



Government of **Western Australia**  
School Curriculum and Standards Authority

# **WORKPLACE LEARNING (ADWPL)**

Authority-developed endorsed program

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## **Program Outline**

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## Program overview

<b>Program category</b>	Authority-developed endorsed program
<b>Program provider</b>	School Curriculum and Standards Authority
<b>Program title</b>	Workplace Learning
<b>Program code</b>	ADWPL
<b>Program description</b>	Workplace Learning (ADWPL) is an Authority-developed endorsed program that is managed by individual schools. To complete this endorsed program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's <i>Workplace Learning Logbook</i> . The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the Authority's <i>Workplace Learning Skills Journal</i> after each 55 hours completed in the workplace.
<b>Endorsed from</b>	2018
<b>Endorsed to</b>	2024
<b>Achievement descriptors</b>	The total number of hours completed in the workplace is reported on a student's Western Australian Statement of Student Achievement (WASSA).
<b>Unit equivalence</b>	Unit equivalence is allocated on the basis of one unit equivalent for each 55 hours completed in the workplace, to a maximum of four units. That is:  Less than 55 hours = 0 unit equivalents 55–109 hours = 1 unit equivalent 110–164 hours = 2 unit equivalents 165–219 hours = 3 unit equivalents 220+ hours = 4 unit equivalents.
<b>Open to</b>	All schools and all work-ready students in Years 10, 11 and 12
<b>Contact details</b>	Arti Dogra Principal Consultant – VET and Endorsed Programs School Curriculum and Standards Authority Street address: 303 Sevenoaks St Cannington WA 6107 Postal address: PO Box 816 Cannington WA 6987 Phone: (08) 9273 6751 Email: <a href="mailto:Arti.Dogra@scsa.wa.edu.au">Arti.Dogra@scsa.wa.edu.au</a> Website: <a href="http://www.scsa.wa.edu.au">www.scsa.wa.edu.au</a>

An electronic copy of the *Workplace Learning* program outline and support documents are available from: <http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

Select: Authority-developed endorsed programs > Workplace Learning > 'Download program outline'.

## Program details

### Rationale

The Workplace Learning endorsed program (ADWPL) provides an opportunity for a student to demonstrate, and develop increasing competence in, the core skills for work, often referred to as generic, transferable or employability skills. A student learns to apply and adapt the workplace skills that are necessary to understand and carry out different types of work, and that play a key role in lifelong learning.

Developing competence in workplace skills assists an individual to gain employment and, in the longer term, to progress within the organisation or industry area in which they are employed, and to contribute successfully to the organisation's objectives and to the wider community.

The endorsed program is based on the skills, knowledge and understandings that underpin successful participation in work. These skills are documented in the *Core Skills for Work Developmental Framework*, developed collaboratively by the Department of Industry and the Department of Education. The *Core Skills for Work* encompass the Employability Skills outlined in the *National Employability Skills Framework*.

The *Core Skills for Work* can be accessed via the website: <https://www.education.gov.au/core-skills-work-developmental-framework>.

ADWPL enables a student undertaking a vocational education and training (VET) qualification to collect evidence of the attainment of units of competency relevant to their qualification. It is not essential, however, to be enrolled in a VET qualification to undertake this program.

### Description

ADWPL is an Authority-developed endorsed program that is managed by individual schools. To complete this endorsed program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's *Workplace Learning Logbook*. The student must also provide evidence of their knowledge and understanding of the workplace skills by completing the Authority's *Workplace Learning Skills Journal* after each 55 hours completed in the workplace.

### Unit equivalence

Unit equivalence is allocated on the basis of one unit equivalent for each 55 hours completed in the workplace, to a maximum of four units. That is:

Less than 55 hours = 0 unit equivalents

55–109 hours = 1 unit equivalent

110–164 hours = 2 unit equivalents

165–219 hours = 3 unit equivalents

220+ hours = 4 unit equivalents.

The total number of hours completed in the workplace is reported on a student's WASSA.

## **Completion requirements**

For each 55 hours completed in the workplace, a student must complete the:

- *Workplace Learning Logbook*
- *Workplace Learning Skills Journal*.

## **Completion requirements after four unit equivalents**

After a student has completed the requirements for four unit equivalents (220 workplace hours and forty questions from the *Workplace Learning Skills Journal*) he/she may continue to record the workplace hours completed using the *Workplace Learning Logbook* without the need to complete the *Workplace Learning Skills Journal*. The total number of workplace hours will be reported on a student's WASSA.

## **Program delivery**

ADWPL may be delivered over an extended period or through more intensive activity. Options include attending the workplace:

- in week-long blocks
- for one (or more) day/s a week over an extended period or across one or more year/s.

Work placements may be scheduled:

- during the semester, in class time or out of class time
- during school holidays.

A member of the Workplace Learning supervisory team must be available to be contacted whenever a student is in the workplace.

## **Duty of care, legal liability and insurance**

Each school's policies and procedures regarding duty of care, legal liability and insurance must be followed for work placements. These policies and procedures are based on those of the education sector/system in which the school operates.

