



Our Lady of  
Mercy College

# Year 10 Work Experience Week Information Booklet





# Work Experience Week Information Booklet

Year 10 students have the opportunity to gain workplace exposure through one of the following options: the Workplace Learning elective in Semester 1, the Workplace Learning elective in Semester 2, or Work Experience Week in Week 11 of Term 2.

Work Experience Week is designed for students who are not enrolled in the Workplace Learning elective.

Work Experience Week provides a valuable opportunity for students to gain insight into the world of work and explore potential career pathways through a five-day placement.

This booklet provides important information about Work Experience Week, including expectations, procedures and key requirements.

## Contents

Introduction.....	2
How the Program Works.....	2
Finding a Placement.....	2
Medical and Health Placements .....	3
How to Submit a Request for Work Experience .....	3
Work Experience Week Logbook.....	3
Students Already in the Workplace Learning Program .....	4
Attendance and Communication .....	4
Illness and Injury.....	4
Coming to School Instead of Work Experience .....	4
Cancelling Work Experience.....	5
School Holidays .....	5
Communicating with the Career Services Team.....	5
Student Code of Conduct.....	5
Worksafe SmartMove Training.....	6
White Card Training .....	6
Insurance.....	7
College Support and Contacts .....	7
Host Employer Contacts .....	8

## Introduction

In conjunction with the College's Careers Curriculum, Year 10 students have the opportunity to participate in *Work Experience Week*. This five-day block placement provides students with insight into the world of work and the chance to gain experience in an industry they may wish to pursue in the future.

Participation in *Work Experience Week* is **optional**; however, students are strongly encouraged to take advantage of this opportunity to explore their interests, build confidence and develop workplace skills.

## How the Program Works

Year 10 *Work Experience Week* will be held from **Monday 29 June to Friday 3 June** (Term 2, Week 11).

*Work Experience Week* is for students who are **not enrolled in the Workplace Learning elective** during Semester 1 or Semester 2.

Students and families are responsible for organising their own work experience placement. To support this process, students will work with their Year 10 Careers teachers and have access to resources through their class Notebook, including a *Work Experience Action Plan* and a list of businesses that have previously supported Mercy students. This list is also included at the end of this booklet

No other dates can be offered for *Work Experience Week*. If students choose not to participate in the program in Year 10, they are highly encouraged to consider the *Workplace Learning program* for Year 11. Students that do not participate in *Work Experience Week* or *Country Week* will attend school as usual.

## Finding a Placement

Students (with the support of families) are expected to find their work experience placement by contacting a local business of their choice. This can be done by going to see the business owner after school or calling them on the phone.

Students will create a strong first impression by contacting the workplace themselves. Phone scripts, email templates and a list of Mercy Host Employers will be made available to students in their Careers classes.

### Some tips for finding a work placement:

- Brainstorm your areas of interest (possible careers you would like to explore but also your hobbies).
- Complete a Google search of the industries you are interested in, considering the area each one is located and how you are going to get to your work placement.
- Research the companies that you find through your Google search (look at their website, where are they located and what do they do etc).
- Put the businesses in order of preference.
- Start contacting each business to enquire about work experience starting with your first preference.

### Information you should discuss with your employer and write down for future reference:

1. Name of company/organisation
2. Name of person you spoke to
3. Phone number for person you spoke with
4. Email address of person you spoke to
5. Work hours each day
6. Clothing requirements

### The following businesses are not able to host Year 10 students at this time:

- WACHS (Bunbury, Busselton and Collie Hospitals)
- St John of God Hospital
- Parkfield Primary School

**The following businesses cannot host students under the age of 16 years:**

- South32 Worsley Alumina
- Premier Coal
- Simcoa
- Tronox
- Piacentini & Son

## Medical and Health Placements

Students are not permitted to contact WACHS directly to request work placements. This includes the Bunbury, Collie and Busselton hospitals and health campuses. This is a WACHS policy.

A small number of work placements are offered to each school in the South West region at the beginning of the year with priority given to Year 11 and 12 students studying external courses in nursing preparation and health services.

