



SAFETY BAY SENIOR HIGH SCHOOL

INDUSTRY LINKS HANDBOOK 2023

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NOTE: No payment needed for Industry Links prior to notification of successful application. For subjects with a cost of \$100 or more we request a 50% deposit to be paid by 16th September 2022.

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Certificate Course

Page	Subject	Code	Year 11 Cost
09	Certificate II in Workplace Skills/ Certificate III Business (Dual Qualification)	CT2BII	(Inc. in IL Fee)
10	Certificate II in Creative Industries (Media)	CT2CIM	\$115
11	Certificate II in Community Services (Industry Links only)	CT2CE	(Inc. in IL Fee)
12	Certificate IV in Preparation for Health & Nursing Studies YEAR 12 ONLY	CT2NURP	Charged separately by RSHS
13	Certificate II in Outdoor Recreation	CT2OR11	\$200
14	Certificate II in Sport & Recreation	CT2SR11	\$110
15	Certificate II in Sport Coaching (Football)	CT2SRS	\$400
16	Certificate III in Information Technology (Cyber Security)	*New in 2023	\$200
17	Certificate II/III in Visual Arts	*New in 2023	\$200

Shape Your Future

Congratulations on being accepted into our highly successful Industry Links Vocational Education and Training Program. Your involvement in this program will enable you to obtain a nationally recognised TAFE qualification whilst achieving points to obtain the Western Australian Certificate of Education.

A key component of this is Workplace Learning where you will have the opportunity to learn relevant skills in your chosen industry. You will develop and be assessed on a range of skills learnt in the workplace which are readily transferable to other jobs.

This handbook is designed to help you navigate Workplace Learning and details your requirements and obligations undertaking this course. It also includes step by step guides to help you obtain a work placement and details regarding your Industry Links school-based learning in the form of Certificate Courses.

This subject gives you an opportunity to develop skills in the workplace and obtain credit towards secondary graduation for the Western Australian Certificate of Education (WACE).

You will be placed in an appropriate work place of your choice and will be required to maintain a formal record of workplace learning and involvement in this program will enable you to assessment (log book).

These records must be authenticated by the workplace trainer/assessor.

Your Log book will also contain important information such as starting and finishing times, workplace dress requirements, confidentiality arrangements, and emergency contact details.

As well as these important details, there will also be a daily self reflection section where you can record your progress towards achieving key Workplace Learning and details your workplace skills.

We hope you find this information useful as you embark on your first steps into the world of work.

Derek Cullinane

Industry Links Coordinator

Western Australian Certificate of Education

To obtain their WACE in 2023 a student must satisfy the following:

The infographic consists of five numbered steps, each with a title and a list of requirements. The steps are: 1. General requirements, 2. Literacy and numeracy standard, 3. Breadth and depth, 4. Achievement standard, and 5. Unit equivalents. Each step is presented in a white box with a teal header and a teal arrow pointing to the right containing the step number.

- 1 General requirements**

You must:

 - demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy
 - complete a minimum of 20 units, or equivalents
 - complete
 - at least four Year 12 ATAR courses **OR**
 - at least five Year 12 General courses and/or ATAR courses or equivalent **OR**
 - a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.
- 2 Literacy and numeracy standard**

For the WACE literacy and numeracy standard you may:

 - pre-qualify through achieving Band 8 or higher in the reading, writing and numeracy tests of the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN), or;
 - demonstrate the minimum standard of literacy and numeracy by successfully completing the relevant components of the Online Literacy and Numeracy Assessment (OLNA) in Year 10, 11 or 12.
- 3 Breadth and depth**

You must complete a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least:

 - a minimum of ten Year 12 units, or the equivalent
 - four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English learning area course
 - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects.
- 4 Achievement standard**

You must achieve at least 14 C grades or higher (or equivalents) in Year 11 and Year 12 units, including at least six C grades (or equivalents) in Year 12 units.
- 5 Unit equivalents**

Unit equivalents can be obtained through VET qualifications and/or endorsed programs. The maximum number of unit equivalents available through VET and endorsed programs is four Year 11 units and four Year 12 units with a maximum of four units with endorsed programs – two in Year 11 and two in Year 12.

