

SACRED HEART COLLEGE



CAREERLINK

SCHOOL – INDUSTRY PARTNERSHIP

CareerLink – School Industry Partnership

Rationale

Students aiming to enter TAFE, traineeships, apprenticeships or employment need to be offered a curriculum which enhances their opportunity to access these destinations.

It would be economically impossible for one school to offer the total range of vocational subjects to suit all students. Many schools access vocational education and training (VET) through a cluster. Sacred Heart College is in the Northern Suburbs Cluster titled CareerLink. CareerLink is made up of the following schools:

Hale School	Peter Moyes Anglican Community School
Irene McCormack Catholic College	Sacred Heart College
John Septimus Roe Anglican Community School	St Mark's Anglican Community School
Lake Joondalup Baptist College	St Mary's Anglican Girls' School
Mater Dei College	

The CareerLink office is located at Sacred Heart College and is coordinated by Mrs Kath Davey. Mrs Davey and her staff may be contacted as follows:

Phone: 9203 6377
Facsimile: 9203 6399
Email: info@careerlink.net.au
Website: www.careelink.net.au

The CareerLink Project is a School-Industry programme offering both On the Job Training and Off the Job Training.

On the Job Training

This is referred to as Structured Workplace Learning and counts as a Curriculum Council subject therefore contributing to Secondary Graduation.

Generally, students commence the programme with a work placement comprising one day per week for a period of 15 days. The requirements for the Curriculum Council subject, titled 'Structured Workplace Learning', is 120 hours as a Year 11 student and is assessed on the Generic skills list. The requirement for Year 12 students is 110 hours and is assessed on the Industry Specific Skills list. In order to meet the requirements of the subject, students complete a range of skills according to the allocated skills list. Students are responsible for entering tasks in the skills logbook and presenting the completed entries to the host employer for assessment purposes. The range of skills lists are included on the CareerLink website, in the 'On the Job' link www.careerlink.net.au

Students need to be aware of the following requirements:

- Students need to complete all 27 skills to obtain a 'C' grade or higher.
- Students need to complete the total number of hours required for their work placement to obtain a 'C' grade or higher.
- If the hours completed are less than the required total the student will receive a 'U' grade.
- Completed hours need to be signed off by the workplace supervisor and VET Coordinator.
- If students opt for more than one SWL placement during the year and the ratings on the qualities are different – the SWL Coordinator will decide on the final rating by:
 - averaging the 2 ratings given
 - monitoring reports
 - student's attitude
 - completion of logbook.

Off the Job Training

A range of training courses are offered to students. The nationally accredited training is conducted by Registered Training Organisations (RTO) such as TAFE. This means that the training is recognised throughout Australia. Successful completion of modules/competencies are recorded on the Western Australian Certificate of Education (WACE) and contribute towards graduation and TAFE entry.

In 2008 CareerLink offered Off the Job courses in the following areas with most students completing full Certificate courses:

Animal Care
Automotive
Business Studies
Construction
Childcare
Design
Engineering
Electrical Engineering
Fitness
Hospitality
Information Technology
Leadership
Make Up
Maritime Operations
Multimedia
Nursing
Work Readiness

Benefits of CareerLink

The benefits for students are:

- Develops an understanding of the theory by practical application.
- Enhances further education, training and employment prospects.
- Assists in Career Planning.
- Provides a realistic understanding of expectations in specific industries.
- Boosts self-esteem, confidence and responsibility.
- Develops an awareness of the link between school, further education and employment.

The benefits for Host Employers are:

- Improving personal satisfaction of staff.
- Community recognition.
- Efficient, effective recruitment.
- Enhancing the skill base for an industry.
- Increasing productivity.
- Improving the 'bottom line'.
- Develops an awareness of the link between school, further education and employment.

The benefits for the Community are:

- More effective entry-level skill building.
- Businesses paying closer attention to recruitment of school leavers and beginning to trust the references and judgements of schools about graduates.
- Community taking pride and ownership in new forms of co-operative management of young people's transition from school to work.
- Better relationships between local business communities and young people.

Who can apply?

Students currently enrolled in Year 11 and 12 and those enrolling in Years 11 and 12 for the next academic year, can apply. Entry into CareerLink is not automatic and will require an interview conducted by CareerLink Personnel and host employers. Preliminary information and "Expression of Interest" forms will be made available from the Careers Counsellor, Mr Des Cormican.

Certificate of Work Readiness – Year 10

This course is offered to Year 10 students who would greatly benefit from being part of CareerLink in Year 11 but need a bridging course to assist them gain the necessary skills and maturity required before such an undertaking.

