



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Denmark

WORKPLACE LEARNING

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RTO 50502



Authority developed Workplace Learning (ADWPL)

WORKPLACE LEARNING OFFERINGS

Year 10 - 12

Workplace Learning on Farm

Year 10

Workplace Learning off site (1 week)

Year 11

Workplace learning off site (unless attending Countryweek AND completing Cert III Wool Handling).

Year 12

Workplace learning off site (unless doing Year 12 ATAR AND attending Countryweek).

WORKPLACE LEARNING (ADWPL)

An Authority-developed endorsed program.

For each 55 hours in a real workplace a student must complete the Authority:

- Workplace Learning Logbook – Daily Task Sheets
- Workplace Learning Skills Journal



REPORTING WORKPLACE LEARNING

Schools will report to the Authority the number of hours completed in the workplace by each student.

The number of hours completed will be printed on the student's Western Australian Statement of Student Achievement (WASSA).



UNIT EQUIVALENCE

1 UNIT

1 unit equivalent
for every 55
hours completed
in the workplace

MAXIMUM OF 4 UNITS

A maximum of 4
units - two Year
11 units and two
Year 12 units.
4 x C grades in
total

Less than 55 hours
= 0 unit equivalents

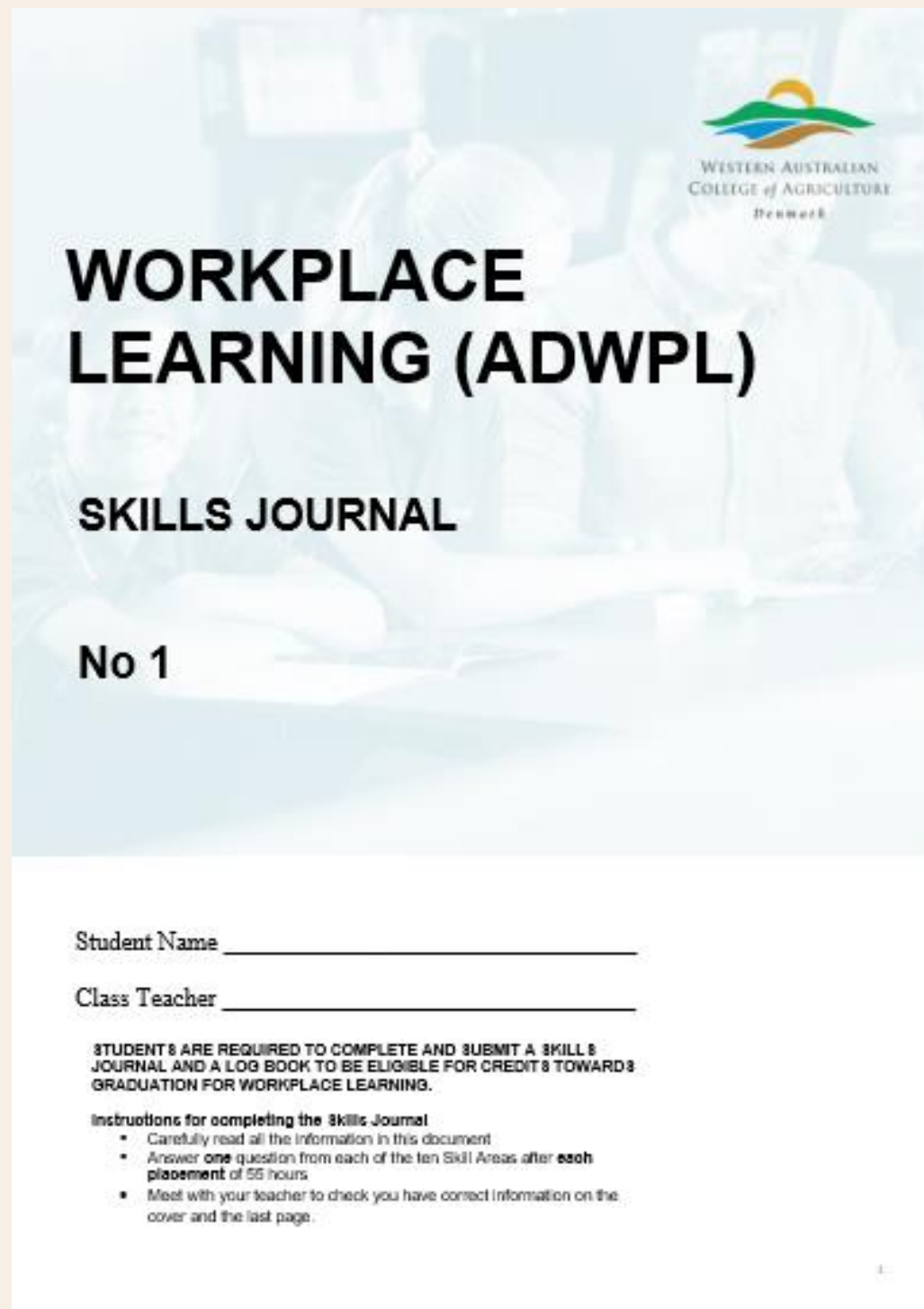
55 – 109 hours
= 1 unit equivalent

110 – 164 hours
= 2 unit equivalents

165 – 219 hours
= 3 unit equivalents

220+ hours
= 4 unit equivalents

WORKPLACE LEARNING SKILLS JOURNAL



- Students must respond to 10 questions after each 55 hours in the workplace.
- The questions are based on the Core Skills for Work Developmental Framework and may be scaffolded for students as necessary.
- The Skills Journal is validated by the Deputy Principal

'BANKED' CREDIT

- Up to 4 unit equivalents of endorsed programs can be accrued.
- Unit equivalents are allocated to either Year 11 or Year 12 in the manner that best advantages the student.
- If the maximum unit equivalence is exceeded, achievements are reported on the WASSA but do not contribute to the WACE.



WPL GIVES STUDENTS LEARNING OPPORTUNITIES TO:

- Make informed decisions
- Build self confidence
- Learn self-management
- Learn independent skills for post-school living
- Gain an understanding of a working environment
- Experience and knowledge of workplace
- Opportunity to work with others in a workplace setting

STUDENT EVALUATION

- Enthusiasm
- Approach to safety
- Approach to learning
- Approach to others
- Reliability and self-management
- Initiative and problem solving
- Response to advice and communication
- Quality of work, planning and organisation

NB: These evaluation sheets can support students efforts in applying for future jobs when they leave the College.





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WORKPLACE LEARNING ONSITE



WPL LOGBOOK (ONSITE) DAILY TASK SHEET

Evidence of Training on Farm

DAILY TASK SHEET

Sheep Abattoir Cattle Dairy General Machinery Fencing **Hot** Vit W/shop W/end

Name of Student:		SIGN:	Year: <u>10_11_12</u>
RTO:	W.A. College of Agriculture Denmark (50502)		
Name of Staff:		SIGN:	

Date	Start	Finish	Total Hours

Farm Tasks Completed?

What have I learnt today?

What Safety issues that have been identified?

