i.e. appropriate footwear, dress code, etc).
9. Where appropriate, students may be required to attend an interview with the employer before commencing the work placement. If this is not required, the students must telephone the employer prior to the placement to obtain work placement details as designed in their work log books.
10. The **WORKPLACE LEARNING COORDINATOR** will be responsible for completing the assessments and allocating the result at the end of the course programme. The final result will be based on the completed documentation provided by the employer and the records kept by the coordinator on visits made to the work placement. When two performance scores have been allocated the highest result will be rewarded.

PURPOSE OF THE LOG BOOK

The LOG BOOK is an official document that records a student's learning activities and progress whilst attending a work placement and/or "Off the Job" Training. The Log Book needs to be cared for and will be presented by the student to the employer or supervisor when attending the workplace.

The LOG BOOK enables the student to manage their workplace learning. The LOG BOOK must be taken to the workplace every working day and it is compulsory to complete all sections.

WHY USE THE LOG BOOK?

There are three reasons for using the LOG BOOK

1. It provides all users with a record of:
 - **What** has been (or must be) learnt
 - **How, when** and **where** this learning was (or will be) achieved
 - **Who** was (or will be) involved in providing and assessing the training
2. It helps coordinate "On the Job" and "Off the job" training. It shows the:
 - Workplace Learning coordinator how the student trainee's skills are developing in the workplace
 - Workplace trainer what the student has been learning on-the-job
 - Student a total overview of what was achieved during the program
3. When completed, it provides a summary of all competencies acquired by the student during the WORKPLACE LEARNING programme, so it can be used as evidence:
 - For prospective employers
 - When claiming advanced standing in further training programs such as TAFE courses

WHO IS RESPONSIBLE FOR WHAT IN THIS LOG BOOK?

STUDENT

If you are the student, you have the main responsibility for this LOG BOOK. You must make sure that:

- The LOG BOOK is **kept safe**
- If **lost**, the loss is reported to the Workplace Learning coordinator as soon as possible
- The LOG BOOK is **readily available** to the Workplace Learning coordinator and workplace supervisors
- A Daily Task Schedule is completed each day whilst in attendance in the workplace
- The LOG BOOK is available for final checking by the registered training provider.

Past experience has proven that a student who uses the LOG BOOK appropriately has experienced good success with WORKPLACE LEARNING programme.

STUDENT'S COMMITMENT

As a student undertaking the WORKPLACE LEARNING programme, your application and interview has identified your commitment to being responsible for your learning. The following attempts to explain how students can best use the program and LOG BOOK for the benefit of their learning and your achievement in the subject WORKPLACE LEARNING.

STUDENT'S ROLE, RESPONSIBILITY AND CONTRACT

This section clearly outlines to students the expectations of the WORKPLACE LEARNING programme. Please read and sign the contract and Policy.

ATTENDANCE RECORD

This page is provided for students to record the days and hours completed at the workplace. Students must attend the workplace for a minimum of 110 hours.

DAILY TASK SCHEDULES

This is the main part of the LOG BOOK. The Daily Task Schedules record the main tasks undertaken each day in the workplace and the skills required to complete such a task.

ASSESSMENT PROCEDURES

Students need to familiarise themselves with the process of assessment. The WORKPLACE LEARNING programme has many benefits for students wanting to undertake further training at a Training Provider such as TAFE or for entering employment.

Students need to investigate TAFE courses of interest and identify entry requirements for particular courses. The number of points awarded for completion of the WORKPLACE LEARNING programme will vary from course to course.

ROLE AND RESPONSIBILITY OF THE STUDENT

The WORKPLACE LEARNING programme carries the following responsibilities and students involved must:

- Attend the Student Induction Seminar
- Attend regular meetings and/or appointments with the Workplace Learning coordinator officer
- Attend the WORKPLACE LEARNING placement for a minimum of 110 hours
- Complete the placement for a minimum of 110 hours
- Complete the LOG BOOK every day you attend the workplace where possible
- Endeavour to keep up with all work missed from other subjects being undertaken
- Work the required hours as stated by the placement, e.g. 8:30 to 5:00 pm
- Act responsibly and appropriately at all times

RESPONSIBILITY OF THE STUDENT WHILE ON WORK PLACEMENT

Students undertaking the WORKPLACE LEARNING programme are representing themselves, the college and their parents. It is expected that students will conduct themselves at all times in a manner that further enhances the reputation of our WORKPLACE LEARNING programme.

Students must abide by the rules and regulations of the business they are placed with. This includes:

SAFETY

Students are expected at all times to carry out the duties allocated to them in a safe and responsible manner. Specific company policies regarding safety regulations and standards will be observed. If in

doubt, then a student will ask for assistance. Students are required to obtain a “Work Safe Smart Move Certificate” prior to commencing the work placement.

ATTITUDE

Students will at all times act in a positive and polite manner. All tasks given to the student will be undertaken to the best of the student’s ability. Courteous and honest behaviour will be given to your supervisor, co-workers and the general public.

APPROPRIATE DRESS AND GROOMING

Students are expected to be clean and well-groomed at all times. With various industry settings, there will be an appropriate code of dress and students will adhere to such requests. We do not require students to purchase unnecessary items and ask that such request made by employers is discussed with the WORKPLACE LEARNING COORDINATOR.

CONFIDENTIALITY

Students are expected to treat employer’s business as confidential. This includes information regarding all people with whom students have dealings.

