**WHAT IS WORKPLACE LEARNING?**

Workplace Learning is a program endorsed by the School Curriculum and Standards Authority (SCSA), which allow students in Year 11 and Year 12 to gain valuable workplace skills in an industry of interest.

Students spend one day per week in a workplace of their choosing and are supervised by a workplace trainer to complete tasks.

Successful completion of this program will contribute to a student’s Western Australian Certificate of Education (WACE). A minimum of 55 hours in the workplace, plus completion of a logbook and skills journal is required to have Workplace Learning credited towards the WACE.

**BENEFITS OF WORKPLACE LEARNING**

- Develop valuable industry skills while still completing their Western Australian Certificate of Education (WACE)
- Gain a realistic understanding of the work associated with the role
- Develop local networks within the industry of interest
- Potential to be offered an apprenticeship or traineeship
- Receive credit for successful completion of the program

**CONDITIONS TO BE MET**

Workplace Learning students are responsible for:

- attending the workplace weekly
- representing the College in an appropriate manner
- updating and presenting their logbook each week to Careers
- catching up on the work missed whilst in the workplace. To aid this catch up, students will have a study period each day and must ensure this time is used effectively.

**WORK PLACEMENT**

- Students will be asked to nominate 2 businesses they would like to do their placement at
- Nagle Catholic College will endeavour to place students in their preferred placement, however this is not always possible. In such cases, the Careers Officers will work with students to look for alternatives.

**LIKE TO APPLY?**

Please see Mrs White or Ms Cope in Careers for an application package.

**FURTHER INFORMATION**

Janet White  
Careers Officer  
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9920 0523

Natalie Cope  
Careers Officer  
natalie.cope@cewa.edu.au  
9920 0585
Want to do Workplace Learning?

1. Speak to your parents about the idea
   Consider your commitment to catching up on work missed and how this training option may be beneficial to your career pathway.

2. See Mrs White or Ms Cope in Careers
   You will be given advice on the suitability of this option for you and your career pathway.

3. Application Form
   Complete an application form from Careers and submit it by the due date.

4. Interview
   Attend an interview, to determine your level of work readiness.

5. Offer
   Students will be notified in writing about the outcome of their interview.