



## YEAR 10 WORK EXPERIENCE

4th August 2020

Dear Parents/Caregivers and Students

The school has scheduled **two Work Experience weeks** for all Year 10 students after they have completed their Yearly Exams. The dates are:

**Week 1: Monday 30<sup>th</sup> NOV to Friday 4<sup>th</sup> December 2020**

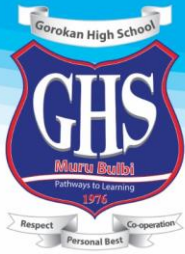
**Week 2: Monday 7<sup>th</sup> DEC to Friday 11<sup>th</sup> December 2020**

The purpose of Work Experience is to assist students through the transition from school to working in the community. It is aimed at helping students to understand the relationship between school studies and the world of work, and to develop a greater awareness of their abilities and interests.

Work Experience is a part of the broader Career Program within the school. It assists the students to research jobs, the further education requirements for these careers and the pathways they can take to achieve their goals.

Many students also gain more immediate and practical advantages from participating in the Work Experience Program. The employers complete a Report on each student, which may be used by the student as a Reference in her/his subsequent job search.

PROCEDURE		Deadline Dates for Returns
<b>Step 1:</b>	<b><u>COMPLETE THE PERSONAL DETAIL FORM</u></b>	<b>STUDENT</b>
	Both Student and Parent are to sign the form and it has to be returned to the Careers Office	Friday 14 <sup>th</sup> August
<b>Step 2:</b>	<b><u>CHOOSING A WORKPLACE</u></b>	<b>STUDENT</b>
	Students are asked to find their own positions. Ideally these placements should be made within the local community. <b>Work Experience is not an extension of a casual / part-time job and cannot be done where the student already works.</b> <u>Students decide on a Workplace.</u> The student should visit the employer to enquire whether the Workplace will take them on the given dates. It is best if they can ask for <b>two weeks with the same Employer</b> otherwise they need to <b>find two different Employers.</b>	
<b>Step 3:</b>	<b><u>STUDENTS SUPPLY THE EMPLOYER'S CONTACT DETAILS TO THE CAREERS ADVISER</u></b>	<b>STUDENT</b>
	<b>Complete Form A</b> , if doing the 2 weeks at with the same Employer. <b>OR Complete Form B</b> , if doing the 1 <sup>st</sup> week with an Employer and the 2 <sup>nd</sup> week with a different Employer	Friday 30 <sup>th</sup> August
<b>Step 4:</b>	<b><u>FILLING OUT OF THE STUDENT PLACEMENT RECORD</u></b>	<b>STUDENT</b>
	<u>On Friday 16<sup>th</sup> September</u> , students will be issued with Package 1, containing a letter from the school and the Student Placement Record Form with the Employer Agreements, to take to their host employer for pages 2 and 3 to be filled in by them. A parent /guardian is to fill in and sign page 4 of the agreement before it is returned to the school	Friday 18 <sup>th</sup> October
<b>Step 5:</b>	<b><u>DOCUMENTATION FINALISED</u></b>	<b>CAREERS ADVISER</b>
	All fully completed documents are to be returned to school. <ul style="list-style-type: none"> <li>Employer copy of the Student Placement Record Form will be posted as confirmation of the placement</li> <li>Package 2 will be given to the students, containing a copy of the Student Placement Record Form, an Emergency Card and a Work Experience Attendance Journal.</li> </ul>	Friday 15 <sup>th</sup> November  22 <sup>nd</sup> November
<b>NOTE:</b>	<b><i>If you are not able to provide details of an employer, then the school will endeavor to suggest places for a placement, however a placement cannot be guaranteed.</i></b> <b><i>Students who do not organize any Work Experience, have to attend school and do an alternative program for the two weeks.</i></b>	



## **Insurance:**

Students in the Workplace are only covered by insurance if all the documentation is fully completed and returned to the school. If the Student Placement Record has not been completed properly, they are not be allowed to participate in the Work Experience Program and will be doing alternative work at school during those two weeks.

## **Parent / Caregiver Role**

While you are urged to provide every direction and guidance to your child, it must be stressed that to gain maximum benefit from this program, the students should be encouraged to follow each step through for themselves.

## **Travel**

Parents are responsible for all travel arrangements and any costs incurred while their child is doing Work Experience. They cannot use their 'School Opal Card' to travel to Work Experience. If travelling with the host employer, or one of their employees, the student will also be given a "Permission to Travel" Form to be completed.

## **Living Away from Home**

Students who seek Work Experience outside the local area can only stay with a relative. A "Living Away from Home" The form must be completed, and the school must contact the relative before the student goes on Work Experience.

## **Occupational Health and Safety**

*The Construction Safety Amendment Regulation 1998, requires employers to ensure that persons carrying out construction work, have completed the Workplace Health and Safety White Card Induction Training Course. This course is conducted at school, once each term, by a WorkSafe approved trainer and currently costs \$99.*

The regulation applies to all building trades including repairs carried out in houses; landscaping; surveying during construction; fencing; maintenance work; installation of air conditioning; security systems; fire systems; installation of kitchens etc. All NSW students doing a white card Course after 29<sup>th</sup> June 2019, must have done it through a trainer registered with SafeWork NSW. SafeWork NSW mandates face-to-face delivery of the White card.

