



22 July 2019

Dear Parent/Carer

Your child has expressed an interest in engaging in a Work Experience placement. Our staff within the Careers Office are looking forward to working with you and your child to make this a possibility.

The benefits of completing Work Experience are significant, both in the short and long-term. Work Experience:

- Provides students with an opportunity to relate school studies with a workplace
- Gives students an insight into the diversity of employees in the workplace
- Prepares students for the demands and expectations of the working world
- Helps students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- Can improve students' maturity, confidence and self-reliance
- Provides a link between school and the local community
- Provide students with appropriate knowledge, skills and attitudes relevant to the workforce.

The first step of the Work Experience process is the completion of the attached Work Experience Application Form. In regards to completing the **Employer Details** section of the form, as statistics show that 8 out of 10 jobs in Australia are acquired through networks, it is always best to approach relatives, family friends etc. in the first instance to secure a placement. If this is unsuccessful, 'cold calling' prospective workplaces is also effective. Alternatively, should this be unsuccessful or if additional assistance is required, students are strongly encouraged to return and speak with their Case Manager who can provide additional assistance to secure a placement.

Upon completion of this form, it needs to be returned to the applicable Case Manager at the Careers Office (C Block).

- Year 9 and 10: Mrs Sharyn Mathewson (smath15@eq.edu.au, 0476 855 648)
- Year 11: Mrs Mandy Robinson (arobi241@eq.edu.au, 46 367 592)
- Year 12: Mr Craig McMahan (cmcma118@eq.edu.au, 46 367 582)

The Case Manager will then use the details provided on the Work Experience Application form to complete a Work Experience Agreement. This legal document, once fully signed by all parties, ensures that the appropriate insurance cover is in place to protect your child for the duration of the placement. **As such, it is crucial that the form be fully signed by all parties and returned to the school before the Work Experience placement commences.** Without this, occurring the Work Experience placement may be cancelled.

If you have any questions or come across any difficulties in the completion of the Work Experience Application Form, our Case Managers will only be too happy to provide assistance.

Regards

Dave McMillan
Head of Department Career Pathways

Maryanne Walsh
Principal



Work Experience Application Form

STUDENT DETAILS

Name: _____

Student Email: _____

Date of Birth: _____ Student Phone No: _____

Emergency contact during Work Experience:

Name: _____ Phone No: _____

PLACEMENT DETAILS

WHAT A STUDENT CAN DO TO FACILITATE THE COMPLETION OF THIS SECTION

- Utilise family and friends network to seek out opportunities
- Contact local businesses to ask if they are willing to offer you a work experience placement
- Bring in an employer's contact details for staff to assist in the arrangement of the work experience.
- Return with your form to see your Case Manager to seek further assistance in finding an employer

Description of work wanted: _____

- Name & Address of Business:

- Contact's Full Name: _____ Phone: _____

- Contact's email address: _____

Suggested Dates for Work Experience Placement

a) 5 Days in a row _____

b) 1 day a week for 5 weeks _____



By engaging with this Work Experience Placement, I confirm that I will commit to the following:

STUDENT COMMITMENT

- I will make contact with the employer before commencing Work Experience.
- **I will return the fully signed Work Experience Agreement to school, before starting work.**
- I will conform to all workplace requirements.
- I will report any incidents or accidents to my supervisor immediately.
- I understand that Work Experience will be a mixture of basic tasks, entry level tasks and observations of the industry's practices.
- I understand that while on Work Experience I am representing the school and my behaviour must reflect the school's expectations by demonstrating behaviour aligned to the school's Responsible Behaviour Plan
- **I will contact the school and the employer as soon as possible on the day if I am unable to attend work experience or are late. A failure to do so will be considered truancy.**
- **I also understand that it is my responsibility to catch up on any school work missed.**
- I will report back to the Careers Office and let my Case Manager know how my placement went.

Student Signature:

Date: _____

PARENT/CARER COMMITMENT

- **I will ensure that that the fully signed Work Experience Agreement is returned to school, before starting work.**
- I will ensure that my child is properly prepared for Work Experience.
- I will ensure that my child knows what they will need to wear and what time they are to start and finish work according to the requirements of the employer.
- I will get them to the workplace at least 10 minutes before starting time.
- **I will contact the school and the employer as soon as possible on the day, if my child is unable to attend work experience or is late**

Parent/Carer Signature: _____ **Date:** _____

Workplace Health and Safety Induction and Test

Before you undertake a Work Experience Placement, you must complete the general introduction and safety information test and then present your Certificate, along with this completed Application Form to your Case Manager at the Careers Office.

Follow these steps to complete this task:

1. Go to the "Safety Check" web page

<https://app.safework.sa.gov.au/activitiesandtests/safetycheck/>

NOTE: This website is from South Australia, but it applies to everyone.

2. Read the instructions and click on the "**Get Started**" and then the "**Continue**" buttons.
3. Read the information on each page and then tick the boxes at the bottom to answer the questions.
4. Click the "**Submit Your Answers**" button after you have answered each page.
5. At the end, enter your name and Job Title (just use "**Work Experience**" for this) and click the "**Create Your Certificate**" button.
6. Print off your certificate.
7. Attach your certificate to the Work Experience Application form and return to the Careers Office.

Additional Requirements:

Construction Industry

A **General Safety Induction Card (White Card)** needs to be presented with this application form for any student who would like to do Work Experience in the Building and Construction Industry.

Please refer to additional White Card information sheet for further details.

The cost associated with gaining a White Card is the responsibility of the student.

Health/Aged Care/Child Care Industries (Community Services)

Students may need, depending on employer requirements, either a Police Check or Blue Card. Please refer to additional Blue Card information sheet for further details.

We look forward to assisting you to be involved in Work Experience. If you require assistance with the completion of this form, please see the staff at the Careers Office (C Block) or contact the relevant Case Manager as per the details below:

- Year 9 and 10: Mrs Sharyn Mathewson – 0476 855 648 or smath151@eq.edu.au
- Year 11: Mrs Mandy Robinson – 0746 367 592 or arobi241@eq.edu.au
- Year 12: Mr Craig McMahon – 0746 367 582 or cmcma118@eq.edu.au

