

WORKPLACE LEARNING

2018 Student Application

**Your completed Application must be submitted by Friday, 1st September, 2017.**

**NOTE: If a form is submitted after this date Parents/Students will be required to**

**source their own work placement.**

**Submission checklist:**

**I have:**

**1. Completed the Application form 🞎**

**2. Completed the Placement request form with 8 preferences 🞏**

**3. Read, understood and signed the Student Contract 🞏**

**Post or deliver completed Applications to:**

Workplace Learning Coordinator

Mindarie Senior College

PO Box 2003

CLARKSON WA 6030

**Workplace Learning**

**2018 Student Application Form**

This form is to be completed **by the student** in consultation with parents or guardians.

First Name: Surname: Year Level:

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: Address:

Suburb: State: Postcode:

Please provide contact details only for those that are reliable methods of contacting you.

Home phone Student Mobile

Student Email

*Parent Mobile: Parent Email*

***Health: Do you have a disability or medical condition that needs to be considered before negotiating your work placement? Yes / No***

***Medical information that we should be aware of:***

Have you had previous workplace experience or jobs (including volunteer work?)

What do you hope to learn from your participation in the WPL program?

Please provide as much detail as possible about your current thoughts regarding your post school options. (ie … what are you thinking of doing when you leave school?)

***If you are intending to pursue a placement in Building and Construction trades, do you have a White card? Yes* 🞏 *White Card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***No* 🞏**

**Do you have a car or moped licence? *Yes* 🞏 *No* 🞏**

**Do you have your own vehicle? *Yes* 🞏 *No* 🞏**

I certify that all information in the Student Application Package is correct.

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**Parent/Guardian Signature**: **Date:**

**Mindarie Senior College**

**2018 Workplace Learning Policy and Student Contract** (page 1 of 3)

**Selection**

This selection process includes:

* The student’s application; completed and submitted to the Workplace Learning Coordinator by the designated date.

As part of their readiness for work placement, students are expected to have explored career options, including academic and personal requirements for careers of interest to them.

**Placements**

While students may indicate placement preferences, placement in the student’s requested placement is not guaranteed. **Students must submit their *Placement Request Form* by the due date. Failure to do this may result in the student having to find their own placement.**

If a student is placed and the student turns down the placement, the student **will** **locate his/her own placement** by an agreed date in order to be successful in this course.

In any situation where a student locates their own placement, they must **gain approval** from Mindarie Senior College Workplace Learning staff before the placement will be confirmed. Approval will be based on a number of factors, including, but not limited to; suitability for the student’s successful completion of the WPL program.

Student placement during college vacation periods will only be considered by the Manager of Workplace Learning in exceptional circumstances.

**Confidentiality**

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.

**Dress Standards**

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).

I have gained endorsement and permission of my parents/guardians who support this agreement.

**Student Signature:**  **Date:**

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**Mindarie Senior College**

**2018 Workplace Learning Policy and Student Contract** (continued - page 2 of 3)

**Occupational Safety and Health**

Students must abide by the safety and health 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 certificate to their Workplace Learning Teacher, no later than 1 week prior to the commencement of any placement. This will be done during class time. Students completing a work placement in the Building & Construction Industry will complete a ‘Safety Awareness Training Course’ (White card), organised by the College.

**Dismissal from a Work Placement.**

Employers and/or MSC staff may terminate a work placement 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 MSC staff will make every effort to procure another placement as soon as possible.
* On the grounds of misconduct on the student’s behalf (eg poor behaviour, including irregular attendance or lack of punctuality at the workplace) or if the student’s attitude is inappropriate or detrimental to business operations. In these instances the student will be given an opportunity to meet the required standard. If a further breach of conduct occurs, the student will be required to reapply for WPL as per the selection process, or may be withdrawn from the program.
* If the student’s reapplication is successful, the student may be required to locate their own

 placement. Failure to do so may result in the student not completing the assessment

 requirements of this course and therefore gaining no credit towards WACE achievement.

* If the student’s reapplication is unsuccessful, the student will be withdrawn from the

 program.

* MSC staff or employers may cancel a work placement immediately for gross misconduct (such as theft or workplace violence). In this case the student will be withdrawn from the program, will not have the option to reapply and will not be awarded a grade. The student may be required to enrol in a different course at MSC (choice may be limited) and to catch up on missed work and assessments. This may have consequences for the student’s achievement of WACE.

**Fees, Charges and Refund Policy.**

The course fee for WPL is paid direct to the College’s Business Manager. If a student is withdrawn from the program, only a partial refund may be available to students who have been issued documentation and participated in the induction program.

I have gained endorsement and permission of my parents/guardians who support this agreement.

