



LA SALLE COLLEGE

**WORKPLACE LEARNING (ONSITE)
SCHOOL POLICY**

2009





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OVERVIEW

ONSITE is a workplace learning program that provides students with the opportunity to develop work skills while continuing with their senior secondary education. The ONSITE staff (Mr Paul Baker, Mrs Sorrel Jackson and Mr Nathan Heeson) manage and implement the program within policy guidelines established by the various consultative and management groups. The Workplace Learning School Coordinator (Mrs Nicole Huggins) assists the ONSITE Coordinators at a school level to manage and implement the program.

The major goals of the program include:

- To develop in students a wide range of work related competencies
- To assist students with career planning
- To increase self-esteem and confidence
- To develop broader communication skills with people outside the school environment
- To enable students to complete Year 12 and attain WACE Certification and also have the benefit of ongoing work-based experience and training
- Through workplace experience, students may gain points for admission to TAFE

STRUCTURE

WORKPLACE LEARNING COURSE

Workplace Learning is an accredited Curriculum Council course for senior secondary students. The course largely takes place on-the-job in an allocated industry workplace, with in-class assignments to reinforce the workplace experience. Students that enrol in a Workplace Learning course at La Salle College are also required to participate in the ONSITE program.

La Salle College offers Workplace Learning 1A/1B to Year 11 students and Year 12 students who did not complete Workplace Learning during Year 11. Year 12 students that have successfully completed the Workplace Learning program in Year 11 will be offered Workplace Learning 1C/1D. As all of these courses are offered at Stage 1, there is **NOT** a compulsory, external examination.

The basic requirements for completing the Workplace Learning course are that students must complete 50 hours minimum in the workplace per unit – that is, 100 hours minimum by the end of the year – and complete a set of 10 employability skills per unit and they must complete all assessment tasks relating to the course. To facilitate this, students have been timetabled to attend a Workplace Learning class on the La Salle College timetable for one period, per day for the school year. Once students have completed all assessment tasks and the minimum number of workplace hours and skills, students will be awarded a Grade for each Workplace Learning unit. These grades contribute towards the student's course completion and "C" Grade average calculation in order to achieve their Western Australian Certificate of Education (WACE).



ENDORSED PROGRAM

In addition to the Workplace Learning course, the Curriculum Council has also accredited Workplace Learning Endorsed Programs. For the large majority of students, the Endorsed Program applicable is referred to as “Mode 2” or Workplace Learning: Employability Skills. The requirements of this program are that students complete a minimum of 110 hours in the workplace **in addition** to the 100 hours completed as part of the Workplace Learning course. Students must also complete a set of 20 employability skills, but these can be the same as used for the Workplace Learning course. Once student have completed the minimum number of hours and skills, the students will be recorded as having achieved the Endorsed Program, but not a grade. For this reason, the Endorsed Program can assist students with the course completion requirements of the WACE, but not the “C” Grade average required.

ONSITE

La Salle College is part of the ONSITE cluster, which coordinates students, employer training and supervises work placements. ONSITE is the model by which Workplace Learning is delivered to students at La Salle College and six other independent and catholic schools in the metropolitan region. Students who apply and participate in the ONSITE program are required to enrol in the Workplace Learning course at La Salle College.

Students are required to attend the allocated workplace and work as directed by the workplace supervisor. Most students complete two placements during the one year. Each placement must either be in a different industry or with a different employer or in a different job role. ONSITE students are expected to make a complete commitment to learning in the workplace.

Students need to manage their own learning, organise experiences for developing skills, ask questions to obtain feedback about work performance and negotiate the assessment of the skills with their workplace supervisor. Students will need to adapt to the workplace environment to undertake allocated tasks.

