



A brief outline of the
Workplace Learning Program
at
Pinjarra Senior High School





This is a brief overview of the process involved in the Workplace Learning (WPL) Program here at Pinjarra Senior High School. It is a great opportunity for students to try their hand at various work environments, up to four different places over the two years. This either cements or disperses their chosen career, highlighting the need to look further afield. For students not sure of their future pathway, it is an invaluable tool to try different careers to help give them some direction into something that will appeal and they will enjoy.

The process to reach the end goal of going out to a work place is involved and requires students to be diligent in filling in applications and forms and meeting deadlines, which are all fundamental in managing in the real working world.



The process involved is:

- Students complete an application pack. (This is completed in Term 3 after subject selections.) Included in this pack is:
 - Student/Guardian Handbook which outlines Workplace Learning and what is involved.
 - A student profile which includes past achievements and future aims for employer reference.
 - Employer form. Students need to find a workplace and complete the details.
 - School Policy. To be read, understood and signed.
 - Confidentiality form. Relates to confidentiality in a workplace.
- The school's workplace Learning Officer (Mrs Stone) processes these applications and contacts the student's chosen employer to confirm that they are willing to have the student and organises a day for a meeting with them. This induction meeting between Mrs Stone and the employer consists of an interview and site check of the chosen workplace, and the completion of all relevant paperwork required by the prospective employer. (Mrs Stone conducts these interviews at the end of Term 4 and beginning of Term 1.)
- Details from this site check and interview are loaded into our system and relevant paperwork is then generated for students, called the "Workplace Placement Packs" with details such as:
 - Placement details including times, contact numbers, dress code and any further requirements needed for the placement.
 - Parent Consent
 - Student Consent
 - Emergency Contacts
 - School contacts and insurance details

These packs are only issued to students in Term 1 2021, once students have completed a workplace ready induction.

- Students complete two whole days, their first two workplace days for 2021, completing a work ready induction at school. This is to ensure students are work ready, safe in a work environment and know what action to take if they are not.
- Once the student's induction has been completed to the required standard, students will then be given their "Workplace Placement Packs" to be signed and returned to Mrs Stone.
- When signed consent forms and emergency contact forms are returned, students will collect their first logbook and Emergency Contacts (for Employer) and are now ready to commence at their workplace. Yeah!!!
- Students attend their workplace every week, even on school pupil free days, but not on holidays, and start gaining valuable skills and experience as well as clocking up work hours in their logbook.
- Mrs Stone will visit the student in their workplace to see how things are going, what you are doing and address any issues that may have arisen.
- Once students have completed a minimum of 55 hours in their workplace, they have their supervisor complete a report and sign off on their logbooks. This is then checked by the students Advocate Teacher at school. Logbooks are returned to Mrs Stone where the second and last logbook for the year will be issued.
- When both logbooks are completed, students continue at their workplace gaining valuable experience and extra hours which help in their future to gain apprenticeships, work, entry into TAFE, etc.
- Students who would like to try a different workplace for Semester 2, can do so and this form is handed out week 5 of Term 2 so you can find an alternative employer and Mrs Stone can complete the whole process again with the new employer.



WPL CONTACTS @
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