

INABURRA FAITH  
KNOWLEDGE  
LOVE

# PARENTS GUIDE TO WORK EXPERIENCE

INABURRA SCHOOL - YEAR 10 2017



INABURRA SCHOOL  
A Project of Menai Baptists

## **1. Overview**

Inaburra provides work experience to help grow the experiences of students and build on the skill development referenced in the Inaburra Learning Profile to help shape life-long learners.

Year 10 will be commencing a work experience placement from Monday 8 May 2017 until Friday 12 May 2017.

As this may be the first time your child has been in a work environment there are a number of important obligations that both you and your child need to be aware of.

In the workplace your child will be supervised by the Host Employer or a delegated Workplace Supervisor. However, the level of supervision may be less than your child is accustomed to and it is important that your child follow directions from the employer or other representatives of the Host Employer.

## **2. Duty of Care**

- The School has a common law duty of care to take reasonable steps to ensure the safety of its students.
- The School requires that all Host Employers complete an acknowledgment of placement before the work experience placement commences.
- The School will not conduct a work place visit to each Host Employer and relies on the student, parents or Host Employer to advise the School if there are any problems during the work experience placement. We will, however, have your child's Home Group Teacher attempt to make contact with their Host Employer by phone during the week.

## **3. Work Health and Safety**

- The Host Employer has obligations under work health and safety ('WHS') legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the Host Employers place of work - this includes work experience students.
- The Host Employer should conduct a WHS induction on the students first day and during this induction should explain to the student:
  - a) the Host Employers WHS Policy;
  - b) what to do if they need first aid and the location of the first aid facilities;
  - c) security and emergency evacuation procedures;
  - d) any restricted work areas, risks or hazards in the workplace;
  - e) the tasks, equipment and material the student will be expected to use and who they should see for assistance; and
  - f) who the student should report any incidents or accidents to.
- You should advise the Work Experience Co-ordinator if such an induction does not take place or if the student has any concerns about safety in the workplace.

#### **4. Anti-Discrimination**

- The Host Employer must comply with applicable anti-discrimination legislation.
- The student should immediately report any concern about discrimination, harassment or bullying directly to the Workplace Supervisor or Work Experience Co-ordinator.

#### **5. Responsibilities of the Student**

The student will also have responsibilities in the workplace including responsibilities to:

- a) listen carefully and follow any reasonable instructions given in regarding the performance of work;
- b) comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
- c) inform the school and Host Employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
- d) report all accidents in the workplace to the Host Employer and the Work Experience Co-ordinator;
- e) report any concerns in relation to discrimination, harassment, bullying or any grievances to the Work Experience Co-ordinator;
- f) undertake the activities set by the Host Employer in the workplace; and
- g) keep contact numbers of their parents, Work Experience Co-ordinator and Workplace Supervisor with them at all times during their work experience placement.

The School is not able to directly supervise the student during the work experience placement. It is therefore vital that if a student:

- a) feels uncomfortable with an instruction given to them;
- b) feels unsafe in the workplace; or
- c) is being harassed or bullied or is uncomfortable with how a particular person is treating them,

The student should immediately advise the Work Experience Co-ordinator and their parents of their concerns. If the student is concerned about a particular activity the student should refuse to undertake the activity.

#### **6. Responsibilities of the Parents**

It is very important for a successful work experience placement for parents to be involved and:

- discuss suitable work experience placements with the student and assist the student in finding a work experience placement;
- assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements eg who to contact; and

- assist the student in organising safe travel to and from the Host Employer.

As a parent you will be in the best position to monitor at the end of each day how your child's work experience placement is progressing and you should discuss the days activity with your child at the end of each day. If you have any concerns about the work experience placement including concerns about supervision, safety, discrimination, harassment or bullying you should contact the work experience co-ordinator immediately.

## 7. Insurance

The school's insurance certificate of currency is available on the school website with the work experience forms should it be needed.

<http://www.inaburra.nsw.edu.au/community/parents-students/careers/>

## 8. Due Dates

Please ensure that your child meets all key deadlines. If they do not meet the final deadline they will be unable to complete the Work Experience Program at this time and will instead need to come to school for classes during work experience week instead.

- Students should be contacting prospective work places now and then filling out their section of the **'Work Experience Placement Form'**.
- Mid-March 2017 - The employer needs to have filled out their section of the **'Work Experience Placement Form'** and returned it to your student.
- Friday 31<sup>st</sup> March 2017 - **'Work Experience Placement Form'** must be handed in to Mrs Simmons by the student, with the student, employer and parent parts of this form filled out and signed off. A copy of this form will be supplied back to the student once the Work Experience Co-ordinator has signed off on it on behalf of the school.
- Monday 1<sup>st</sup> to Friday 5<sup>th</sup> May 2017 - The student needs to contact the employer to confirm placement arrangements.
- Monday 8<sup>th</sup> to Friday 12<sup>th</sup> May 2017 - Work Experience duration.
- Monday 22<sup>nd</sup> May 2017 - **'Student Self Evaluation'** and **'Employer Evaluation'** forms to be handed in to Mrs Simmons by the student.