VOCATIONAL EDUCATION AND TRAINING (VET)

During the timetabled Workplace Learning classes at La Salle College, students will also be presented with the opportunity to complete a nationally recognised VET Certificate. Students completing Workplace Learning 1A/1B will be offered a Certificate I in Work Preparation¹ and Workplace Learning 1C/1D students will be offered a Certificate I in Leadership Development¹. The VET Certificates offered are chosen so as to consolidate and reinforce workplace learning in a different context at school, whilst also contributing towards the course completion requirements for the WACE and increasing selection criteria points for competitive courses at TAFE post-school.

La Salle College will offer students the opportunity to receive a grade for Workplace Learning Course, credit for the Workplace Learning: Employability Skills Endorsed Program and to complete a Vocational Education and Training (VET) Certificate. However, students will need to maintain minimum workplace hours, skills and assessment standards in order to achieve all of these. Further details on these are detailed throughout the document.

¹ VET Certificates are subject to change. Whilst a VET Certificate will be offered during the year, the exact Certificate listed may change.



WORKPLACE ATTENDANCE

Students are expected to attend the workplace on all allocated days during the year. Once a student has been placed with an employer, ONSITE will distribute each student with a personalised calendar indicating the dates students are expected to attend the workplace. For the vast majority, Year 11 students will attend the workplace on a Tuesday and Year 12s on a Friday. It is highly recommended that students attend on these days as provisions have been made at La Salle College to try and avoid tests, assessment due dates, excursions and so forth on these days.

Students are expected to account for any absence from the workplace by following the strict guidelines outlined in this document. Students who do not conform to the attendance requirements may be removed from the ONSITE program, which could have serious ramifications for the completion of the Workplace Learning course and on the completion of their Western Australian Certificate of Education (WACE).

If a student cannot attend the workplace, the following procedure must be followed:

- 1) **The STUDENT** must contact the **WORKPLACE SUPERVISOR** as soon as it becomes obvious the student will not be attending the workplace.
- 2) **The STUDENT** must contact the **ONSITE OFFICE** on 9443 8371.
- 3) **The PARENT/GUARDIAN** must contact La Salle College's **WORKPLACE LEARNING SCHOOL COORDINATOR**, Mrs Nicole Huggins, on 0488 388 582. For duty of care reasons, the student cannot verify their own absence with school personnel.
- 4) Upon returning to the workplace, the **STUDENT** must negotiate with the **WORKPLACE SUPERVISOR** to make up the missed day/s and then the **STUDENT** must inform:
 - a. ONSITE office
 - b. Mrs Huggins at La Salle
- 5) The **STUDENT** must present a medical certificate to the **WORKPLACE SUPERVISOR** for any medical/injury absences to indicate the student is now fit for work. This is important for workplace insurance purposes.

The following are examples of **UNACCEPTABLE REASONS** for workplace absences as they can be made after work hours.

- 1) Driving lessons
- 2) Routine dental appointments
- 3) Routine medical appointments
- 4) Holidays
- 5) Students are expected to attend the workplace during the April and July school holidays.
- 6) Sporting activities (other than State/National representation etc)

If a student or parent is unsure of what constitutes a reasonable workplace absence, please contact Mrs Huggins prior to the absence.



STUDENT PAYMENT FOR WORK

Students are **NOT** permitted to receive any form of monetary payment whilst completing their work placement. Hours which have been paid cannot count towards Workplace Learning and are also not covered by La Salle College's workplace insurance policy should there be an accident, injury or damage to equipment etc. Students completing a school based traineeship or apprenticeship are exempted from this policy, although insurance is still covered by the trainee's employer and not La Salle College.

HOURS OF WORK

The exact start and finish time in the workplace is negotiated by the student and the workplace supervisor. Students are expected to work **normal working hours** – not necessarily school hours. It is recommended that for students to successfully complete the requirements of **BOTH** the Workplace Learning course **AND** the Workplace Learning: Employability Skills Endorsed Program, no less than 8 hours a day for 30 weeks should be completed.