Industry Links Pathway

Industry Links

With our Industry Links Program you can gain a nationally recognised qualification whilst achieving points to obtain the Western Australian Certificate of Education (WACE). You will develop relevant industry knowledge and skills providing pathways to employment or further study. Courses available to students include certificates in areas such as automotive, building and construction, childcare, hair and beauty, business administration, education, healthcare, electrical, aviation, retail, animal care and engineering. The program involves three days of classroom learning at school, one day of work experience and one day of off-site training at either TAFE, a private Training Organisation or in a Traineeship.

Industry Links Pathway Application Process

You need to choose the Industry Links option for subject selection, plus you also need to select General Studies courses as a backup in the event that your VET application is unsuccessful. Once all applications have been processed you will be required to attend an interview with the VET Coordinator where your vocational preference will be discussed and applications submitted for training with one of the following:

- TAFE
- A Private Registered Training Organisation
- A Traineeship

Industry Links staff will submit multiple applications in an effort to secure a place in the course or traineeship of your choice. Workplace Learning is a compulsory component of the Industry Links program and an information night will be held in Term 4 for all successful applicants and their parents/guardians.

TAFE

Students will have the opportunity to choose from over 50 TAFE courses that will introduce them to a trade or occupation of their choice whilst working towards a full qualification.

Delivered by both North and South Metropolitan TAFE campuses these courses run over a 1-2 year duration.

Private Registered Training Organisations

Similar to TAFE but run through private training companies.

School Based Traineeships

A school based traineeship allows you to start a traineeship while also completing the WACE. You will be both a full-time student and a part-time employee with the same employment and training responsibilities as other trainees.

You will be paid for the time you are in the workplace and traineeships often lead to full-time employment. Traineeships are available in a wide range of fields such as Hospitality, Banking, Tourism, Disability Support and the Public Sector. Aboriginal School Based Traineeships are also available.

Industry Links (Inclusive of 6 Courses)

Industry Links

Prerequisites: Good academic results, attendance and behaviour in Year 10

Cost: \$430 per year + BYOD costs

RTO Cost: RTO's require an upfront fee to be paid. Safety Bay Senior High School will subsidise 50% of course cost up to a maximum of \$1500.

Duration: 2 Years

Want hands-on vocational education and training? Then choose our Industry Links pathway. Please be aware places are limited and our Industry Links staff will assess your academic results and behaviour in Year 10 before offering you a place in the program. Once all applications have been processed you will be required to attend an interview in the VET office where your vocational preference will be discussed and applications submitted for training with one of the following:

- TAFE
- A Private Registered Training Organisation (RTO)
- A Traineeship

Workplace Learning is a compulsory component of this program and an information night will be held in Term 4 for all successful applicants and their parents/guardians.

What will I be studying?

You will gain hands-on experience in the industry of your choice as well as completing the following subjects:

- Maths Essentials
- English General
- Career & Enterprise
- Certificate II in Workplace Skills
- Certificate Qualification through TAFE or RTO
- Workplace Learning

Employment Opportunities and Career Pathways

The job search and career development skills along with the hands-on industry experience you will gain in this course will be invaluable for many future employment and training opportunities.

Choosing Courses

Industry Links

Choice of course depends on

Achievement and Ability - your teachers will discuss which subjects in their Learning Area are available and appropriate. If you are in doubt, you should discuss the matter with the VET Coordinator, Year 11 Coordinator, Deputy Principal or your subject teacher. All ATAR subjects have prerequisites as listed.

Desired Future Employment - your future employment will influence your choice of course and subjects. If you have no specific career in mind, discuss the matter with your parents, teachers and subject advisor. If you are still unsure what you would like to do, you should decide on subjects which leave as many opportunities open to you as possible but are within the limits of your capabilities.

Interest - as demonstrated by your willingness to work in a chosen subject.

If your chosen field requires that you study at University or TAFE after you finish school, it will be necessary for you to choose the subjects which will allow you to qualify for entry to the University or TAFE College of your choice. If in doubt, consult the VET Coordinator, Year 11 Coordinator or Deputy Principal, along with the handbook from the specific institution, or their websites.

Remember, the best way to make your choice is;
choose your **career** or a general group of careers,
and then choose the **courses and subjects** which are most appropriate to your ability and career.