It is very rare for positions to be made available to Year 10 students at the hospitals. We highly recommend that Year 10 students seek work placement opportunities in private medical centres, pharmacy or with allied health providers such as physiotherapists.

Please note that St John of God Hospital are not currently offering a student work experience program either.

## How to Submit a Request for Work Experience

Once a student has confirmed their placement with an employer, families are asked to submit a *Work Placement Request* to the Career Services team. Requests can be sent via email to [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au) or via SEQTA message to **Mrs Toni Moore** and should include the following details where possible:

- Student name
- Business name
- Name of the person who confirmed the placement
- Phone number and email
- Work hours
- Clothing requirements

If you are unsure of any details, simply note **'Unsure'** and we will follow this up with the employer.

Due to the large number of work placements being coordinated across Years 10, 11 and 12, it is important that all requests are submitted as early as possible. **The final deadline for Work Experience Week requests is Friday 29 May** (Term 2, end of Week 6). Unfortunately, requests received after this date may not be processed in time.

## Work Experience Week Logbook

Students will be provided with a *Work Experience Week logbook*. It is not only a source of helpful information for students participating in the program but more importantly, it is a formal record of the hours you have achieved in the workplace along with the tasks you have completed and the feedback you have received from your Workplace Supervisor.

**Your completed logbook can be used in the following ways:**

- Support any applications that students make for external VET courses (*South Regional TAFE, Bunbury Regional Trade Training Centre, Health Science Hub and SkillHire*).
- Support any applications that students make for casual or part-time work outside of school.



- It shows your Careers teacher and the Career Services team how your skills are developing in the workplace.

**As part of this program, the student is responsible for ensuring that:**

- The logbook is kept safe during the work placement.
- If lost, you must report this to the Career Services team as quickly as possible.
- Appropriate entries are made daily in the *Attendance Record* and *Task Schedule*. You must then request the Workplace Supervisor to sign each day's entries.
- The logbook is readily available to teachers and supervisors during the work experience.
- You must return the logbook to your Careers teacher after the work experience.

## Students Already in the Workplace Learning Program

As mentioned previously, Year 10 *Work Experience Week* is for students who are not enrolled in the *Workplace Learning* elective during Semester 1 or Semester 2 this year.

**Year 10 students can access one of the following options for gaining workplace exposure:**

1. Workplace Learning Elective – Semester 1
2. Workplace Learning Elective – Semester 2
3. Work Experience Week – Week 11, Term 2

## Attendance and Communication

An expectation of student's participating in *Work Experience Week* is that they maintain a professional and high standard of communication. This will ensure your work placement runs smoothly and is a positive experience for everyone involved.

**All of the following MUST be discussed with the Career Services team in ADVANCE:**

- Needing to miss work experience for any reason.
- Any change to your work hours or location (this does not apply to placements where travel is already expected as part of your job).

## Illness and Injury

We understand that sometimes you may become unwell or injured and be unable to attend work experience. If this happens, you must firstly contact your Workplace Supervisor to notify them as early as possible and then secondly contact the Career Services team at the College by emailing [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au) or calling **(08) 9720 3335**.

If you are unable to make direct contact with your Workplace Supervisor, please follow this up with a phone call to the business's main office and an email to ensure the message is received.

## Coming to School Instead of Work Experience

If your host employer cannot have you for the whole week of work experience or there are changes to your work experience days at the last minute, you are expected to attend school instead.

If you attend school instead of work experience, you must present to the Career Services office that morning before PCG to have your attendance adjusted.



## cancelling Work Experience

There are several reasons why a work experience placement may need to be cancelled, delayed or finished early, however only the Career Services team can contact a host employer and do this. If you feel you need to do this for any reason, please come and see the Career Services team as soon as possible so this can be discussed in more detail. Students are NOT to cancel or make any changes to their work experience before consultation with the Career Services team.

## School Holidays

The College cannot provide insurance for students during any school holiday periods so work experience cannot be arranged during this time.