The requirements for the Workplace Learning course are that students complete a minimum of 50 hours in the workplace for each Unit (each placement). As the ONSITE program has been designed for students to complete a minimum of 120 hours for each Unit, the other 70 hours per placement will be credited towards the Endorsed Program. The requirements for the Endorsed Program are that students complete a minimum of 110 hours in the workplace. As can be seen from the information above, La Salle College students will potentially complete a minimum of 140 hours for the Endorsed Program. However, students who do not complete a minimum of 105 hours by the conclusion of the first placement in each year are **HIGHLY UNLIKELY** to receive credit for the Endorsed Program, but it is still possible for the student to receive a grade for the Workplace Learning course.

WORKPLACE DRESS CODE

Students are expected to wear appropriate attire at all times in accordance with particular workplace dress standards. Personal grooming and hygiene must be of the highest standard. A student will be removed from the workplace if there is a concern about the personal presentation of a student during a placement. Suitable workplace attire should be discussed by the student with the employer, prior to the student commencing the workplace placement.

CONFIDENTIALITY

Whilst in the workplace, students may have access to confidential information. Student must maintain confidentiality at all times. Students will be removed from the workplace if confidentiality is breached.



TRANSPORT

Students are solely responsible for arranging and paying transport costs to and from the workplace. Whilst ONSITE endeavours to place students close to their home or school, this is not always possible. Students should be mindful of this when indicating their preferred workplace.

INSURANCE

All Workplace Learning students are covered 24 hours a day, 7 days a week whilst in the workplace. The insurance cover is provided by Catholic Church Insurance and is both Public Liability and Personal Accident insurance. The insurance is only valid when the student is in the workplace on the allocated day or, if a new one has been negotiated, Mrs Huggins and ONSITE staff have been informed by the student. It also does not provide for negligence on the student's behalf.

DUTY OF CARE

Duty of Care is to take all reasonable steps to ensure the well being of the student. Duty of Care is a shared responsibility between the school, the employer and the student's parent/guardian.

Duty of Care is covered by La Salle College's insurance policy with Catholic Church Insurance. However, the student is not covered if a work placement is arranged without being endorsed by the ONSITE staff.

ONSITE staff are responsible for assessing the workplace for obvious hazards before the student begins the placement. They also make contact with the student and workplace supervisor during the period of the student's placement in the form of site visits and telephone calls.

Students MUST communicate any safety or personal concerns whilst in the workplace with the workplace supervisor, their parent, ONSITE staff, Workplace Learning classroom teacher or Workplace Learning School Coordinator.

INDUCTION

During the week before each work placement commences, students will receive detailed induction information during Workplace Learning classes. This information will include all of the information in this policy document, plus occupational health and safety, student responsibilities, logbook completion, workplace expectations and so on. Workplace supervisors have also been asked to go through an Induction Checklist, printed in the student's ONSITE logbook, on the first day of work placement.



STUDENT DETAILS

Please ensure that the ONSITE staff, Mrs Huggins and workplace supervisor are kept up to date with the student's contact details. Any changes to the students living arrangements, address, phone number, email address, Medicare number, family doctor and so on must be urgently passed on to ensure all communication is being received and the appropriate Duty of Care is being afforded to the student.

ONSITE FEES

Students who enrol in Workplace Learning are charged a service fee for participating in the ONSITE program. In 2009, this fee will be \$350. This partially covers the total cost charged to the school by ONSITE to facilitate, maintain and service the program for the benefit of La Salle College students. Costs include initial student interviews, workplace visits, telephone calls, correspondence, employer training, sourcing a placement, logbook production, insurance provision and so forth.

PLEASE NOTE: Students who withdraw from La Salle College/Workplace Learning/ONSITE in writing after WEDNESDAY the 4th of FEBRUARY 2009 will still be charged the FULL service fee. This is because the very large majority of costs have already been consumed by the student who has been interviewed, a logbook produced and allocated, insurance provided, placement sourced, employer trained and so on.