Students commence the Certificate in Term One where units of competency, including Occupational Health and Safety and preparation for work, will be undertaken at school. During Term Two they will attend West Coast College of TAFE at Joondalup where they will be exposed to a range of industry training. In Terms Three and Four they will be in a work placement for one day per week so as to complete the components of the Certificate 1 in Work Readiness.

Structured Work Placement Conditions

Students selected for CareerLink have a wonderful opportunity to enhance their career prospects but need to be very aware of the demands and expectations required of them. The following appendices are included for CareerLink students:

Appendix 1	:	Structured Work Placement Conditions
Appendix 2	:	Procedures for Trainer and Student
Appendix 3	:	Roles and Responsibilities of the Student
Appendix 4	:	What to do if you cannot attend Structured Work Placement
Appendix 5	:	The Grading of Structured Work Place Learning
Appendix 6	:	Risk Management Policy for CareerLink Students.

Fees and Charges

There are considerable costs for Colleges in the CareerLink programme and these include: CareerLink staff work placements and supervision, together with enrolling for TAFE modules. All Colleges in the CareerLink Cluster ask their students to make some contribution to the operation of this programme. CareerLink enrolment requires a \$250 fee from all students and this will appear on the annual account.

Students taking Structured Workplace Learning in the Building and Electrical Trade areas, on industrial sites, are required to obtain a Safety Awareness Training card from the Masters Builders Association for Occupational Health and Safety reasons and may incur a fee.

Students taking Automotive/Childcare are required to have the Senior First Aid Certificate before they start Structured Workplace Learning. The cost of the course will be met by the student/parent/guardian.

Students in other areas may have to obtain boots, overalls or helmets at their own expense.

Should you wish to enquire further into any aspect of CareerLink please feel free to contact Des Cormican, on 9246 8237 during working hours. Another way to contact Des is by email dcormican@sacredheart.wa.edu.au

Duty of Care

Student medical information collected by the College will also be disclosed to host employers and training providers. This is to satisfy the College's legal obligations in terms of providing duty of care for all school-based activities.

Conclusion

Sacred Heart College is very proud of the CareerLink programme and the benefits it brings to the participating students. The programme is a demanding one and requires considerable self-discipline to meet the academic requirements at school while being absent for one day per week. Students entering this programme need to be good ambassadors for themselves, their families and the College. For these reasons entry into CareerLink is not automatic and a selection process using College staff and CareerLink staff takes place.

Appendix 1 : Structured Work Placement Conditions

Outlined are the conditions that apply to the Structured Work Placement Program component of the program. This Program runs for approximately 27 weeks and students must complete the entire duration of the program to be allocated a grade, regardless of whether they have met the minimum hours outlined. Please read through these conditions carefully and sign below:

Work Placement Conditions

- Students will undertake work placement at the designated site, as arranged by the school when they are deemed to be work ready. If the student is not yet ready for SWL, then where possible work experience will be provided. In the case where a student is not yet ready for work experience, then the student will be required to attend school on the designated work placement day until they are able to meet the requirements to be placed in the work place.
- Student medical information collected by the College will also be disclosed to host employers and training providers. This is to satisfy the College's legal obligations in terms of providing duty of care for all school-based activities.
- Students will not be permitted to attend the work placement until they have returned the signed parent consent form and have successfully completed the induction process including an industry representative interview.
- Transport costs to and from work placement, will be parent/guardian/student responsibility.
- Absenteeism from work placement will require a phone call to the employer, the CareerLink office and to the school, as early as possible by the student. A medical certificate should also be obtained where possible. Continued absence from the work placement without valid reason will see the student's enrolment in this course reviewed.
- When absent from the work placement, the parent/guardian should contact the school immediately after the employer has been notified by the student that they are unable to attend. The guardian/parent should leave this information for the Structured Work Placement Program Coordinator.
- Daily hours of work as negotiated by the school and employer shall be the hours of work the students are expected to complete.
- The student will not have his placement changed if he/she does not like it. Any problems with regards to the placement should be presented to the Structured Work Placement Program Coordinator who will then deal with the matter.
- Students will dress in an appropriate manner for the work placement site as specified during the interview/contact with the employer i.e.: appropriate footwear, dress code etc.
- Students completing the generic and industry specific course (new students in the VET course) at the same time must meet the time duration and skill requirement to be signed off. This may entail a block placement in Term 4 and/or work placement to continue for 30 weeks.
- Where appropriate, students may be required to attend an interview with the employer before commencing the work placement. If this is not required students must telephone the employer prior to the placement to obtain work placement details as designed in their work log files.
- The Structured Work Placement Program Coordinator will be responsible for completing the assessments and allocating the grade at the end of the course program based on the completed documentation provided by the employer and with the records kept by the coordinator on visits made to the placement.
- Location of work placement may not be local; therefore students must be prepared to travel.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Date: _____

Appendix 2 : Procedures for Trainer and Student

Procedures for the Trainers

- Familiarise yourself with the list of skills.
- Provide training opportunities in accordance with the list of skills to be achieved.
- Monitor and sign the student's handbook after each day.
- Comment on work performance throughout the placement.
- Provide feedback on the skills that need more training.
- Assess the student at the end of (and, where appropriate, throughout) their placement, making sure that the student is able to demonstrate the skill consistently without assistance.

