



## 2022 Workplace Learning (WPL) Application Form

### Applicant Details

<b>Surname</b>		<b>First Name</b>		<b>Year</b>	
<b>Address</b>					
<b>Suburb</b>		<b>Mobile Number</b>			
<b>Do you have a disability or medical condition?</b>				<b>YES</b>	<b>NO</b>
<b>If Yes please advise details</b>					
<p>If my child requires medication, has a disability or needs learning support, I have informed the College of these requirements and consent that this information can be provided to the Host business.</p>					
<b>Car or Moped Licence</b>	<b>YES</b>	<b>NO</b>	<b>Own Vehicle</b> (Not to be used for business purposes )	<b>YES</b>	<b>NO</b>
<b>Do you have a White Card?</b>				<b>YES</b>	<b>NO</b>

### 2022 Semester 1 Work Placement

**If you have sourced your own placement please provide details below.**

<b>Business Name</b>					
<b>Address</b>					
<b>Contact Name</b>		<b>Phone Number</b>			
<b>Email</b>					
<b>If you require assistance sourcing a placement please complete the Placement Request Form attached.</b>					

### Parent / Guardian Details

<b>Surname</b>		<b>First Name</b>	
<b>Mobile Number</b>		<b>Email</b>	
<b>Parent/Guardian Signature</b>		<b>Student Signature</b>	

## 2022 WORKPLACE LEARNING POLICY

### Placements

While students may indicate placement preferences, placement in the student's requested placement is not guaranteed.

**If a student joins the program later than 2 weeks after the commencement date, it will be their responsibility to source a 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 the WPL Manager before the placement will be confirmed.

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 by not discussing confidential matters outside of the workplace.

### Dress Standards

Students must adhere to the dress code of the workplace in 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).

### Occupational Safety and Health

Students must abide by the safety and health regulations and accepted safety practices of the workplace in which they are placed. Students must complete their Worksafe Certificate and provide a copy to their Workplace Learning Teacher.

Students completing a work placement in the Building & Construction Industry will complete a 'Safety Awareness Training Course' (White Card), organised by the College, or online if late to join the WPL program.

### Dismissal from a Work Placement

**Employers and MSC staff may terminate a work placement and remove a student from the program 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, irregular attendance, lack of punctuality and poor attitude in the workplace.

## 2022 WORKPLACE LEARNING STUDENT CONTRACT

It is the responsibility of the student to:

- **Attend their workplace for the duration of the arranged placement dates, regardless of the hours accumulated during this period.**
- 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.
- 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.

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

If issues arise in the workplace, students must discuss these concerns with their WPL Teacher or the WPL Manager and make every effort to resolve the situation. Staff will support and guide the student and conduct a review of the placement.

Students are **not permitted** to terminate a work placement.

Except in the case of an 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.

I, \_\_\_\_\_, accept the roles and responsibilities outlined in  
(Student Name -please print)

the WPL application package, including the **2022 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.

**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.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# WPL Placement Request Form – Semester 1, 2022

Placement Dates: \_\_\_\_\_

Wednesdays

Student Full Name \_\_\_\_\_ Yr Level \_\_\_\_\_

What is the job you would like to do ? (e.g. Bricklayer, Receptionist etc)

LIST 8 BUSINESS NAMES IN ORDER OF PREFERENCE from 1 to 8. Choose 'ONE' industry and list 8 related business contacts.

**PLEASE NOTE** some industries are VERY DIFFICULT to place students. **If any of the following are your preferred industry you will be required to source your own placement.** Interior Design, Interiors Retail, Photography, Fashion Design, Fashion Retail, Graphic Design, Drafting, Radio, TV, Media, Sound Technician, Music Industry, Beauty Therapy, Veterinary Nursing, Youth Work/Community Services, Nursing.

	Business Name & Contact Name	Address	Telephone	Email	Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					