**Not all subjects offered in this handbook can be guaranteed to operate.
A subject will only run if there is sufficient student demand.**

There are a number of pathways for students wishing to study at a University after Year 12.

Students who have met the pre-requisites for ATAR may choose an ATAR Pathway.

It is strongly recommended that all Year 11 students select ONE Certificate Course.

Charges

Industry Links

All subject charges for Year 11 and 12 courses are compulsory and should be paid by the end of Term 1 2023. For subjects with a cost of \$100 or more we request a 50% deposit to be paid by 16th September 2022.

SIDEMAS: Cost side charge of \$37.

Payment options are available for families experiencing financial hardship. Please contact the accounts office on 9528 9200 to arrange a payment plan.

Payment Options

Cash/Cheque at Administration Office

Direct Deposit to Safety Bay Senior High School

ACCOUNT: Safety Bay Senior High School
BSB: 066 040
ACCOUNT NO: 19906686
REFERENCE: Student Name and purpose of deposit

Credit Card at Administration Office or by telephone on 9528 9200

EFTPOS at Administration Office



Find the Bpoint icon in the quick links section on our School Website or visit:

www.bpoint.com.au/bw/payments/SAFETYBAYSENIORHIGHSCHOOL
REFERENCE: Student Name and purpose of deposit



Industry Links

Certificate Courses

Cert II in Workplace Skills/Cert III in Business (Dual)

BSB20120/BSB30120

Certificate Course

RTO Code: iVET Institute 40548

Prerequisites: None

Cost: Included in Industry Links fees

Duration: 2 years



This qualification helps develop the necessary skills in preparation for work in a variety of entry level Business Services roles. Usually working under direct supervision, this may include a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

What will I be studying?

You will gain practical customer service and business skills including:

- Planning and preparation
- Prioritisation and time management
- Teamwork and workplace etiquette
- Effective work habits
- Common digital technologies & business applications
- Communication skills
- Critical thinking and basic problem solving

How will I be assessed?

You will complete a variety of assessments throughout the year including reports, group tasks, portfolios, presentations and case studies. There are 10 units that you will need to complete over two years to attain your certificate. A number of attempts to show evidence of competency for each of the units.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Secretary
- Administration
- Banking
- Sales Assistant

Training and Tertiary Career Pathways

- Accounting & Bookkeeping
- Business
- Marketing
- Commerce

Cert II in Creative Industries CUA20220

Certificate Course

RTO Code: North Metropolitan TAFE 52786

Prerequisites: None

Cost: \$115

Duration: 2 years



Creativity is the third top skill that employers are looking for in the workforce. This course enables you to learn key features of film and creative arts industries. You will also further improve your future employability by developing key digital skills.

What will I be studying?

- Follow a design process
- Apply work health and safety practices
- Develop drawing skills to communicate ideas
- Develop basic prop construction skills
- Work effectively with others
- Assist with sound recordings
- Operate a digital media technology package
- Develop and apply creative arts industry knowledge
- Assist with a basic camera shoot
- Perform basic sound editing

How will I be assessed?

Over the two year course you will work individually and in groups to complete pre production, production and post production stages of a film project. The course is skill based and you will learn how to operate production equipment including DSLR cameras, sound and lighting over a variety of projects. You will also develop overall skills essential to content creation, film and television production and get the opportunity to work closely with Malibu School on joint entries into the Focus on Ability Film Competition.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Broadcasting Technician
- Sound Technician
- Producer
- Editor

Training and Tertiary Career Pathways

- Graphic Design
- Screen & Media (Film/TV)
- Screen & Media (Digital Media)
- Animation & Games Design

Cert II in Community Services CHC22015

Certificate Course

RTO Code: IVET Institute 40548

Prerequisites: None

Cost: Included in Industry Links Fees

Duration: 2 years

AVAILABLE TO INDUSTRY LINKS STUDENTS ONLY



The Certificate II in Community Services qualification allows students to develop the skills and knowledge to undertake community services work such as providing support and assistance to a variety of clients including childcare, the elderly and the disability sector. This program is perfect for students looking to move into a range of areas of the community services sector and is the perfect building block for developing a sound educational base specific to the fastest growing sector in Australia.