ADDITIONAL COSTS

Any student who requires special clothing, equipment, certifications and so on by their employer are required to organise these BEFORE commencing the work placement. These items are all at the student's own expense. Two common certifications are detailed below, but there is often the need to provide safety boots, aprons, tools, criminal history check and so on.

BUILDING AND CONSTRUCTION

Any student who completes a work placement in the building and construction industry is required by law to complete a Safety Awareness Training (SAT) course to obtain a Blue Card. Students will not be permitted to commence work and will not be covered by La Salle College's insurance policy until the Blue Card number has been provided to Mrs Huggins. Courses are provided by numerous training companies and details can be obtained from ONSITE staff or Mrs Huggins. The SAT course is paid for by the student and some funding is available to have a portion of the cost refunded. Please check with Mrs Huggins or ONSITE staff BEFORE enrolling in a course to ensure the funding is available to the chosen training organisation.

Students involved in the Dream Factory program will be provided with the SAT course free of charge.



WORKING WITH CHILDREN

Students who are completing a work placement where the primary role is to deal with children under the age of 18, are required to obtain a Working With Children Check. Most common are childcare workers, teachers, school personnel and sport coaches.

Students who are asked to obtain the check must obtain the necessary form from designated Australia Post Offices, pay the required fee and submit.

Students involved in the Playground program will be provided with the Working With Children Check free of charge, when necessary.

WITHDRAWAL FROM PLACEMENT/PROGRAM

SCHOOL WITHDRAWS STUDENT

Students can be withdrawn from a workplace and/or the program by the workplace supervisor, ONSITE staff or La Salle College personnel at any time for any of the following reasons:

- 1) Inappropriate behaviour
- 2) Dishonesty
- 3) Lack of regular attendance/no prior explanation for non-attendance
- 4) Wilful damage to property
- 5) Poor attitude
- 6) Being under the influence of drugs/alcohol or smoking cigarettes
- 7) Breaching confidentiality
- 8) Failure to submit logbook on several occasions

Students can also be suspended from the workplace until an issue is resolved. This is very likely to result in the endorsed program requirements not being achieved and possibly not fulfilling the requirements of the Workplace Learning course. Both of which may have serious ramifications for achieving the WACE.

Withdrawn or suspended students will be charged the full current service fee for delivery of the Workplace Learning program - \$350 in 2009.

STUDENT WITHDRAWAL

Parents of students who wish to withdraw from the Workplace Learning program must do so **IN WRITING** to Mrs Huggins. Students are not permitted to cease attending a placement on their own accord. Concerns and issues should be discussed directly with Mrs Huggins and appropriate action will be taken, in consultation with the student, parent, ONSITE staff and workplace supervisor.

Students are reminded that Workplace Learning is a subject inclusive of ONSITE and that the requirements of the Workplace Learning course, endorsed program and VET certificate CANNOT be achieved without attending the ONSITE work placement. Withdrawal from ONSITE and/or Workplace Learning will require students to withdraw from the Workplace Learning course and select another course. Students are reminded to consult the La Salle College Term 1 calendar for the final date by which this can be done, usually Week 6. After this date, it is not possible for students to withdraw from Workplace Learning OR from ONSITE.



PLEASE NOTE: Students who withdraw from La Salle College/Workplace Learning/ONSITE in writing after WEDNESDAY the 4th of FEBRUARY 2009 will still be charged the FULL service fee. This is because the very large majority of costs have already been consumed by the student who has been interviewed, a logbook produced and allocated, insurance provided, placement sourced, employer trained and so on.

ONSITE LOGBOOK

Students will be issued an ONSITE Logbook before commencing their first work placement. It is the student's responsibility to ensure the logbook is kept safely, as replacement logbooks are issued at the student's own cost.

It is the student's responsibility to complete the logbook after each day in the workplace. Students must record the tasks, hours and skills completed and arrange for the workplace supervisor to sign the logbook at the end of each day. There is an evaluation form in the logbook that also must be completed by the workplace supervisor at the end of the placement and it is the student's responsibility to arrange this with the supervisor.