It is a condition of the College's *Workplace Learning Risk Management Policy*, that work placements are only scheduled when the College is open and staff are available.

## Communicating with the Career Services Team

1. You may come to the Career Services office (next to the IT Help Desk) to speak with us. Students are welcome to stop by anytime during school hours, but parents should book in an appointment first as staff may not always be available.
2. Call the *Workplace Learning Coordinator* on **(08) 9720 3335**.
3. Email [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au).
4. Send a Seqta message to Mrs Abbey Piggott, Mrs Toni Moore or Miss Chloe Gunson

## Student Code of Conduct

Students are expected to demonstrate the Mercy values in the workplace and student behaviour should reflect the maturity required in the workplace. Students will need to adhere to and sign the online *Student Code of Conduct* before starting their first work placement.

The Code of Conduct outlines the College's expectations and the student's rights and responsibilities of participating in the *Workplace Learning Program* and failure to fulfil these expectations and responsibilities may result in the student being removed from the program. A copy of the *Student Code of Conduct* is provided below.

### Students are expected to:

- Read through the *Workplace Learning Information Booklet* provided to them, so they fully understand all the requirements of participating in the College's *Workplace Learning program*.
- Show a commitment to industry-based learning (start their work placement promptly each term with consistent attendance).
- Cooperate and accept the duties assigned to them by their Workplace Supervisor in an obliging manner.
- Be eager to learn, listen to instructions and ask questions.
- Be respectful, polite, courteous and honest.
- Meet standards of hygiene, decency and cleanliness
- Comply with specified uniform and/or standard of dress expected at the host workplace.

### Students are entitled to:

- A workplace that is safe and free of bullying, discrimination, harassment or intimidation.
- A meal break at a time to be negotiated with the Workplace Supervisor.

**Students are responsible for:**

- Contacting the host employer to arrange the work placement; and the completion of any inductions, online training, interviews or drug and alcohol testing (as required).
- Contacting the Workplace Supervisor and the Career Services team if unable to attend the workplace for any reason.
- Following workplace rules and protocols, including use of mobile telephones and personal digital devices, use of company computers for personal use, or to access non-work-related websites.
- Maintaining their own safety and carrying out work duties in a safe manner.
- Observing specific company safety policies and procedures and standards in the workplace, including reporting any workplace injuries/incidents and hazards/dangers to parents/guardians and the Career Services team.
- Ensuring information regarding the business and all people with whom students may have dealings, are kept confidential (students may be asked to sign a confidentiality agreement).
- Maintaining high standards of conduct, and as a minimum, abiding by all federal, state and local government laws.

## Worksafe SmartMove Training

*WorkSafe SmartMove* is an online Work Health and Safety (WHS) education program for senior high school students, young workers entering the workforce, school-based trainees/apprentices and new workers entering the workforce for the first time.

The objectives of the training are to inform young people of the hazards in the workplace, prepare young people for working safely in the workplace, and empower young people to stand up for safety in the workplace. Students will receive a certificate of completion.

**All students are expected to complete the following *Worksafe Smartmove* training modules before they commence their work experience:**

- General module
- Industry Specific module (relevant to their work experience placement)
- Workplace Bullying module

Students will be asked to complete the module most closely related to the industry that they will be working in and should see their Careers teacher or the Career Services team if unsure which modules they should complete. *Smartmove* modules only need to be completed once.

Students will download a certificate of completion which should then be sent to the Career Services team. Certificates will be saved on the student's file for future reference.

Students will be allocated time during their Careers classes to complete the required modules. However, students will be expected to complete them in their own time as homework before work experience commences if not completed during the class time provided.

Please note that the *Worksafe Smartmove* training is a part of the Year 10 Careers Curriculum and all students are expected to complete this even if they will not be participating in *Work Experience Week*. Worksafe Smartmove Website: <https://smartmove.safetyline.wa.gov.au>

## White Card Training

In Australia, a *White Card* is an official certificate that proves you've completed general construction induction training. It's required by law for anyone who works on a construction site – even if you're not doing any physical labour. **Students wanting to work in the Building and Construction industry must check with their employer if they need a *White Card* as this may be required for their work placement.**

Students can access face-to-face *White Card* training through several local Registered Training Organisations.