What tasks have you completed today that could have an impact on the environment.

What positive or negative animal welfare things do you see today (if any)

Please tick the box related to the vehicles driven today by your student:

CAT Loader ATV Ute Case 110 Large Truck New Holland 6020 Canter John Deere 5620 Puma 155 MX Tele Handler McCormick Puma 180 **Hot** Kubota

Comments on Driving:

Workplace Trainer Evaluation (tick the box that contains the most appropriate description of the student's workplace performance):

Personal attributes	Very High	High	Satisfactory	Unsatisfactory
Enthusiasm	Extremely motivated and keen. Prioritises tasks and takes responsibility for own workload. Applies themselves 100% of all times.	Maintains an enthusiastic approach to all tasks. Applies good effort most of the time.	Observes and listens, follows instructions and performs most tasks enthusiastically. Engages at an adequate level.	
Approach to safety	Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self and others. Extremely diligent of all safety requirements.	Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self. Demonstrates good safety practices.	Follows safety rules in the workplace, maintains own safety and carries out work duties in a safe manner. Performs tasks safely.	
Approach to learning	Eagerly seeks new and more challenging tasks to extend workplace skills and knowledge. Extremely keen to learn.	Shows interest in the work and the industry area. Asks good questions and listens attentively. Keen to learn.	Willing to learn and asks for assistance or clarification if needed. Participates only.	
Approach to others	Communicates effectively with co-workers, seeks other's opinions and begins to cultivate networks. Compatible with everybody, helps others and works well in a team.	Interacts with co-workers and clients in a confident and friendly manner. Compatible with others most of the time.	Relates well to co-workers and is comfortable in a work environment. Participates in teamwork.	
Reliability	Is totally reliable and shows determination in resolving difficult tasks. Totally trustworthy and reliable.	Can be relied on to complete allocated tasks and follow the job through when faced with difficulties. Reliable most of the time.	Can be relied on to complete allocated tasks. Reliable to complete a task.	
Initiative	Works independently and collaboratively, solves problems and is resourceful, and is resourceful. Thinks ahead and problem solves regularly.	Thinks ahead and often completes tasks without prompting. Solves some challenges.	Completes routine or familiar tasks without direct or repeated instruction. Participates only.	
Response to advice	Actively seeks feedback to improve work performance and applies advice to different situations. Immediately responds to instructions.	Acts on advice and seeks feedback to improve work performance. Accepts instructions.	Listens to advice and acts on it. Participates only.	
Quality of work	Work is always of a high quality. Pays attention to detail and takes pride in completing tasks to a very high standard. Outstanding level of outcomes.	All work is of a high standard and self-checks are made for quality. Good results achieved.	Completes given tasks to required standard. Completed under instruction only.	