Please see the attached notice issued by the NSW Government regarding delivery and implementation of the General Construction Induction Training ("White Cards")

## **During Work Experience**

Students will be provided with a Diary for Work Experience and they must have their attendance signed each day and are expected to complete all the pages in the booklet. This Diary is to be handed in to the Careers Adviser on the Monday following completion of their Work Experience.

Students will be visited once at each place of employment, either by the Careers Adviser or another member of staff. Where a visit is unable to be made, the employer will be phoned, and if possible the student is spoken to over the phone.

## **After Completion of Work Experience**

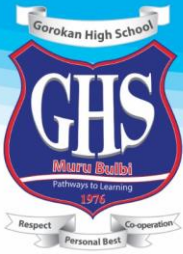
The Employer will be asked to complete a report on the student and return it to the school. A Certificate will be awarded to those students who have completed the Work Experience Program by achieving a satisfactory standard in all areas covered in the Employer's report.

**Before their Work Experience, it is compulsory for all year 10 students to complete the "All My Own Work Course" and the "Work Ready Program", both of these will be done during the week of 19<sup>th</sup> to 23<sup>rd</sup> of November.** All students who have not successfully completed these courses will not be able to attend Work Experience and will have to participate in the alternative program at school. These students will then have to complete these two programs in the week following Work Experience.

Please feel free to contact the Careers Adviser about the Work Experience Program or any other careers matter.

Yours faithfully

Mr S Robertson (Careers Adviser)



## PERSONAL DETAIL FORM

### YEAR 10 WORK EXPERIENCE PROGRAM

Please fill in the details, sign and return this page to the Careers Adviser, Mr Robertson,  
by Friday 14<sup>th</sup> August, 2020

I have read the letter regarding Work Experience and understand the requirements of the Program.

Name of Student \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

#### Please provide the following details:-

These details are necessary for inclusion on the Student Placement Record Form, which will be issued after the student has returned either Form A OR Form B

<b>Student Details:</b>	Name:	_____
	Date of Birth:	_____
	Student's Mobile number	____ _
	Medicare Number (the student's individual reference number)	____ _ <input type="radio"/>
	Medical Care Plan YES / NO (Circle the correct response)	- If YES Please attach a copy
<b>Parent / Carer</b>	Name	_____
<b>Contact Details:</b>	Relationship to Student	_____
	Medicare Number (If different from above)	____ _
	Address	_____
	Phone Contacts	Home: (02) ____ _
		Mobile: ____ _
		Work: ____ _



# FORM A

## 2 WEEKS WORK EXPERIENCE WITH THE SAME EMPLOYER

PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO THE CAREERS ADVISER, **Mr Robertson**  
NO LATER THAN FRIDAY 4<sup>th</sup> SEPTEMBER 2020

Name of Student: \_\_\_\_\_ English Class: \_\_\_\_\_

I have approached the following employer about doing Work Experience with them for 2 weeks

### EMPLOYER/S TO COMPLETE THE SECTION BELOW:

I have agreed to the Careers Adviser providing the Student Placement Record Documents for me to complete and return to the school, for the dates of:

Weeks 1 & 2: Monday 30<sup>th</sup> NOV – Friday 11<sup>th</sup> December 2020 (10 school days)

#### WORKPLACE DETAILS:

Name of Company /Organisation: \_\_\_\_\_

Type of Industry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

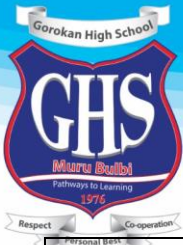
Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

#### OFFICE USE ONLY

Entered into Database		Package given		Forms returned	
White Card needed	YES / NO	Travel with Employer	YES / NO	Living Away from Home	YES / NO



# FORM B

## 2 WEEKS WORK EXPERIENCE - EACH WEEK WITH A DIFFERENT EMPLOYER

PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO THE CAREERS ADVISER, Mr Robertson  
NO LATER THAN MONDAY 4th SEPTEMBER 2020

Name of Student: \_\_\_\_\_ English Class: \_\_\_\_\_

I have approached the following two employers about doing Work Experience.

**EACH EMPLOYER TO COMPLETE ONE SECTION BELOW:**

I have agreed to the Careers Adviser providing the Student Placement Record Documents for me to complete and return to the school, for the dates of:

Week 1: Monday 30<sup>th</sup> NOV to Friday 4<sup>th</sup> December 2020. (5 school days)

WORKPLACE DETAILS:

Name of Company /Organisation: \_\_\_\_\_

Type of Industry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

Week 2: Monday 7<sup>th</sup> to Friday 11<sup>th</sup> December 2020. (5 school days)

WORKPLACE DETAILS:

Name of Company /Organisation: \_\_\_\_\_

Type of Industry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

**OFFICE USE ONLY**

Wk1 - Entered into Database		Package given		Forms returned	
Wk2 - Entered into Database		Package given		Forms returned	
White Card needed	YES / NO	Travel with Employer	YES / NO	Living Away from Home	YES / NO