- Public schools should refer to the workplace learning procedures and guidelines on the regulatory framework system (see <http://det.wa.edu.au/policies/detcms/portal/>)
- Catholic schools should refer to the document 'Processes and Procedures – Out of School Learning and Training for Catholic Schools in Western Australia' (see [www.cewa.edu.au/](http://www.cewa.edu.au/))
- Independent schools should refer to the Association of Independent Schools of WA 'Guidelines and Policy and Procedures' (see [www.ais.wa.edu.au](http://www.ais.wa.edu.au)).

Where workplace learning activities fall outside the direct control of the school, the parent/guardian must determine the degree of risk associated with the activity and must take all reasonable steps to ensure the safety and wellbeing of the student for the duration of the program.

## **Work readiness**

Before engaging in ADWPL, a student must be deemed by the school to be work-ready. Some students will need a longer period of preparation than others.

It is expected that all students engaging in this endorsed program have prior learning gained from completing some form of work readiness program that has prepared them to enter a workplace safely and responsibly, such as:

- a unit of the Career and Enterprise course
- a school-developed induction program
- a workplace-developed induction program
- ASDAN Workright.

## **Workplace**

The workplace should provide a student with an experience in an industry area that is relevant to his/her interests and considered a possible career or training pathway. The work placement should enable a student to build on his/her skills, knowledge and understanding of the workplace and industry area.

## **Workplace supervisor induction**

The workplace supervisor is the adult employee at the host workplace, who is acting in a designated supervisory capacity with responsibility for monitoring the progress of the student while in the workplace.

The school must ensure all workplace supervisors are aware of their role and responsibilities in respect of a workplace learning student, and are familiar with the procedures and requirements of ADWPL.

The *Information for Workplace Supervisors* brochure, which details the requirements and responsibilities of the workplace supervisor, must be provided as part of the induction.

The *Information for Workplace Supervisors* can be downloaded from the Authority website at <http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

## **Workplace Learning Logbook**

Each student enrolling in ADWPL must be provided with the Authority's *Workplace Learning Logbook*.

The *Workplace Learning Logbook* details the requirements of ADWPL and the expectations, rights and responsibilities of the student in the workplace. It includes:

- an attendance record which must be completed progressively by the student
- a task schedule which must be completed progressively by the student
- a workplace supervisor's evaluation of student performance.

For every 55 hours completed in the workplace (or at the end of the placement if fewer than 55 hours are completed), the workplace supervisor must:

- verify the attendance record and task schedule in the *Workplace Learning Logbook*
- complete the evaluation of student performance in the *Workplace Learning Logbook*.

The *Workplace Learning Logbook* template can be downloaded from the Authority website at <http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

## **Workplace Learning Skills Journal**

Each student enrolling in ADWPL must be provided with the Authority's *Workplace Learning Skills Journal*.

The *Workplace Learning Skills Journal* provides a framework for the student to provide specific examples that demonstrate his/her application of work skills, knowledge and understandings.

The *Workplace Learning Skills Journal* must be completed by the student and validated by the Workplace Learning Coordinator after every 55 hours in the workplace.

The *Workplace Learning Skills Journal* template can be downloaded from the Authority website at <http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>.

## **Monitoring student progress**

It is the school's responsibility to monitor a student's progress in the workplace. The Workplace Learning Coordinator is required to regularly view the student's *Workplace Learning Logbook* and the *Workplace Learning Skills Journal* to ensure the student is fulfilling the time and written requirements for the program. At the end of each year, the *Workplace Learning completion advice* (on the following page) must be completed for each student and placed on his/her school records file.

## **Record keeping**

The student's *Workplace Learning Logbook* and *Workplace Learning Skills Journal* must be retained by the school for quality assurance purposes until the end of the appeals deadline in the year in which the student achievement of this program is reported to the Authority.

For public schools, assessment records, including teachers' marks books, need to be retained until the year the student turns 25 years, in accordance with the *State Records Act 2000*.

## **Program review**

The Workplace Learning program is endorsed from 2018–2024.

It is reviewed in consultation with sector/system representatives throughout the period of endorsement. Minor adjustments or clarifications may be made as required during this period.

If major changes are required, they will be made at the end of the endorsement period for implementation in the following year.

## Workplace Learning completion advice

To be completed by the Workplace Learning Coordinator and kept on the student's school records file.

Student: \_\_\_\_\_ Year \_\_\_\_\_

has completed a total of \_\_\_\_\_ hours in a workplace/s in 20\_\_\_\_\_

I confirm that the student has completed:

- the **Workplace Learning Logbook** containing:
  - the number of hours completed in the workplace
  - a list of tasks undertaken in the workplace
  - a workplace supervisor evaluation for each 55 hours completed in the workplace.
- the **Workplace Learning Skills Journal** for each 55 hours completed in the workplace containing:
  - specific examples to demonstrate the student's application of knowledge and understanding of the *Core Skills for Work*.

Comment:
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Workplace Learning Coordinator's name (please print):		
Workplace Learning Coordinator's signature:		Date:

Following assessment, the Workplace Learning Coordinator must:

- present this signed document to the school administration so the achievement can be reported to the School Curriculum and Standards Authority via an upload to SIRS by the deadline indicated on the *Activities Schedule*
- place a copy on the student's school record file.

Note: all achievement reported to the School Curriculum and Standards Authority must be verified by the Principal and a record of the achievement retained by the school in accordance with the *State Records Act 2000*.