



SAFETY BAY SENIOR HIGH SCHOOL

# Industry Links

## workplace learning

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# 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

# Industry Links and School Based VET Programs

The Vocational Education and Training pathway encourages students to gain a nationally recognised qualification whilst achieving points to obtain the Western Australian Certificate of Education (WACE). Students 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.

## Industry Links and school based VET program

School Based VET Programs are delivered on school site as part of a student's regular 5-day General timetable. The program involves a partnership between Safety Bay Senior High School and Registered Training Organisations, so that students can achieve a Certificate qualification that is delivered at school as part of Year 11 and/or Year 12 course selection.

The Industry Links Program focuses on enabling students to gain job search and career development skills, along with hands-on industry experience.

Students will complete the following subjects over 3 days per week at school, whilst also gaining hands-on experience in the industry of choice for the other 2 days at TAFE/RTO/School Based Traineeship.

- Mathematics - Essentials (General)
- English (General)
- Career & Enterprise (General)
- Certificate II in Workplace Skills/Certificate III in Business (Dual Qualification)
- Certificate Qualification through TAFE or RTO
- Workplace Learning

## application process

To embark on a **School Based VET program**, students will select 6 General courses during Subject Selection Online, with a minimum of one course from List A and one from List B, plus one or two Certificate courses. *Please refer to page 5 for the course list.*

English is compulsory to achieve WACE, and a Mathematics course is strongly recommended.

To undertake the **Industry Links program**, students will select the Industry Links pathway during Subject Selection Online, as well as selecting General courses as a backup in the event that the Industry Links application is unsuccessful.

Once all applications have been processed, students will attend an interview where vocational preference will be discussed and applications submitted for training with either a TAFE, RTO, or a Traineeship.

Workplace Learning is a compulsory component of the Industry Links program.

## INDUSTRY LINKS

- ✔ C grade average, 90% attendance and good standing in Year 10
- 💰 \$435 per year + BYOD costs
- 💰 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
- 📅 2 years

## TAFE's

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 1-2 years.

## RTO's

Registered Training Organisations (RTOs) deliver nationally recognised training in the VET sector. RTOs are the only organisations in the Australian VET system authorised to:

- deliver and assess nationally recognised training
- issue nationally recognised qualifications and statements of attainment
- apply for government funding to provide VET services.

## school based traineeships

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

Students will be paid for the time they are in the workplace. Often, traineeships can lead to full-time employment.

SCHOOL  
BASED VET  
PROGRAM

5 DAYS AT  
SCHOOL

MIX OF GENERAL AND  
CERTIFICATE COURSES

INDUSTRY  
LINKS  
PROGRAM

3 DAYS AT  
SCHOOL +

2 DAYS AT TAFE/RTO/SCHOOL  
BASED TRAINEESHIPS

# Getting Started with 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 the 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

## 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.

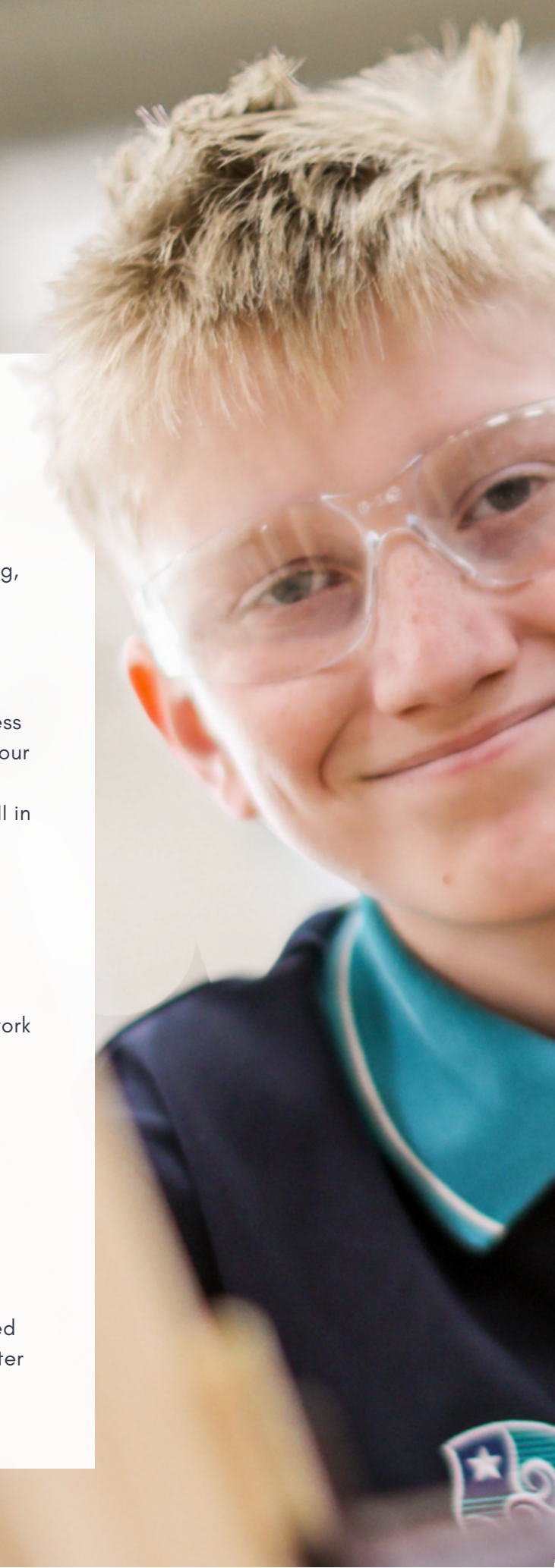
For Year 11/12 WPL it is a requirement that students access a minimum of 30 days Yr 12 or 35 days Yr 11 with 7½ -8 hour day training in the workplace and off the job training completed at school in conjunction with the Certificate II in Workplace Skills.