Procedures for the Students

- The student must abide by all rules and regulations of your organisation. Any breach of these rules and regulations must be reported to the Structured Work Place Program Coordinator.
- The student must conform to your dress requirements.
- The student must maintain a log of hours worked.
- Attendance at the workplace is required as negotiated. In case of absence, the employer, the CareerLink office and the school/College must be notified as early as possible. A written valid explanation from parents/guardians or a medical certificate **MUST** be provided on return to the school/College.

Appendix 3 : Roles and Responsibilities of the Student.

Commitment to Structured Workplace Learning

Students are expected to make a complete commitment to Structured Workplace Learning (SWL). They need to take control of their learning, organise experiences for developing skills and negotiate the assessment of the skills with their employer. The program relies on students to make the right impression and requires cooperation in following some guidelines regarding behaviour and presentation whilst in the workplace.

Regular attendance and Punctuality

Students will be treated in a similar manner to full time employees. Unexplained absenteeism could result in dismissal. Students are to contact the Workplace Supervisor, their SWL Coordinator and the CareerLink School Liaison Officer if unable to attend work for any reason. Contact should be made as early as possible.

Attitude

Students are expected to cooperate and accept duties in an obliging manner as designated by the supervisor. Students should be willing to work with the supervisor, be eager to learn, listen to instructions and to ask questions if necessary. At all times, students should be polite, courteous and honest to supervisors, co-workers and the general public.

Confidentiality

Students are expected to treat the employer's business as confidential. This includes information regarding all people with whom students may have dealings.

Personal Grooming and Hygiene

Students are expected to be clean and well groomed at all times during Structured Workplace Learning placements.

Appropriate Dress

Students are expected to dress appropriately when in the workplace. With all work placements there will be specified and/or standards of dress expected by the employer. Students may need to purchase specific items of clothing for work placements.

Safety

Students are expected to carry out duties at all times in a safe and serious manner. Specific company safety regulations and standards in the workplace must be observed.

Appendix 4 : What to do if you cannot attend Structured Work Placement.

- Students are expected to attend work placement unless very sick. This would mean that the illness requires a visit to the doctor and a medical certificate.
- Procedure to follow:
 - Contact the trainer early that morning. Give reason for absence.
 - Contact the school and leave a message for the SWL Coordinator.
 - Contact the CareerLink School Liaison Officer.
 - The message should include:-
 - Your name (include surname)
 - Date and time
 - Reason for absence
 - Contact telephone number
- Negotiate with the trainer and school SWL Coordinator a suitable time to make up lost time e.g: holidays, evenings, weekends.
- Structured Workplace Learning must have priority over part time work, sporting activities and all other personal business (excluding school exams).

Appendix 5 : The Grading of Structured Workplace Learning

Performance Criteria – Generic Skills (D code Curriculum Council subject)

	Quality	Satisfactory	High	Very High
1.	Initiative	Will complete some tasks without direct instruction.	Thinks ahead and often completes tasks without promoting.	Resourceful. Problem solver. Independent worker.
2.	Enthusiasm	Performs most tasks enthusiastically.	Maintains an enthusiastic approach to all tasks.	Extremely motivated and keen. Consistently gives 100%.
3.	Reliability	Can be relied upon to complete allocated tasks.	Can be relied upon to complete allocated tasks and follow the job through when faced with difficulties	Shows determination in resolving difficult tasks and can be relied on to make an extra effort when asked.
4.	Response to Advice	Responds positively to advice and acts on it.	Acts on advice and seeks clarification when needed.	Seeks feedback to improve work performance and makes changes.
5.	Quality of Work	Completed tasks to required standard.	All work is of high standard and self-checks are made for quality.	Great attention paid to detail. Work is always of a high quality. Demonstrates pride in his/her work.
6.	Approach to Learning	Willing to learn and develop skills at an acceptable rate.	Learns what is required quickly and easily.	Learns quickly and seeks out new skills and knowledge.
7.	Confidence	Relates well with co-workers and is comfortable in a work environment.	Attempts tasks in a confident and self assured manner and is an effective communicator in all work situations.	Is a capable and self directed achiever and an excellent communicator in all work situations.
8.	Work Attendance	Usually punctual with satisfactory attendance.	Always punctual with excellent attendance.	Always punctual and excellent attendance. Often arrives early or leaves late and keen to complete additional days if appropriate.