What will I be studying?

You will gain practical community service skills including:

- Working with diverse people
- Communicating in the Workplace
- Workplace health and safety
- Providing First Aid
- Managing personal stress
- Personal organisation

How will I be assessed?

You will complete a variety of assessments throughout the year including reports, group tasks, portfolios, presentations and case studies. There are 10 units of competency that you will need to complete over the two years to gain your certificate.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Assistant Childcare Worker
- Assistant Disability Support Carer
- Assistant Aged Carer
- Customer Service Assistant

Training and Tertiary Career Pathways

- Childcare Worker
- Counsellor
- Education Assistant
- Nursing Assistant

Cert IV in Prep for Health & Nursing 52831WA

Certificate Course

RTO Code: Health Science Hub 52806

Prerequisites: Minimum C grades in Year 10 English and Mathematics and a pass in all OLN categories

Cost: Charged separately by RSHS

Duration: 1 year

Only available to Year 12 students and is run at the Rockingham Senior High School Trade Training Centre every Wednesday from 8.30am until 3.40pm.



This qualification will give you a strong background in human biology, microbiology, physics, and chemistry that will help you with future studies or employment in the health sciences field.

What will I be studying?

You will gain practical skills and relevant background knowledge including:

- Learning how to read and use medical terms appropriately
- Learning about human anatomy and physiology
- Learning about the use of microbiology in health settings
- Using maths in a nursing and health setting
- Using the fundamentals of physics and chemistry in a health setting

How will I be assessed?

To attain this certificate, you will need to complete a total number of seven units in the classroom or simulated environment over one year. Textbooks are not required for this course; however, a notebook computer or tablet device is desirable as many of the resources provided are electronic.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Enrolled Nurse
- Aged Care Worker
- Registered Nurse

Training and Tertiary Career Pathways

- Diploma of Nursing
- Bachelor of Nursing
- Other health-related degrees

Cert II in Outdoor Recreation

SIS20419

Certificate Course

RTO Code: IVET Institute 40548

Prerequisites: Swim 200m continuously

Cost: \$200

Duration: 2 years



This nationally recognised qualification will give you the skills and knowledge to tackle the great Australian outdoors. Plus, you get to explore the beautiful natural environment on our doorstep with regular excursions to Point Peron, Penguin Island, and the local beaches.

What will I be studying?

You will gain practical outdoor recreation skills including:

- Demonstrating bushwalking, snorkelling, and rope climbing skills
- On-road and off-road cycling
- Learning and using navigation skills
- Learning surf survival and self-rescue skills
- Using and maintaining overnight sites with minimal environmental impact
- Providing First Aid
- Working effectively in sport and recreation environments

How will I be assessed?

You will need to complete 11 units of competency to obtain this certificate. Assessment activities will take place in the outdoors including abseiling at the Wilyabrup sea cliffs in Margaret River, snorkelling at Rottnest Island, mountain biking on the Kalamunda Mountain Bike Trail as well as kayaking at Penguin Island and Point Peron. Please note there will be additional costs for some incursions and excursions.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Tour Guide
- Park Ranger
- Recreation Adviser
- Physical Education Teacher

Training and Tertiary Career Pathways

- Guiding
- Tourism
- Conservation & Land Management
- Exercise & Sport Science
- Outdoor Recreation

Cert II in Sport & Recreation

SIS20115

Certificate Course

RTO Code: IVET Institute 40548

Prerequisites: None

Cost: \$110

Duration: 2 years



This nationally recognised qualification will help you gain leadership, organisational, administration and communication skills through a variety of tasks such as planning and implementing sport carnivals, promotional activities and coaching in selected sports. You will also be involved in the coaching of lower school classes in a variety of sports.

What will I be studying?

You will gain practical skills in the sport and recreation industry including:

- Developing and updating your knowledge of coaching practices
- Responding to emergency situations
- Maintaining equipment for activities
- Providing First Aid
- Conducting basic warm-up and cool-down programs

How will I be assessed?