## 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.







## 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.

## 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.




## 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.



How  
Gui



## 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 Cullinane 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!

To  
ides



## USING THE PHONE

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

- 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?"

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.
- 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.

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. Goodbye."

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 speak clearly.



## INTERVIEW QUESTIONS CHECKLIST

Questions	Ans
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: <ul style="list-style-type: none"> <li>* Toilets</li> <li>* Lunch room &amp; facilities</li> <li>* Staff lockers</li> <li>* Safety procedures</li> <li>* Evacuation procedure</li> <li>* Machine/tool induction</li> </ul>	
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.



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ABN 19 550 202 276  
www.safetybay.wa.edu.au

Dear

### WORKPLACE LEARNING (UNPAID) – INSURANCE COVER

The Department of Education (the Department) provides personal accident insurance and public liability insurance through RiskCover for students engaged in unpaid work placements allocated or arranged by the Department.

The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site. The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

The school has been provided with evidence of the host employer's level of public liability insurance cover and the host employer has confirmed that this is the appropriate level of cover for their particular business.

In the event of a workplace learning accident, the student will be asked to complete a workplace learning personal accident insurance claim form – available from:  
[https://www.icwa.wa.gov.au/data/assets/pdf\\_file/0014/3434/Personal-Accident-Claim-Form.pdf](https://www.icwa.wa.gov.au/data/assets/pdf_file/0014/3434/Personal-Accident-Claim-Form.pdf).  
This form must be completed and forwarded to the school principal.

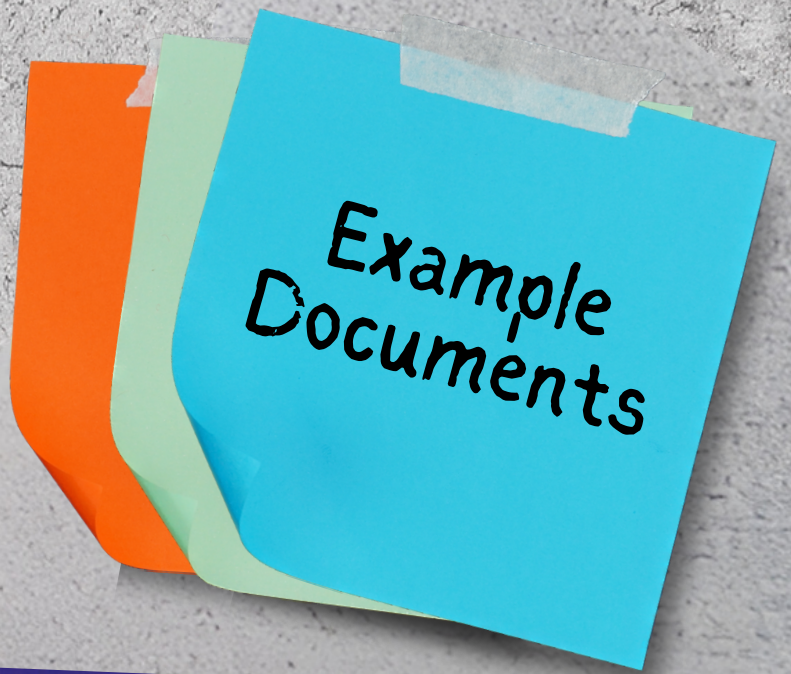
In the first instance when making a workplace learning accident insurance claim, medical bills should be claimed through Medicare or your private health insurance. In the event that reimbursement is required, Medicare statements, private health insurer remittance and doctor's and chemist's receipts, where applicable, are to be forwarded to:

Specialist Claims Team  
RiskCover  
GPO Box K 837  
PERTH WA 6842

On approving the claim, RiskCover will send a cheque covering the difference between the Medicare/private health insurance cover and the total cost of the bills.

Yours sincerely

Mr Derek Cullinane  
Vocation, Education & Training Coordinator  
14 November 2023



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Dear \_\_\_\_\_

### Parent/Guardian Consent Form for Workplace Learning

I have read and understood the attached information regarding the Workplace Learning placement and give consent for \_\_\_\_\_ to participate in the program.

I give consent for \_\_\_\_\_ to use the identified transport for travelling to and from the work placement:

Public transport  Parent  Workplace representative  Other

Specify of other: \_\_\_\_\_

I am aware that Department of Education insurance does not cover loss or damage of the student's belongings.

In an emergency the following contacts are available:

Name of Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_

Other: \_\_\_\_\_ Telephone: \_\_\_\_\_

I have completed the medical condition form for my child: Yes  No

I am aware my child will require Personal Protective Equipment (PPE) which is to be purchased by me before placement begins: Yes  No

I am aware my child will be required to be transported in a workplace vehicle as a component of the placement. I give permission for my child to travel in such vehicle: Yes  No

I give permission for my child to leave the workplace premises to get morning tea/lunch. I am aware that my child will not be supervised during this time: Yes  No

I give permission for my child to leave the workplace unsupervised to complete standard workplace jobs: Yes  No

I acknowledge that I have received, read and understood, signed and returned the consent form;

the information form, and

the form is signed and Returned: Yes  No

I give permission for \_\_\_\_\_ to participate in the placement as outlined

on \_\_\_\_\_

from \_\_\_\_\_ Name: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

by \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

on \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT PARTICIPATION AGREEMENT

I, \_\_\_\_\_, accept the terms and conditions listed for the duration of Workplace Learning at Safety Bay Senior High School.

I agree to the following conditions:

- 1. I will adhere to all safety and health procedures, including the use of Personal Safety and Health equipment as per guidelines and instructions from my workplace providers.
- 2. I will maintain a high standard of personal hygiene and present myself in a clean and neat manner.
- 3. I will wear appropriate clothing for the workplace.
- 4. I will follow all Occupational Safety and Health procedures.

I agree to take care of tools and equipment ensuring they are kept in good order, and to have the necessary tools and equipment required for my work.

I agree to inform my supervisor for any absence before or within 15 minutes of the start of the day on the day of the absence.

I agree to complete my Vocational & Career Education stating the reason for the absence.

I agree to complete all forms and assessments by the due date/s.

I agree to be supervised by my Manager, Vocational & Career Education or nominated person during each block work placement or nominated day if attending placement on a non-scheduled day in the workplace.

I agree to attend my placement on the days as set by the Vocation Education and Training Centre.

I agree to inform my workplace supervisor at least one week before starting.

I agree to bring an enthusiastic attitude.

I agree to listen and communicate effectively.

I agree to follow all conditions and instructions consistent with this agreement.

I agree that my placement time will be amended.

I agree that I may have access to information, which I will not convey to any person outside the workplace.

I agree that I will not convey to any person outside the workplace information of a confidential nature that is gained during my placement.

Student Signature \_\_\_\_\_



# SALVOS





**Safety Bay Senior High School**

Malibu Road  
Safety Bay WA 6169

**Postal Address**

Post Office Box 6122 Waikiki WA 6169

**Phone**

08 9528 9200

**Email**

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**Web**

[safetybay.wa.edu.au](http://safetybay.wa.edu.au)

**Administration Hours**

8.00am – 4.00pm  
Monday – Friday (during school term)



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