REGULAR ATTENDANCE

As with all employees, regular attendance is required. If a student is to be absent from the workplace due to illness, the following procedure must be followed:

- Telephone your work placement supervisor and inform them
- Telephone the college and inform your Workplace Learning coordinator of your inability to attend the workplace
- Upon returning to work, present a doctor’s certificate if requested by the employer and negotiate with the supervisor to make up for days missed. Please note the “make up days” are to be arranged for the student’s own time such as holidays or student free days.

Students need to attend work **EVERY WEEK**. The only exception to this rule is if the student is involved in an approved school activity such as a **school camp** or **examinations**. In such case the student needs to inform the Workplace Learning coordinator and the employer at least one week prior to the event. Once again, the onus is on the student to negotiate suitable ‘make-up’ days in their own time.

SICKNESS AND INJURY IN THE WORKPLACE

MEDICAL

WHAT IF I AM INJURED AT WORK?

Normal arrangements for medical assistance must be made by the employer immediately. It is preferable to have the student attend a public hospital or a “bulk-billing’ medical centre.

PLEASE NOTE: Students are NOT Workers Compensation patients and should not be treated as such by a doctor. The employer should notify the WORKPLACE LEARNING coordinator or school immediately.

A medical certificate must be issued by the doctor attending the student.

ROLE AND RESPONSIBILITY OF PARENTS AND/OR GUARDIANS

Parents and/or guardians are encouraged to ring the WORKPLACE LEARNING coordinator, Mrs Hilda David to clarify or answer any questions regarding their child's WORKPLACE LEARNING program. Parents are asked to attend where possible, information meetings as held by the College.

ROLE AND RESPONSIBILITY OF THE WORKPLACE LEARNING COORDINATOR

The role of the **WORKPLACE LEARNING COORDINATOR** is to assist students in the monitoring of their progress in the workplace. This will be achieved by:

- Holding regular student meetings and/or individual student appointments
- Visiting and/or telephoning students whilst in the workplace
- Running Parent/Student Information Evenings
- Being available to students, parents and the school community to provide information and answer queries
- Liaise with employer and/or supervisor and advise on how to run the program
- Educate the employer and/or supervisor on how to assess the student

ROLE AND RESPONSIBILITY OF THE EMPLOYER AND SUPERVISOR

The supervisor is the person responsible for the student's learning whilst attending the workplace. During your placement the WORKPLACE LEARNING coordinator will be in regular contact with your supervisor to ensure that suitable tasks and training is being offered to students.

1. Familiarise yourself with the Skills List in this booklet. To satisfactorily complete the WORKPLACE LEARNING program, students must demonstrate competency in all skills and electives (where appropriate).
2. Appoint a trainer. If you will be unable to carry out this role yourself, then please make sure it is someone who will be working closely with the student.
3. From the skills list, select those tasks you feel best suit your business and which you can assess.
4. Decide the best way to allow students to demonstrate competency in the skills i.e. determine a variety of tasks which you can give to the student. Start with skills that are not too complex to begin with and would build the student's confidence and capability to move to more difficult skills.
5. Check and initial the "Attendance Record" on page 6 which must be completed by the student at the end of each day.
6. At appropriate times throughout the placement, discuss the student's progress with him or her. Feel free to use praise and constructive criticism.
7. At the end of the placement, please do a final assessment in conjunction with the Workplace Learning Co-ordinator and fill in the Student Performance Profile Form. You can also make a short general statement about the student in the space provided in this booklet.

EMPLOYER'S SUPERVISION GUIDELINES FOR THE FIRST DAY IN THE WORKPLACE

- Provide the student with an induction of the workplace on their first day including:

Other staff members with whom they are likely to come in contact

Occupational Health and Safety in your workplace

The importance of confidentiality

The service the business provides

- Outline your expectations to the student and have the student outline theirs
- Organise opportunities for the student to learn a range of skills in a logical sequence, i.e. start with skills that are not too complex
- Each placement day, discuss with the student the tasks and skills to be achieved

DUTY OF CARE

INSURANCE COVER AND ACCIDENT ARRANGEMENTS

In regard to insurance, students are covered **24 hours per day for 365 days per year as long as they are NOT PAID A WAGE**. Thus all school organised activities including Work Experience and Work place Learning are fully covered (including holiday placements)

PERSONAL ACCIDENT INSURANCE

ANSVAR provides Personal Accident Insurance cover for students participating in Work Experience and Work Place Learning programmes. The policy provides death and disability benefits in respect of accidents to the student whilst in the workplace. This cover is good for 24 hours per day 7 days a week. The Policy also covers injuries arising from direct travel to, from and during Work Experience and Workplace Learning (except where the injury is subject to a motor vehicle third party injury claim administered by the State Government Insurance Commission).

PUBLIC LIABILITY

ANSVAR has in place Public Liability Insurance for Thornlie Christian College to cover claims which may arise from acts of negligence by students placed in Work Experience positions or Workplace Learning students. Such cover may extend to accidental damage caused by the students to the Training Provider's plant and equipment.

ACCIDENT ARRANGEMENTS

If an accident occurs involving a student the employer will make the normal arrangements for medical assistance. They will preferably have the student attend a public hospital as students are NOT worker compensation patients. The Workplace Supervisor will immediately notify the Workplace Co-ordinator at the College, Hilda David on **9 4551607** and the emergency telephone number of the student (as documented in the students Log book and Host Employer information.)