Dear Parent/Caregiver

RE: Stage 2 Workplace Practices Course

The Stage 2 Workplace Practices course provides students with a range of practical work skills, in particular the Vocational Learning component and the Finding Employment assessment task.

The major assessment component of the subject, Vocational Learning, involves students completing 50-60 hours of workplace learning. This may be completed in a range of formats including: work experience, part-time employment, VET (only if not using for SACE credits), work in the NMHS coffee bar (Vibe Coffee Bar), coaching, high performance training/sport, volunteer work or primary caregiving. These formats of workplace learning can be combined to form the required 50-60 hours and must be completed by the start of Term 3.

The majority of the class this year have chosen to complete this as work experience. It is the responsibility of the students to arrange this and is often completed during the school holidays, after school or on weekends. In previous years students have completed their placement in a 4-5 day block, consisting of 7-8 hour shifts. If the placement can only be undertaken during the school week, this will need to be negotiated with the school and subject teachers. It will be the student’s responsibility to complete any work missed during this time. Once a workplace has been confirmed, a Workplace Learning Agreement Form must be signed by you and the placement provider, and then returned to school. This is a legal requirement and must be completed prior to commencing work with the employer. If students choose to utilise their part-time employment, their employer must complete an agreement form, which will need to be signed by the employer and the school.

When completing work experience, students must ensure they continue to meet the high expectations of the school and their chosen workplace. This will include being punctual and organised, engaging positively in the work, and notifying the school and workplace supervisor as early as possible if unable to attend work. If students choose to work in the school’s coffee bar (Vibe Coffee Bar), it will involve working during recess and lunch throughout the school year. This will involve students gaining valuable skills in coffee making, customer service and work as a barista. Students will be assessed on their performance, so it is important that this is treated as any other form of work.

The Finding Employment assessment task which the class are currently completing, involves students completing job applications and undertaking mock interviews at school. These will be completed in Week 4/5 during class time. If students are not scheduled for a mock interview, it will be expected that they work on their reflections at school. Students will be marked as home study during these lessons.

These are both highly valuable components of the course and will enable our students to gain practical, workplace knowledge and skills to apply throughout the future. Please do not hesitate to contact me throughout the year is you have any questions and queries about the subject, through email (jason.schutt443@schools.sa.edu.au) or phone (8364 2299).

Yours sincerely

Jason Schutt          Panayoula Parha
Workplace Practices Teacher     Principal

Please return to Mr Schutt by Tuesday 17/2/2015

RE: Stage 2 Workplace Practices Course

Student’s name: .........................................................  PLG: .................................................

☐ I have received this letter regarding Workplace Practices and acknowledge the vocational learning requirements.

Signature: .............................................. (Parent/Caregiver)  Date: …./../….