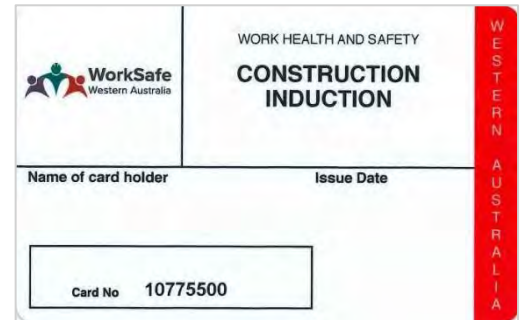
**Some of these include:**

- *Nara by Skillhire Bunbury*, Phone: 1800 487 246
- *Get Careers*, Phone: (08) 9729 6693

Please contact these organisations directly to find out the course dates available and costs. If you do book in for a course during school time, please send an email to [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au) to let the Career Services team know that you will be absent from school.

If you would like to complete this training online, you can do this through *Blue Dog Training* (<https://bluedogtraining.com.au>). You will need access to PPE such as a hard hat, high-vis shirt, safety glasses and ear plugs for the zoom assessment required if you choose this online option.

Once you have completed your training, the RTO will provide you with a *Statement of Attainment* and *White Card*. You are expected to always have your *White Card* on you while on site. Please provide a copy of these documents to the Career Services team so they can be kept on file and provided to host employers as required. You are welcome to email photocopies of these through to [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au).



## Insurance

Students are covered for accidents and disability under a *Catholic Education of Western Australia (CEWA) Student Personal Accident policy* through *Lockton Insurance*. Copies of the College's insurance policies are provided to the host employer and the student's family prior to the commencement of the work experience.

**Personal Accident** - this covers students for death and disability in respect of accidents within the workplace and benefits are paid according to a schedule. Students who sustain injury during training are covered as above, except where the injury is subject to Medicare coverage (that is, any Medicare benefit, including the gap, is excluded).

**Public Liability** - the College has *Public Liability Insurance* coverage, which includes the actions of their students and staff involved in the *Workplace Learning program*. These policies indemnify the College for their legal liability arising from the placement and training of workplace learning students and also the legal liability of the students. The College's policy will not, of course, indemnify the employer for any negligent act or omission of the employer. Employers are advised to contact their insurance companies or brokers to determine the extent to which they are indemnified.

**Paid Employment** - where a work placement involves paid employment, the above policies do **NOT** apply, and *Personal Accident Insurance* and *Public Liability Insurance* is not provided. In these circumstances, the student is an employee and is covered by their *Employer's Workers' Compensation* and *Public Liability Insurance*.

## College Support and Contacts

If you have any further queries about *Work Experience Week*, please contact:

**Mrs Toni Moore**

Workplace Learning/Work Experience Coordinator

[toni.moore@cewa.edu.au](mailto:toni.moore@cewa.edu.au) or [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au) or Phone: (08) 9720 3335

**Mrs Abbey Piggott**

Head of Learning – Career Services

[abbey.piggott@cewa.edu.au](mailto:abbey.piggott@cewa.edu.au) or [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au) or Phone: (08) 9720 3341

## Host Employer Contacts

# OLMC HOST EMPLOYER CONTACTS

## MEDICAL, PHARMACY & ALLIED HEALTH

### HOSPITAL PLACEMENTS

The WA Country Health Service (WACHS), provides a small number of work placements each year for Year 11 and 12 students only.

Students studying external health services and nursing courses will be given priority.

WACHS has requested that students and families **DO NOT** contact the Bunbury, Busselton or Collie hospitals directly to enquire about work placements.

If you have any further queries about this, please email [olmc.careers@cewa.edu.au](mailto:olmc.careers@cewa.edu.au).