Students are required to hand their logbook into their Workplace Learning classroom teacher each week, as designated by the teacher. Failure to do so will result in the following process:

- 1) First instance of not submitting the logbook will result in a telephone call home to parents by the Workplace Learning classroom teacher.
- 2) Second instance of not submitting the logbook will result in a letter posted home to parents by the Workplace Learning classroom teacher.
- 3) Third instance of not submitting the logbook will result in suspending the student's work placement until parents attend an interview with the Workplace Learning classroom teacher and the Workplace Learning School Coordinator.
- 4) A fourth instance of not submitting the logbook will result in the student's removal from all Workplace Learning and ONSITE programs, which may have consequences for WACE achievement.

ASSESSMENT POLICY

As Workplace Learning is an accredited Curriculum Council course and endorsed program, assessment will be conducted in accordance with Curriculum Council Syllabus Guidelines. The VET certificate will be delivered in accordance with AQTF guidelines and auspiced with a Registered Training Organisation (RTO). Students will be issued with this information for the Workplace Learning course, endorsed program and VET certificate at the commencement of the school year. All students will complete 2 work placements, their logbook and assessment tasks in order to complete the study programs.



WORKPLACE LEARNING CLASSROOM TEACHER ROLE

The Workplace Learning classroom teachers (MOD, HGO, MAU) are responsible for:

- Monitoring attendance of the student in the workplace
- Checking and signing student logbooks each week
- Assisting students with sourcing appropriately suited work placements
- Maintaining student records
- Calculating and reporting achievement for Workplace Learning course, endorsed program and VET certificate
- Communicating with parents regarding student's performance at school and the workplace
- Programming, delivering and assessing materials for Workplace Learning course, endorsed program and VET certificate.
- Assisting students with their workplace concerns

WORKPLACE LEARNING SCHOOL COORDINATOR ROLE

The Workplace Learning School Coordinator (NHU) is responsible for:

- Monitoring student's academic progress at school across entire study program
- Liaising with ONSITE staff regarding student issues at school and in the workplace
- Communicating with parents regarding student's performance at school and the workplace
- Coordinating the Workplace Learning course, endorsed program and VET certificate
- Maintaining student records
- Marketing Workplace Learning programs
- Assisting students with sourcing appropriately suited work placements
- Assisting students with their workplace concerns
- Processing enrolments and withdrawals from the Workplace Learning/ONSITE programs
- Managing student absence and changes of work placements and/or days

In addition to ONSITE staff, Mrs Huggins is also provided with a mobile telephone to be contacted by students and parents with important Workplace Learning issues. She can be contacted Monday to Friday from 8am until 7pm on 0488 388 582 or via email nhu@lasalle.wa.edu.au. Please also check the front of the student's ONSITE logbook for contact details of ONSITE staff that are often available during and after these hours.



DECLARATION AND ACCEPTANCE

Once you have read the policy document, please tear off this page, sign and date and return to the student's Workplace Learning classroom teacher **NO LATER THAN FRIDAY THE 13th of FEBRUARY 2009.** Students who fail to return the form by this date will not be permitted to commence their work placement until it is received.

Should you have any queries or concerns regarding this document, please contact Mrs Nicole Huggins at the College, or via email nhu@lasalle.wa.edu.au or mobile 0488 388 582 at your earliest convenience.

DECLARATION AND ACCEPTANCE

We have read the La Salle College Workplace Learning/ONSITE policy for 2009. We understand the procedures for Workplace Learning and the responsibilities of all participants.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Email Address: _____

As most communication is more easily facilitated via email, please provide a PARENT'S email address for these purposes. The email address will only be used by La Salle College Workplace Learning classroom teachers and the Workplace Learning School Coordinator.

I/We do not have an email address.

Workplace Learning Classroom Teacher Signature: _____ Date: _____