Assessment is based on various methods including written reports and practical assessment of skills focusing on activities and practices that will enhance coaching and leadership skills. You will also participate in a wide variety of sports and events such as Faction Carnivals, Footy, Netball, Squash, Indoor Volleyball, Tennis, Touch Football, Badminton and the running of sports carnivals.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Sports Coach
- Fitness Instructor
- Sports Administrator
- Physical Education Teacher
- Sports person

Training and Tertiary Career Pathways

- Fitness
- Sport & Recreation
- Sport Development
- Exercise & Sport Science
- Sport & Recreation Management
- Health & Physical Education

Cert II in Sport Coaching (Football)

SIS20513

Certificate Course

RTO Code: IVET Institute40548

Prerequisites: Minimum C grade in Year 10 Soccer or successful trial

Cost: \$400

Duration: 2 Years



This nationally recognised qualification will help you develop your skills, team play and knowledge of Football to the highest level. You will also get base level qualifications to work within the industry such as Senior First Aid and Beginning Coaching.

What will I be studying?

You will gain practical skills in the Football industry including:

- Developing and updating your knowledge of coaching practices
- Learning and using advanced soccer skills
- Using advanced strategies and tactics
- Responding to emergency situations
- Maintaining equipment for activities
- Running sport, fitness or recreation sessions
- Providing First Aid

How will I be assessed?

Assessment is based on various methods including written reports and practical assessment of skills. There is a focus on skill acquisition, motor learning, biomechanics, and developing practical experience in coaching and refereeing. Practical application of skills and tactics will be developed throughout the Champion Schools competitions.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Sports Coach
- Fitness Instructor
- Sports Administrator
- Physical Education Teacher

Training and Tertiary Career Pathways

- Fitness
- Sport & Recreation
- Sport Development
- Exercise & Sport Science

Cert III in Info Technology (Cyber Security)

ICT30120 *New in 2023

Certificate Course

RTO Code: 2401

Prerequisites: None

Cost: \$200

Duration: 2 years



This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including basic cyber awareness, generalist IT support services, systems administration, and networking. Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people, and clients in a variety of work contexts.

What will I be studying?

You will be studying a variety of Information and Cyber Security contexts that will prepare you for a future career or study pathway in Information Technology and Cyber Security. This course will utilise real world contexts and connect you with key industry partners to learn relevant technical workplace skills. This includes:

- Risk Assessment and Management
- Threat Management
- IT System Configuration and Administration
- IT Device Security Configuration
- Simulated Network Attacks and Mitigation

How will I be assessed?

You will be assessed using a range of methods which include summative, formative, informal and formal assessment practices. You will compete related technical design aspects to produce their projects alongside a variety of assessment tasks that include tests, assignments, presentations, observations, posing questions and guided investigations.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- IT Support Officer
- IT Support Technician
- IT Systems Administration

Training and Tertiary Career Pathways

- Certificate IV Cyber Security
- Certificate IV Networking
- Certificate IV Programming

Cert II/III in Visual Arts

CUA20720/CUA31120

***New in 2023**

Certificate Course

RTO Code: 2401

Prerequisites: None

Cost: \$200

Duration: 2 years



Creativity is the third top skill that employers are looking for in the workforce. This course enables you to learn key skills in technologies and 3D design such as building small wooden furniture, casting and building professionally with clay and how they apply to other industries. You will also further improve your future employability by developing key design skills

What will I be studying?

You will gain practical production skills including:

- sustainable industry practices
- casting and building with ceramics
- health and safety of equipment and machinery
- working in teams to produce a wooden furniture product
- effective and attractive modern design

How will I be assessed?

Over the two-year course you will work individually and in groups to complete four major projects including a sale at a market stall, custom orders for clients, a wooden household item, and a ceramics collection. You will also get the opportunity to work closely with other Perth designers and learn about commissions.

Employment Opportunities and Career Pathways

Immediate Employment Pathways

- Ceramic assistant in production ceramics
- Small business opportunities

Training and Tertiary Career Pathways

Certificate 4/Diploma of Visual Arts/Design
Training and Assessing for teaching of design skills

Getting Started

Workplace Learning



Here are some important tips to help you successfully complete Workplace Learning.

- RESEARCH** the industry you would like to gain experience in.
- DISCUSS** the program with your parents/guardians.
- COMPLETE** all forms neatly and accurately and deliver them to the Industry Links Coordinator.
- TIME** - allow plenty of time for all ages of the process. It can sometimes take up to 8 weeks.
- REMEMBER** that if you are committed and organised, you will have a greater chance of successfully completing Workplace Learning.