**Student Signature:**  **Date:**

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Mindarie Senior College**

**2018 Workplace Learning Policy and Student Contract** (continued - page 3 of 3)

**It is the responsibility of the student to:**

* Attend their workplace for the duration of the arranged placement.
* Accept tasks and duties in a positive manner and be willing to work and learn.
* **Arrange transport to and from their work placement.**
* Notify their WPL teacher of any changes to their placement conditions (hours, days, supervisor, address etc) and to communicate any concerns about their work placement.
* Contact the designated work placement, prior to commencement, to discuss specific requirements for the workplace. Wherever possible, this must be done no later than 1 week prior.
* If the logbook is lost, be responsible for purchasing a replacement. Students should note that if their evidence of work placement contained in the logbook is also lost, this may require additional placement time to satisfy program requirements.
* Abide by the safety and health regulations and accepted safety practices of the workplace.

In the case of **absences from the workplace**, the student **must**:

* Advise the Workplace Supervisor and the WPL Teacher /College as soon as possible on the morning of an unforeseen absence.
* Provide a doctor’s certificate in the case of illness.
* Negotiate with their employer to make up time missed in the workplace when required.
* Communicate and negotiate with the WPL Teacher and Workplace Supervisor in the case of a foreseen absence.

Note: Driving lessons, school balls or needing time to study are **not** valid reasons for missing time from the workplace. Unexplained absences will be treated as **truanting.**

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

Except in the case of emergency, parents are requested not to contact the employer or workplace supervisor directly. Parents are requested to direct any enquiries regarding a work placement to the student’s WPL teacher at Mindarie Senior College.

I, , accept the roles and responsibilities outlined in

 (Student Name -please print)

the WPL application package, including the **2018 Workplace Learning Policy and Student Contract** and the Good Standing Policy of Mindarie Senior College.

I understand that continued enrolment in Workplace Learning is based on me upholding these roles and responsibilities. In the event that I fail to honour this agreement, I acknowledge that my enrolment in this program may be jeopardised which may have implications for my WACE achievement. **I understand that if I am withdrawn from the WPL program, I will be required to enrol in another course and catch up on any work and assessments missed.**

I have gained endorsement and permission of my parents/guardians who support this agreement.

**Student Signature:**  **Date:**

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

Request for a Workplace Learning (WPL) Placement – Semester 1, 2018

Please complete the *‘Request for Workplace Learning Placement’* form and submit it with your application by the due date. You must list **at least 8** **requested placements** (choose **ONE** industry & list 8 businesses in this industry) or your application will not be accepted**. College staff will contact the employers on your behalf; you are NOT expected to contact the employers yourself.**

Although everything possible will be done to place you in an organisation that you request, no guarantee is given that this will be possible. Workplace Learning will give you the opportunity to learn general work skills which can be gained in any workplace. If a student is placed and turns down the placement, the student **will** **locate his/her own placement**.

Please note the following industries are **‘VERY DIFFICULT’** to place students in:

**Electrical/telecommunication**

**Design: Photography, Fashion, Graphic, Drafting**

**Radio, TV, Media, Sound Technician, Music Industry**

**Beauty Therapy**

**Veterinary Nursing**

**Youth Work/Community Services**

**Nursing**

**Tips on choosing a Workplace Learning placement:**

* Some work placements are booked almost a year in advance in competitive industry areas. **Return your form as quickly as possible.**
* You must investigate **transport** arrangements to each of the placements that you request. Call Transperth on 13 62 13, or following the links to *‘Journey Planner’* on [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au). Do not request 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.
* Consider the courses you will be studying at Mindarie Senior College. Work placements can be most successful when they relate to the course that you are studying.
* Consider your:

|  |  |
| --- | --- |
| * + field(s) of interest
 | * + favourite subjects
 |
| * + strengths & talents
 | * + personal interests
 |

* Personal or family contacts (who do you know?). It is surprising how often you can use these contacts. Please advise Mindarie Senior College if you have a contact who would be interested in taking either yourself or another student on a work placement.
* **Hours** - be prepared to work the hours required in the industry you have requested.
* Be realistic in your choice of placement. Don’t request an area that requires university training if you aren’t doing ATAR courses.

**Workplace Learning Placement Request - Semester 1, 2018 10 Wednesdays from 28th February to 16th May (excluding school holidays)**

Student Full Name: Yr Level Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:

**If you have already found your own placement**, please list Business Name and contact details in this box:

What is the job you would like to do in this business? (e.g. Hairdresser, Receptionist, Teacher Assistant, etc)

**LIST THE BUSINESS NAMES IN ORDER OF PREFERENCE from 1 to 8. We will contact the Employer on your behalf.**

**Choose ‘ONE’ industry and list 8 related business contacts.**

**PLEASE NOTE** the following industries are **VERY DIFFICULT** to place students in: Electrical/telecommunication, Design: Photography, Fashion, Graphic, Drafting. Radio, TV, Media, Sound Technician, Music Industry. Beauty Therapy, Veterinary Nursing, Youth Work/Community Services, Nursing.

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **OFFICE USE ONLY** |
|  | **Business Name & Contact Name** | **Address** | **Telephone** | **Fax/Email** | **Contact name** | **Comment** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |