



Ashdale
Secondary College



"Achieving a Positive Future"

ASHDALE SECONDARY COLLEGE WORKPLACE LEARNING PROGRAM



Industry and Schools Working Together

Workplace Learning provides an invaluable opportunity for students to develop the many skills they need for employment, to understand the obligations of being part of a team environment, and the level of communication and commitment for a successful employer-employee partnership.

Benefits to Industry

- Developing in young people a realistic understanding of industry expectations and needs.
- Giving employers a valued training role in assisting young people in acquiring workplace skills.
- Access to a pool of pre-skilled and immediately productive young workers which employers can recruit from.
- A direct link to schools and the opportunity to become familiar with school courses and student performance standards.
- Opportunity to be involved in making education more relevant to industry needs.

Benefits to Students

- Real world, first hand experience in preparation for the transition from school to work.
- Development of career pathways.
- Try trades and different industries to assist in informed decisions for career pathways.
- Learn the expectations of a working environment.
- Develop core work skills.

Preparing the Workplace

Before the student starts their work placement the Workplace Learning Coordinator will discuss the pre-placement checklist:

- The purpose of the work placement
- The ability of the student
- The skills the student needs to demonstrate
- Appropriate duties for the student to undertake
- WorkSafe modules
- Emergency procedures
- Recording in the Workplace Log Book
- Appropriate dress code
- Notifying the workplace of any unforeseen absences

Suggested First Day Procedures

- Reinforce dress, confidentiality and attendance requirements.
- Discuss Occupational Safety and Health requirements and go through evacuation procedures (complete and return safety checklist).
- Discuss the types of duties the student will carry out while on work placement.
- Show the student the immediate work environment including lunch rooms/ toilet facilities.
- Introduce student to people they may be working with.
- Outline expectations for start and finish times including breaks throughout the day.
- Encourage student to complete tasks to a high standard and to ask for assistance when unsure about the work requirements.
- Discuss the Workplace Logbook and how the student plans to manage logging their work tasks and skill for supervisor's verification.

Skills Journal

Students have a Skills Journal that is required to be completed during placement. The journal is based on the Australian Government Core Skills for Work Developmental Framework and encourages students to build work ready employability skills. Students must answer a series of questions relevant to the skills areas.

Student Logbook

The student will have a Workplace Log Book that contains a log to be filled out on a daily basis that the student will request their host employer to sign.

Support Visit

The Workplace Learning Coordinator or representative will organise to visit the student during the placement to answer any questions and liaise with the host employer to check the student's workplace logbook.

Workplace Learning Endorsed Program (ADWPL)

- Workplace Logbook be completed daily
- Hours and tasks completed to be verified by workplace supervisor each day
- Skills Journal to be completed and signed off
- Host employer report to be signed off
- 55+ hour completed in the workplace



Occupational Safety and Health

Industry Responsibilities

- Provide a safe workplace
- Ensure instruction and supervision of student at all times when completing tasks
- Advise the student/s on the business's safe working practices
- Advise the College of any accidents, injuries or claims

Student Responsibilities

- Take reasonable care to protect their own and other's health and safety
- Comply with the instruction and training for safety given by the host employer
- Report any situation they believe to be hazardous
- Report any injury to workplace supervisor as soon as possible

Insurance Procedures

The Department of Education provides insurance cover for all students engaged in Workplace Learning Programs provided the student has received no remuneration for the work they performed.

Accident Procedure

In the case of an accident:

- Immediate medical assistance is sought by host employer
- Parents and Workplace Learning Coordinators are contacted by host employer
- Completion of accident report form
- Students are not to be treated as workers compensation patients

Public Liability Insurance

It is recommended that businesses have confirmed with their insurance broker that they have the appropriate level of Public Liability Insurance cover and can provide a Certificate of Currency.

The Department of Education insurance policy does not cover accidental damage to equipment caused by the student.

Workplace Learning Contact

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