


2024 Workplace Learning (WPL) Application Form

Applicant Details			
Surname		First Name	Year
Address			
Suburb		Mobile Number	
Do you have a disability or medical condition?		YES	NO
If YES, please advise the details below			
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.			
PARENT/GUARDIAN SIGNATURE _____			
Do you have a White Card?		YES	NO
If YES, please advise the White card number			

Have you sourced your own placement for Semester 1, 2024	YES	NO
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If YES, please complete the following			
Business Name			
Address			
Contact Name		Phone Number	
Email			

If NO, please complete the reverse side of this page			
PLEASE NOTE some industries are <u>VERY DIFFICULT</u> to place students. If any of the following are your preferred industry you will be required to source your own placement.			
Interior Design/Retail	Photography	Fashion Design/Retail	Graphic Design
Drafting	TV and Media	Sound Technician	Music Industry
Beauty Therapy	Veterinary Nursing	Youth Work/Community	Nursing

WPL Placement Request Form Semester 1, 2024

Placement Dates: 28th February to 15th May, Wednesdays Only (excluding school holidays)

Student Full Name _____ **Year** _____

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

	Business Name	Suburb	Telephone	Office Use Only
1				
2				
3				
4				
5				
6				
7				
8				

2024 WORKPLACE LEARNING POLICY

Placements

While students may indicate placement preferences, the 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 source their own placement** by an agreed date in order to be successful in this program.

In any situation where a student is sourcing 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).

Work Health and Safety

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.

Withdrawal from the Work Placement Program

The following circumstances may result in a student being removed from the Workplace Learning Program:

- Failure to meet the necessary Workplace Learning application form deadlines and/or complete compulsory pre-placement work ready tasks.
- Misconduct at their workplace for example: poor behaviour, theft, irregular attendance, lack of punctuality and poor attitude.
- Overall attendance at the college falls below 65%.

Termination of a Work Placement

Employers and 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 secure another placement as soon as possible.

2024 WORKPLACE LEARNING STUDENT CONTRACT

Responsibility of the Student

- 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 their 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.

Absences from the Workplace

- The student must advise the Business Supervisor and the WPL Manager as soon as possible on the morning of an unforeseen absence.
- Driving lessons or needing time to study are not valid reasons for missing a scheduled work placement day.
- Unexplained absences will be treated as truanting.

Work Placement Concerns

- If issues arise in the workplace, students must discuss these concerns with their WPL Teacher or the WPL Coordinator 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
(STUDENT NAME – PLEASE PRINT)

in the WPL application, including the 2024 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:** _____