Physio Group SW - Australind & Collie  
Bunbury Skin Cancer Clinic  
Health Hub at Eaton Fair  
Chemwise Australind Pharmacy  
Terry White Chemmart Australind & Collie  
SKG Radiology  
Australind Pharmacy 777  
SW Women's Health & Information Centre  
South West Hospital Pharmacy  
Eaton Dental Centre  
Collie River Dental Centre  
Australind Dental Centre  
Forrest Avenue Dental Centre  
All in One Dental - Australind & Collie  
Aspire Physiotherapy  
Bunbury Physiotherapy Centre  
MSWA

Synergy Sports Medicine  
Micah Inclusion  
Valleyview Residence Collie  
Brecken Health Care  
Wattle Hill Care  
Koorbana Physiotherapy  
Australind Chiropractic Clinic  
Bunbury & Busselton Eye Specialists  
Bunbury Forum Pharmacy  
Hocart Lodge Harvey  
Progress Physiotherapy  
SW Aboriginal Medical Services  
Wizard Pharmacy Centrepoint  
Out Loud Developmental Services  
Harvey Physio  
SPOTS Therapy  
Earbus Foundation of WA

## HAIR & BEAUTY



Eaton Hair Salon  
Karlque for Hair & Beauty  
Skin & Body Co  
Australind Beauty Works  
Vivid Style  
KG Hair Artistry  
J & Co Hair Studio  
Allure Beauty  
Adonia Hair Salon  
Ronny's Barbershop  
Black Diamond Nail Bar Collie  
Unique Creations for Hair  
Golden Scissors Hair Salon Harvey  
Blade Cartel  
New You Aesthetics  
ReDefine Skin and Body Salon Collie

## SPORT, FITNESS & RECREATION:



Eaton Recreation Centre  
Harvey Recreation Centre  
South West Sport Centre  
World Gym Bunbury  
World Gym Australind  
Leschenault Leisure Centre  
Bunbury Golf Club

## VET & ANIMAL SERVICES



Dolphin Discovery Centre  
Eaton & Bunbury Vet Clinic  
Eaton Pet Vet  
Fur Life Vet Bunbury  
Waroona Vet Clinic  
Brunswick Vet Services  
Scout About Doggie Daycare  
Australind Essential Grooming  
Riding for the Disabled Harvey  
Bunbury Wildlife Park  
Collie Vet Hospital  
O2 Marine Busselton

## PROFESSIONAL / COMMUNITY:



Morrissey Homestead  
MCG Architect  
Kent Lyon Architect  
Henderson Photographics  
Solutions IT  
JMD Engineering  
Fresh Floral Studio  
Shire of Dardanup  
Shire of Harvey  
Professionals DAD Realty  
Collie Ridge Resort  
Groven Legal  
Salvos Treendale  
Treendale Technology

## EARLY CHILDHOOD & EDUCATION



Leschenault Catholic Primary School  
Treendale Primary School  
Eaton Primary School  
Glen Huon Primary School  
Kingston Primary School  
River Valley Primary School  
St Michael's Catholic Primary School  
St Brigid's School, Collie  
St Anne's Primary School Harvey  
St Joseph's Primary School

Annie's Angel's Play & Development Centre  
Goodstart Early Learning Australind  
Goodstart Early Learning Eaton  
Brilliant Beginnings Childcare  
Kidz Cottage Collie  
Leaps and Bounds Preschool  
Little Explorers Early Learning  
Riverlinks Child Care Centre  
Young Bucks Early Learning Centre  
Binningup Occasional Child Care Centre  
Garfields Learniversity Childcare  
YMCA Bunbury Early Learning Centre  
Munchkin Manor Child Care Bunbury

Note: This supporting document shows the host employers that have supported the College's Workplace Learning program in recent years. This list is a guide only and does not guarantee they will have placements available. A Google search may provide you with more options.