Structured Workplace Learning

Workplace Learning

INTRODUCTION TO WORKPLACE LEARNING

Introduction to Workplace Learning focuses on the development of entry level skills including Communicating, Teamwork, Problem-solving, Self-management, Planning and Organising, Technology, Learning, Initiative and Enterprise, Safety and Health.

For Year 11/12 WPL it is a requirement that students access a minimum of 30 days Yr 12 or 35 days Yr 11 with 7½ -8 hour day training in the workplace and off the job training completed at school in conjunction with the Certificate II in Workplace Skills.

ASSESSMENT

Workplace supervisors will be required to identify whether or not the student has demonstrated skills to workplace standards. You will need to demonstrate ALL the skills, on several occasions, over the period of time spent in the workplace.

Before commencing your work placement you will receive a letter detailing your allocated work days. These days need to be documented in your Log Book and authenticated by your workplace supervisor. You are also required to complete the Workplace Induction Checklist for each work placement. This checklist is found in your Log Book.

To complete the Workplace Learning Unit you will need to complete the VET Student Assessment Package (unit of competency) and the subject evaluation form.

Structured Workplace Learning

Workplace Learning

LOG BOOK

Your Log Book contains the following records for each work placement:

- Dates and hours worked
- Tasks completed in the workplace
- Equipment in the workplace
- Employer verification
- Assessment and grading criteria
- Rating on performance criteria

If you are unable to attend your work placement you need to let your Employer and the School know by 8:30am. After hours you can call 9527 0218.

MISCONDUCT IN THE WORKPLACE

You are expected to uphold the school values of The Safety Bay Way when in the work placement or at a training provider as well as maintaining your good standing.

If misconduct occurs in the workplace action will be taken. It is important that all parties- including your employer/trainer, parent/guardians, as well as the Industry Links Coordinator be informed of any inappropriate behaviour and actions taken.

For serious breaches of conduct you may be withdrawn from your placement and subject to further disciplinary action by the school as per our Good Standing policy.

How To Guides

Workplace Learning

FINDING A WORK PLACEMENT

You may have a clear goal on the type of career you wish to pursue or none at all. That's where work placement can help!

For work placement you can try:

- Googling businesses of interest
- Asking friends and relatives

Once you have found a business organisation where you would like to do your work placement, the next step is to get in contact with them to make arrangements.

CONTACTING A WORK PLACEMENT

Different employers have different systems for dealing with work placements and it is important that you follow their instructions. Give them a call using the example script, noting that you may have to call back at another time.

The employer may also ask that the school write or email a letter. You need to complete the WPL Application Form and submit to Mr Dowd for this to occur. Employers may request you go for an interview. This will need to be arranged in your time (you cannot take time off school for this).

Once the employer has agreed to taking you on for work placement you need to complete your WPL Application Form. A confirmation letter and insurance details will be sent to the employer followed by a site visit from school staff, if the employer is new to the school program. Your parents/guardians will need to sign a Consent Form before you attend a workplace.

Good luck with your search!

How To Guides

Workplace Learning

USING THE PHONE

Before you make the telephone call to a potential work placement:

- Have this sheet in front of you
- Prepare beforehand what you are going to say
- Have a paper and pen handy

When the telephone is answered:

Introduce yourself and state your reason for calling, eg:

"Good morning. My name is _____ and I am a Year _____ student at Safety Bay Senior High School. May I speak to someone regarding a work placement please?"

The person who answered the phone may be able to help you or you may be referred to someone in the Personnel Department. If so, you will need to repeat the above instructions.

When you have the correct person, explain your objective clearly, eg:

"I would like to be a (position or job) once I have finished studying, so I am looking for work placement in this area. Is it possible for me to be placed within your (hospital, company, shop) for (Thursday/ Fridays) from (refer to work placement dates in information pack)."

If the employer can help you, listen carefully to their instructions.

- Are you asked to write a letter? Ask to whom you should address it and the email address.
- Do you need to phone back? Ask for the name of the person to speak to.
- Does the employer wish to make contact with the school, or the school phone them?
- If you don't hear what they say, don't be afraid to ask them to repeat it or spell a name.

