

Section: Curriculum
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Page: Page 1 of 2
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WORKPLACE LEARNING GUIDELINES

PREAMBLE

The School provides students in Years 10 to 12 with Vocational Education Training (VET) through delivery of Certificate I, II and III nationally accredited courses, under Registered Training Organisations (RTO). It also delivers courses for students through the combination of VET and Authority-developed Workplace Learning (ADWPL).

INTRODUCTION

VET contributes towards a student's achievement of their WACE in terms of Standard and Depth.

Standard:

- A student must achieve either an ATAR or a Certificate II or higher (partially completed Certificate III or higher may meet this requirement if a predetermined criteria has been met);
- VET credit transfer reduces the number of course units in which a C Grade is required (a maximum of 8 unit equivalents can contribute towards the WACE if completed through a VET credit transfer arrangement; and
- VET industry specific courses contribute in the same manner as a C Grade or higher in other WACE course units.

Depth:

- VET industry specific course contributes towards the depth requirement as WACE course units; and
- VET credit transfer contributes towards the depth requirement as unit equivalence.

The School also provides students with accreditation of endorsed programs. An endorsed program is a significant learning program that has been developed for senior secondary students. The program may have been developed by SCSA, or it may have been developed by a private provider or a school and subsequently endorsed by the Authority.

All endorsed programs successfully completed and reported to the Authority by the school are recognised on the student's Western Australian Statement of Student Achievement. It may contribute towards the breadth-and-depth requirement of the WACE as well as contributing towards the C grade requirement of the WACE.

Each endorsed program is allocated one, two, three or four unit equivalents. Since 2016, a student counts a maximum of 4 unit equivalents from endorsed programs for WACE purposes, two in Year 11 and two in Year 12.

The School provides students to access endorsed programs that are delivered under the three categories recognised by SCSA:

- **Authority-developed endorsed programs** are developed by the Authority to provide WACE recognition for students undertaking activities of a similar nature and for which no quality-assured certificate or award is issued.
- **Provider-developed endorsed programs** are developed by a private provider such as a university, community organisation or training institution. Provider-developed endorsed programs recognise structured learning programs that result in the attainment of a quality-assured certificate or award.
- **School-developed endorsed programs** are endorsed programs are developed by individual schools in response to a particular need which cannot be met through a WACE course, a VET qualification or another endorsed program.

Workplace Learning endorsed programs 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.

Each year, the School provides a variety of VET Certificate courses. In 2018, the School offered:

- Certificate II in Business;
- Certificate II in Sports Coaching;
- Certificate II in Engineering Pathways (over 2 Years);
- Certificate II in Visual Arts (over 2 Years);
- Certificate III in Music (over 2 Years);
- Certificate II in Creative Industries; and
- TAFE 1 or 2 days a week.

Students at the School benefit from Unit equivalence for WACE Graduation. Unit equivalence is allocated on the basis of 1 unit equivalent for each 55 hours completed in the workplace, to a maximum of 4 units. The requirements for each WPL course sees each student complete a Workplace Learning Logbook and a Workplace Learning Skills Journal.

At the School, it is the responsibility of the student to confirm a workplace and maintain their log and evidence book. Students must make their own way to and from the workplace, call the School and workplace if they are running late or will be absent from the workplace. They must carry out tasks that are associated with the position in which they are gaining experience as well as complete the “normal” hours associated with that workplace.

RELATED POLICY

1.19 Vocational Education and Training (VET) Guidelines