A grade: * All 27 skills achieved
* rated at **very high** for 50% or more on the performance criteria
* at least **high** for the remaining performance criteria

B grade: * All 27 skills achieved
* rated at **very high** for 50% or more on the performance criteria
* at least **satisfactory** on the remaining performance criteria

C grade: All 27 skills achieved

D grade: At least 16 of the skills achieved.

E grade: Less than 16 skills achieved.

Appendix 5 : The Grading of Structured Workplace Learning (continued)

Performance Criteria – Industry Specific Skills (E code Curriculum Council subject)

	Quality	Satisfactory	High	Very High
1.	Initiative	Will complete some tasks without direct instruction.	Thinks ahead and often completes tasks without promoting.	Resourceful. Problem solver. Independent worker.
2.	Enthusiasm	Performs most tasks enthusiastically.	Maintains an enthusiastic approach to all tasks.	Extremely motivated and keen. Consistently gives 100%.
3.	Reliability	Can be relied upon to complete allocated tasks.	Can be relied upon to complete allocated tasks and follow the job through when faced with difficulties	Shows determination in resolving difficult tasks and can be relied on to make an extra effort when asked.
4.	Response to Advice	Responds positively to advice and acts on it.	Acts on advice and seeks clarification when needed.	Seeks feedback to improve work performance and makes changes.
5.	Quality of Work	Completed tasks to required standard.	All work is of high standard and self-checks are made for quality.	Great attention paid to detail. Work is always of a high quality. Demonstrates pride in his/her work.
6.	Approach to Learning	Willing to learn and develop skills at an acceptable rate.	Learns what is required quickly and easily.	Learns quickly and seeks out new skills and knowledge.
7.	Confidence	Relates well with co-workers and is comfortable in a work environment.	Attempts tasks in a confident and self assured manner and is an effective communicator in all work situations.	Is a capable and self directed achiever and an excellent communicator in all work situations.
8.	Work Attendance	Usually punctual with satisfactory attendance.	Always punctual with excellent attendance.	Always punctual and excellent attendance. Often arrives early or leaves late and keen to complete additional days if appropriate.

A grade: * All 20 (15 core and 5 industry specific) skills achieved
 * rated at **very high** for 50% or more on the performance criteria
 * at least **high** for the remaining performance criteria

B grade: * All 20 (15 core and 5 industry specific) skills achieved
 * rated at **very high** for 50% or more on the performance criteria
 * at least **high** for the remaining performance criteria

C grade: All 20 (15 core and 5 industry specific) skills achieved

D grade: At least 12-19 of the skills achieved with no more than 5 industry specific skills included.

E grade: Less than 12 skills achieved with no more than 5 industry specific skills included.

Appendix 6 : Risk Management Policy for CareerLink Students.

Preamble

All fair and reasonable attempts will be made for students enrolled in CareerLink to achieve success in the program.

However, there may be circumstances which necessitate the withdrawal of a student from CareerLink.

Year 11 CareerLink

Students who either fail the course outcomes or choose to withdraw from the CareerLink program will:

- Be interviewed by the SWL School Programme Coordinator and Dean of Year with a parent/guardian in attendance with regards to the circumstances of withdrawal.
- The student will be counselled with regards to their options available including:
 - alternative wholly school assessed subjects. The Curriculum Council requirements for the completion of subjects will need to be taken into account.
 - alternate TAFE or work-placements outside of the school.
- The Principal is to be kept informed. If an alternative outside the school is advised, then an interview with the Principal will be arranged with the student and his/her parents.

Year 12 CareerLink

Year 12 students, who wish to direct themselves towards TAFE, apprenticeships and traineeships, or employment, are required to complete a **VOCATIONAL PROGRAM** that will maximise their success. This is a rigorous program consisting of Structured Workplace Learning (CareerLink), Work Studies and an English subject. Therefore, students who either fail the course outcomes or choose to withdraw from the CareerLink program will:

- Be interviewed by the SWL School Programme Coordinator and Head of Year with a parent/guardian in attendance with regards to the circumstances of withdrawal.
- The student will be counselled with regards to alternative TAFE, alternative Training Organisations or work-placement outside of the school.
- The Principal will then meet with the student and their parents to finalise the arrangements.