How To Guides

Workplace Learning

Concluding your call:

The employer may not be able to help you. If this is the case thank them politely, for example:

"Thank you very much for your time. Good bye."

If you do get some help, thank them and confirm your actions, for example:

"Thank you very much for your assistance. I will email the letter as soon as possible. Good bye."

Remember always be polite, even if it is the 10th time you've received a "No, not at the moment sorry."

Carry out any instructions that are asked of you (writing a letter, calling back). Sound keen and interested and speak clearly.

Mr Derek Cullinane

Industry Links Coordinator

PH: 9527 0258

Example Documents

Workplace Learning

INTERVIEW QUESTIONS CHECKLIST

Questions	Answers
What time do I start work?	
Who do I report to on my first day?	
Where do I report on my first day?	
Will I have an induction to your business? If YES, who will do the induction? This is to find out the following: * Toilets * Lunch room & facilities * Staff lockers * Safety procedures * Evacuation procedure * Machine/tool induction	
What time will I finish work?	
Is there a canteen or shop nearby?	
What is the dress standard?	
Are there any dress safety requirements?	
What jobs will I be able to do?	
Who will be responsible for completing my assessment?	
Is there anything else I need to know before starting my placement?	

Thank the employer for his/her time.

STUDENT PARTICIPATION AGREEMENT

In signing this document, I accept the terms and conditions listed for the duration of Work Placement with Safety Bay Senior High School.

Terms and Conditions

- Present myself for work placement at the time specified by my employer.
- Maintain a high standard of personal hygiene and present myself in a clean and neat state, wearing appropriate clothing for the workplace.
- Abide by all Occupational Safety and Health procedures.
- Use Occupational Safety and Health equipment as per guidelines and instructions given by the workplace providers.

Equipment

- Take all necessary care of tools and equipment ensuring they are kept in good order.
- Ensure that I have the necessary tools and equipment required for my work placement.

Absences:

- Notify my workplace supervisor for any absence before or within 15 minutes of commencement time on the day of the absence.
- Notify the Manager, Vocational & Career Education stating the reason for the absence.

School Requirements

- Complete and submit all forms and assessments by the due date/s.
- Submit Log Book to Manager, Vocational & Career Education or nominated person the day after completing each block work placement or nominated day if attending weekly.
- Complete all my allocated days in the workplace.

On the Job Training

- Attend all allocated training days as set by the Vocation Education and Training Coordinator. Telephone the workplace supervisor at least one week before starting.
- Be interviewed by the employer before the WL placement if required.
- Maintain a positive and enthusiastic attitude.
- Be courteous, respectful and communicate effectively.
- Abide by all the terms, conditions and instructions consistent with this agreement which may from time to time be amended.

Confidentiality:

I understand that during my Work Placement I may have access to information, which is private and confidential. I agree that I will not convey to any person outside the workplace any knowledge or information of a confidential nature that is gained during the Work Placement.

Student Name _____ Student Signature _____

Date _____

Career & Education Websites

Jo Moffat
Careers Counsellor

Our on-site careers counsellor is available via appointment for discussion if you require extra support in connecting subject choices to future pathways or exploring what pathways may interest you.

Book an appointment: 9528 9200

Australian Defence Force Jobs
www.defencejobs.gov.au

Australia wide job search
www.jobsearch.gov.au

Vacancies Australia wide
www.seek.com.au

My Future
myfuture.edu.au

Western Australian Government (go to 'Education and Training')
www.wa.gov.au

Department of Training & Workforce Development
www.dtwd.wa.gov.au

Jobs & Skills WA
www.jobsandskills.wa.gov.au

Tertiary Institutions Services Centre
www.tisc.edu.au

Curtin University
www.curtin.edu.au

Edith Cowan University
www.ecu.edu.au

Murdoch University
www.murdoch.edu.au

University of Western Australia
www.uwa.edu.au

Contact Us

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WEB

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POSTAL ADDRESS

Post Office Box 6122 Waikiki WA 6169

PHONE

08 9528 9200

OFFICE HOURS

8am - 4pm Mon - Fri (during school term)

