WORKPLACE LEARNING POLICY ADWPL

Outlined below are the conditions that apply to the ADWPL Placement Program component of the school. WPL students will complete the course in the time prescribed by the Curriculum Council and complete 110 hours in a work place. Students must complete the entire duration of the program to be allocated a result.

1. Students will conduct their work placement as arranged by the school (one day a week or in blocks).

2. Students will undertake work placement at the designated site, as arranged by the school when they are deemed work ready. Students must successfully complete the preliminary activities as outlined by the school to be deemed work ready. Students deemed not work ready will not be able to attend work placement until such time as the school has deemed them ready for work.

3. Students are required to maintain a Logbook, which is the formal record of workplace learning and assessment. It is the student’s responsibility to:
   - Keep a daily record of hours and days worked.
   - Have the employer sign the Logbook at the end of each day.
   - Complete the Daily Tasks section of the Logbook.
   - Outline skills they think they have demonstrated by completing the Workplace Learning Skills Journal
   - Submit their Logbook periodically for assessment as required by the school.

4. Transport and transport costs to and from work placement will be parent/guardian/student’s responsibility. Students must be prepared to travel, as locations of work placement may not always be local.

5. Absenteeism from work placement requires a phone call to the employer and the student’s school as soon as possible. Absenteeism should only occur if the student is very ill and a medical certificate should be obtained. Unacceptable reasons for absences include appointments that can be made after work hours eg driving lessons, driving tests, routine dental and medical appointments etc.

6. A student must have the log book signed off by the workplace supervisor and complete blocks of 55 hours in the workplace. Each 55 hours will be equivalent to 1 unit.

7. Inappropriate behaviour in the workplace may result in the student being removed from the placement. This will hinder the student’s ability to meet the on the job component of the course. Students together with parents will be responsible for obtaining a new workplace.

8. Once confirmed, the student will not have his/her placement changed if he/she does not like it. Any problems should be discussed with the student’s Coordinator at the school.

9. Parents and students are welcome to suggest suitable work placements. Business cards are the easiest way to identify these contacts. They can be attached to the application form.

10. Application forms must be completed IN FULL by the student and signed by the parent prior to being placed.

11. Daily hours of work as negotiated by the school and the employer shall be the hours of work the student is expected to complete.

12. Students must contact the employer as soon as they receive written confirmation of their placement. Students may be required to attend an interview prior to commencement in the workplace.

13. Students will dress in an appropriate manner for the workplace. Piercings may not be deemed acceptable for particular industry areas. Protective wear may need to be purchased according to worksite requirements.

14. Students are required to write a letter of thanks to their employer on the conclusion of their placement.
WORKPLACE LEARNING POLICY

TO BE COMPLETED BY THE STUDENT:

I _________________________________ acknowledge that I have received, read, discussed with my parent/guardian and understand the Workplace Learning Policy.

_____________________________  ______________________________
Student Signature                  Date

TO BE COMPLETED BY THE PARENT/GUARDIAN:

I _________________________________ acknowledge that I have received, read, discussed with my son/daughter and understand the Workplace Learning Policy.

_____________________________  ______________________________
Parent/Guardian Signature        Date

This must be forwarded to the school and retained in the student’s records.