

Student Logbook

The school supervisor will discuss with you which mode of Workplace Learning the student is completing.

Workplace Learning - WACE Course

- ◆ Logbook to be completed each day by student
- ◆ Hours and tasks completed to be verified by workplace supervisor each day
- ◆ Ten employability skills to be signed off
- ◆ Student Performance Profile to be completed at end of placement by Supervisor
- ◆ 8-10 industry days per unit

Workplace Learning - WL1 On the job training

- ◆ Logbook to be completed each day by student
- ◆ Hours and tasks completed to be verified by workplace supervisor each day
- ◆ Assessment tools as per Registered Training Organisation (RTO) requirements

Rockingham Senior High School Education Support Centre supports students with a range of intellectual, physical and social disabilities.

We would sincerely like to thank all current, future and past Workplace Learning Industries who have kindly supported our students in attaining valuable skills which will assist them in gaining employment

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WORKPLACE LEARNING



INFORMATION BOOKLET

for

WORKPLACE SUPERVISORS

Industry and Schools Working

Together

Workplace Learning provides an invaluable opportunity for students to develop the many skills they need for employment.

Many employers who have provided work placement opportunities for students say they



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

Benefits to Students

- ◆ First hand experience in preparation for the transition from school to work
- ◆ Development of career pathways
- ◆ Provides students with a skills record and portfolio which enhances their employment prospects
- ◆ Offers opportunities to develop skills relevant to further training
- ◆ Increases awareness of safe work practices

Preparing the Workplace

Before the student starts their work placement the school supervisor will go through the Pre-placement Checklist which will include;

- ◆ The purpose of the placement
- ◆ The ability of the student
- ◆ The skills the student needs to demonstrate
- ◆ Appropriate duties for the student to undertake
- ◆ Emergency procedures



First Day Procedures

- ◆ Reinforce dress, confidentiality and attendance requirements
- ◆ Discuss Occupational Safety and Health requirements and go through evacuation procedures
- ◆ Discuss the types of duties the student will carry out while on work placement
- ◆ Show the student the immediate work environment including lunch rooms and 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 Logbook and how you plan to manage and supervise its requirements

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 on the businesses safe working practices
- ◆ Advise the school of any accidents, injuries or claims

Student Responsibilities

- ◆ Comply with the instruction and training for safety given by the workplace supervisor
- ◆ Take reasonable care to protect their own and others health and safety
- ◆ Report any situation they believe to be hazardous
- ◆ Report any injury to workplace supervisor as

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 (a School Based Traineeship is covered under Workers Compensation Insurance).

Public Liability Insurance

It is recommended that businesses have a **minimum of \$5,000,000** in Public Liability Insurance.

The Department of Education Insurance Policy **does not cover** accidental damage to equipment caused by the student.

Details of insurance coverage and procedures will be sent in the form of a letter with an acknowledgement form that must be signed and returned to the school prior to the student commencing.