

2026 Workplace Learning (WPL) Application Form

Student Details

Surname:		First Name:		Year 2026	
Address:					
Suburb:		Student Mobile:			
Family / Caregiver Name:		Family / Caregiver Mobile:			
Does your child have a medical condition and/or require learning support ?				YES	NO
If YES, please complete details on the separate medical form attached					
Does your child have a White Card?				YES	NO
If YES, please advise the White Card number:					

Has your child sourced their own placement for Semester 1, 2026	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 VERY DIFFICULT to place students. If any of the following are your child's preferred industry you will be required to source their placement.

Electrical	Plumbing	Heavy Diesel Mechanic
Veterinary Nursing	Nursing	Drafting
Beauty Therapy	Interior Design	Retail

WPL Placement Request Form Semester 1, 2026**Placement Dates: 4 March to 27 May 2026, 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				

2026 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 continue 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 respect this by not discussing any 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 work health and safety regulations 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 and associated industries 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 readiness tasks
- Misconduct at their workplace for example: poor behaviour, theft, irregular attendance, lack of punctuality or poor attitude
- Overall attendance at the college falls below 65%

Termination of a Work Placement

A work placement may be terminated 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 assist a student in sourcing another placement

2026 WORKPLACE LEARNING STUDENT CONTRACT

Responsibility of the Student

- Contact their designated work placement, prior to commencement, to discuss specific requirements for the workplace
- 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
- Accept tasks and duties in a positive manner and be willing to work and learn
- Abide by the work health and safety regulations and completing any inductions required by the host business
- Attend their workplace for the duration of the arranged placement dates. Should any days be missed of the work placement, a student will be required to complete catch up days

Absences from the Workplace

There are THREE things student (NOT PARENT/CAREGIVER) need to do if they have a legitimate absence:

- 1. Call (not text) their workplace supervisor at a suitable time (not 10 pm in evening)
- 2. Call Tracey Loughnan on the WPL phone (make sure this number is in your phone) 0422 255 487
- 3. Enter the absence on your digital logbook (in Power Apps on your phone)
- 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 2026 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 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:** _____



2026 Workplace Learning (WPL) Medical and Learning Support Form

NOTE: PLEASE PRINT CLEARLY

Student Details					
Surname		First Name		Year 2026	
Please detail your child's medical condition, mental health and wellbeing concern or a learning difficulty below:					
Medical conditions				Medicated YES / NO	
Mental health / wellbeing concerns				Medicated YES / NO	
Learning difficulties that may need support					
Please advise if any of the aforementioned will or will not impact your child's ability to work and if they require support					
I consent that the information above can be provided to the Host business. Family / Caregiver Name _____ Signature _____					