General Comments

This is completed at the end of each day a student is on Farm.



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WORKPLACE LEARNING OFFSITE



WORKPLACE LEARNING (OFFSITE)

The WA College of Agriculture, Denmark encourages parents/guardians to seek out and organise privately their son's/daughter's own offsite work placement. The benefit of this approach is that it allows parents/guardians to organise offsite work placement close to home, in their own town/district or with organisations they are familiar with.

WPL LOGBOOK (OFFSITE)

ATTENDANCE-AND-TASK-RECORD:

Day-1

Date	Start-Time	Start-Lunch	End-Lunch	Finish-Time	Total-Hours Worked	Cumulative-hour

	Tasks-I-worked-on-today	Skill-that-I-used-in-completing-the-tasks
1		
2		
3		
4		
5		

Reflection:-(Things-I-learned, thing-I-need-to-remember-etc)

Workplace-supervisor/trainers-signature: _____ Comment-if-applicable: _____

Day-2

Date	Start-Time	Start-Lunch	End-Lunch	Finish-Time	Total-Hours Worked	Cumulative-hour

	Tasks-I-worked-on-today	Skill-that-I-used-in-completing-the-tasks
1		
2		
3		
4		
5		

Reflection:-(Things-I-learned, thing-I-need-to-remember-etc)

Workplace-supervisor/trainers-signature: _____ Comment-if-applicable: _____

This is completed at the end of each day by the student on offsite workplace learning.

STUDENT PARTICIPATION

To take part in Work placements away from the College students must;

- Complete a SmartMove certificate



STUDENT RESPONSIBILITIES

When Attending Work Placements Away From The College

- Arrive on time
- Follow instructions and accept suggestions
- Work safely and wear protective equipment when required
- Take care with machinery, protective equipment and property
- Follow correct procedures
- Avoid putting others at risk
- Report accidents and near misses to your supervisor
- Protect your own health and safety at work
- Do not harass or bully
- If unable to attend students must call the employer and the College the day before or before the workday commences.

INDUSTRY STANDARDS

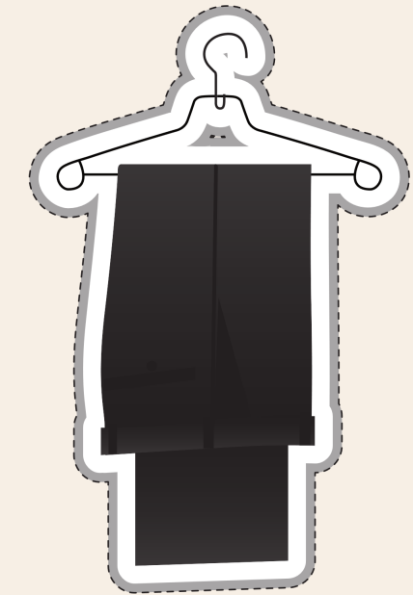
While on work Experience students will be expected to follow the rules of the workplace you are working at.

These may include the following;

- Dress Code
- Working times/hours of work
- Personal presentation
- Safe work practices

Students may be required to;

- Complete a drug and alcohol test



INDUSTRY STANDARDS

- The Deputy Principal will monitor all student work placements.
- A review of any student's placement can be made on the basis of an inadequate standard of performance and/or attendance.
- The school's obligation to the host employer will be considered in such circumstances. If the school deems it necessary to terminate a student's work placement based on an inadequate standard of performance, this may result in the removal of the student from the work placement.
- Students are not permitted to terminate any work placement at their own request unless the Deputy Principal has been advised and the placement has been reviewed.

WHO DO I CONTACT?

If your child is experiencing difficulties on their work placement, please contact the school immediately;

Alf Mungoli - Deputy Principal

T: 9848 0200 | **E:** alf.mungoli@education.wa.edu.au





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We look forward to supporting your
child to experience Workplace Learning
at WA College of Agriculture - Denmark

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