# OLMC HOST EMPLOYER CONTACTS

## AUTO / MECHANICAL:



Australind Mobile Mechanics  
 Central Garage Collie  
 CJD Equipment  
 Dapco Tyre & Auto Eaton  
 True Revolution Automotive  
 Diesel Force  
 BMB Diesel  
 Bunbury Machinery  
 Bunbury KTM  
 Bunbury Axis Hire  
 Red Light Auto Electrics  
 Ausquip Industries  
 Swan Transit  
 Bunbury Auto Electrics  
 Bunbury Fuel Injection  
 Bridgestone Tyre & Auto  
 Bunbury Tyrespower  
 LJ Mechanical Collie  
 Millards Bunbury  
 Sportsmarine Boat Centre  
 WesTrac

## FABRICATION:



BVA Metal Fabrications  
 Hotweld Fabrication  
 GT Fabrication  
 Elite Fabrication  
 GenX Engineering  
 HavCon Engineering Harvey  
 NV Engineering Harvey  
 Orontide Bunbury  
 Pavanini Welding Collie  
 Marindi Fabrications  
 Yookson Rd Engineering  
 Bengeering Transport Equipment  
 Panelworx  
 South West Fire Collie  
 ANJ Engineering  
 Collie Steel Machining & Engineering  
 HTC Welding  
 Jones Welding Solutions (JWS)  
 Dwyer Engineering Harvey

## BUILDING & CONSTRUCTION:



ABN Group  
 Dale Alcock Homes SW  
 Deluxe Constructions  
 LCW Roofing & Carpentry  
 Perkins Builders  
 CivilCon  
 PSA Construction  
 Smith Constructions  
 TKL Contractors  
 White Building Company Collie  
 Studio Milton  
 TDM Bricklaying Collie  
 T & R Contracting Collie  
 BCE Surveying  
 Thompson Surveying  
 Hartley Dykstra Surveying  
 Fulton Hogan  
 David Blackman Carpentry  
 Hough Cabinets  
 LGM Industries  
 M.E. Haines Carpentry  
 West Coast Pool Supplies  
 RJ Milne Homes  
 Changing Spaces

## PLUMBING:



J & H Fielder Plumbing  
 Flushaway Plumbing  
 Mainline Plumbing  
 Onshore Plumbing  
 Total Plumbing & Gas  
 Plumbers & Gasfitters Bunbury  
 Henderson Plumbing  
 Hollands Plumbing  
 Ryan Cooper Plumbing & Gas  
 Aqwest  
 Bunbury Plumbing Services  
 APG Plus  
 RMC Plumbing Services  
 MW Plumbing  
 CT Plumbing & Gas

## ELECTRICAL:



Austral Energy Solutions  
 Dez Electrical and Security  
 Firm Electrics  
 Overflow Industrial Services  
 Barry Allen Electrical Services  
 BESC Engineering Electrical  
 Brunswick Electrical Services (BES)  
 Collie Electrical and Hardware  
 Fiegert Electrical & Communications  
 GR Electrical  
 Scope Industrial Automation  
 WJD Electrical  
 Coolpro Refrigeration & Airconditioning  
 Security Man  
 ERG Electrics  
 Nixon Electrics  
 City Electric Supply  
 Hexion Australia  
 Broad Electrical  
 VDW Electrical  
 Veca Electrical Services  
 Coastal Currents

## MINING, MANUFACTURING, TRANSPORT & SUPPLY:



South32 Worsley Alumina  
 RCR Mining Technologies  
 Doral Mineral Sands  
 Griffin Coal  
 Premier Coal  
 Simcoa  
 Tronox  
 MGM Bulk  
 Picton Civil  
 Piacentini & Son  
 Geographe Enterprises  
 Freo Group  
 Matt Cook Transport Harvey

Most mine sites require students to be 16 years of age as per the Work Health & Safety (Mines) Regulations 2022. Please see the Career Services team for more information about these work placements and the application process which varies for each company.



Note: This supporting document shows the host employers that have supported the College's Workplace Learning program in recent years. This list is a guide only and does not guarantee they will have placements available. A Google search may provide you with more options.



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Mercy College

## White Card Training

Students participating in the College's Workplace Learning program or those wanting to pursue a trade-related career pathway may require White Card training.

### What is a White Card?

In Australia, a White Card is an official certificate that proves you've completed general construction induction training. It's required by law for anyone who works on a construction site – even if you're not doing any physical labour. The White Card is recognised nationwide, no matter which state you earned it in and only needs to be completed once.

A White Card shows that you understand:

- Basic work health and safety (WHS) requirements
- How to identify and manage construction hazards
- Safe work practices
- Emergency procedures

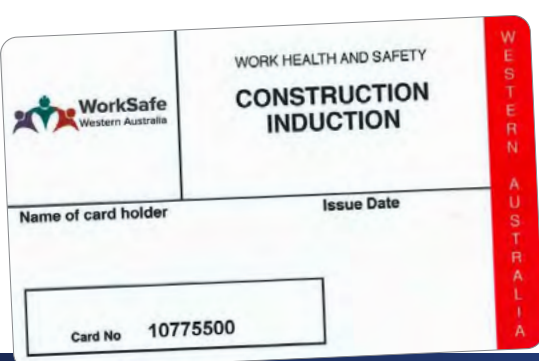
### Who needs a White Card?

Anyone entering a construction site, including:

- Trades (electricians, carpenters, plumbers etc.)
- Apprentices
- Site managers and supervisors
- Surveyors
- Work placement students

When you organise your work placement with your host employer, please ask them if a White Card is required.

If so, you will need to complete this training before you commence your work placement.



### How do you get one?

The nationally recognised White Card course is **CPCWHS1001 – Prepare to work safely in the construction industry** and is delivered through Registered Training Organisations (RTOs).

Some of the local RTOs delivering White Card training include:

#### Nara by Skillhire

Phone: 1800 487 246

Website: [www.naratraining.com.au/courses/white-card-training/](http://www.naratraining.com.au/courses/white-card-training/)

#### GetCareers (formerly The Apprentice and Traineeship Company)

Phone: 9729 6693

Website: [www.getcareers.com.au](http://www.getcareers.com.au)

### Is there a cost?

Yes, there is a cost for the course that you will pay the RTO when you enrol. Please enquire directly with the training organisation for more information on this.





## Can you do the training online?

There are many organisations providing White Card training online; however, this will be more time-consuming and involved. You will need to have your own set of high-vis PPE (including hard hat and glasses) and complete a face-to-face zoom assessment. Please double-check that the White Card course you pay for online is nationally recognised.

Some companies that offer accredited online White Card training include:

- Blue Dog Training <https://bluedogtraining.com.au/>
- ATC Work Smart [www.atcworksmart.com.au/whitecard](http://www.atcworksmart.com.au/whitecard)

While this online option is available, we recommend that students complete the course face-to-face through a local training organisation if possible.

## Lost White Cards

Please keep your White Card in a secure place. If you do misplace your card, you will need to contact the RTO to order a replacement card and there will be a cost associated with this.

## Need more Information?

If you have any questions or need further details about White Card training, feel free to call the Our Lady of Mercy College Career Services Team at (08) 9720 3300.



## What to do when you have booked in for a course?

Please check your school timetable before booking a course to ensure you will not miss any important school events or assessments.

When you have booked a course, you must send an email to the OLMC Career Services Team to advise on the day you will be absent from school.

In this email, please include your name, course date, venue and how long you will be away from school (half day or full day).

Students planning to return to school after their course has finished must sign in at College Administration before going to class.

## What do you need for the Course?

You must have a USI (Unique Student Identifier) to enrol in any nationally recognised course, including the White Card.

Please visit the Australian Government website [www.usi.gov.au](http://www.usi.gov.au) for more information on how to apply for a USI. It is a quick process, but you will need a form of identification ready such as your Medicare card.

## What happens after the course?

Once you have completed your training, the RTO will provide you with a statement of attainment and White Card. You are expected to have your White Card on you at all times while on site.

Please provide a copy of these documents to the Career Services Team so they can be kept on file and provided to host employers as required.

You are welcome to email photocopies of these through to [olmca.careers@cewa.edu.au](mailto:olmca.careers@cewa.edu.au).