

INABURRA FAITH  
KNOWLEDGE  
LOVE

**STUDENTS GUIDE TO WORK EXPERIENCE**  
**INABURRA SCHOOL - YEAR 10 2017**



**INABURRA SCHOOL**  
A Project of Menai Baptists

## 1. Overview

Inaburra's Work Experience Program is one week in duration and is geared towards providing Year 10 Students with a 'taste' of what the workforce and the recruitment process comprise. It is specifically aimed at students:

- Obtaining first-hand knowledge of what a specific role and industry involve, thus informing the career planning process;
- Refining your thinking, through practical experience, of the capabilities, skills and knowledge required to be successful in the workforce, and as part of this identifying their personal strengths and areas of development;
- Developing the skills and know-how to successfully obtain and commence a new role; and
- Building confidence in communicating effectively and professionally with adults and peers in a work context.

## 2. Benefits

By completing work experience, you will:

- learn, develop and apply knowledge and skills relevant to the workplace;
- gain knowledge of employers expectations;
- make contacts with employers; and
- further your thinking in career planning.

## 3. Roles and Responsibilities

There are three roles which are key to the success of the Work Experience Program, these include:

### 3.1 Student

#### Pre – Placement

- **Complete the 'Work Experience Placement Form' (including review and sign off from all relevant parties; ie yourself, your parents and your Host Employer) and return to Mrs Simmons no later than Friday 31<sup>st</sup> March 2017 (A copy will be given to you once the Work Experience Co-ordinator has approved it) otherwise you won't be able to complete Work Experience at this time, **no exceptions**;**
- **Familiarise yourself with the Host Employer** by referring to the 'Work Experience Placement Form' and Host Employers website. To ensure a positive impression you should as a bare minimum know who your Host Employer is, what they do, the industry in which they operate, key clients and competitors;
- **Contact the Host Employer prior to Monday 8<sup>th</sup> May 2017 (or as otherwise indicated by the Host Employer) to (re)introduce yourself and confirm details ie start date, time, place, whom to report and dress requirements;**

- **Advise the Work Experience Co-ordinator and your Workplace Supervisor if you suffer from any medical condition or disability that may affect your work performance.** In some cases, the Host Employer may wish to have a medical examination before you can start your placement.
- Complete the **school's WHS training** for student's going on work placement;
- Obtain a **police clearance if requested by your Host Employer**, particularly if some of your tasks include handling cash or valuables. Enquiries for a police clearance may be made at any Police Station;
- Ensure you discuss this booklet with you **parents or caregivers** so that you can address any concerns or questions you may have; and
- **Check travel arrangements** to ensure that you arrive on time for your placement. N.B. you will be expected to travel to and from your place of work without supervision. Bus and Train travel – You cannot use your school opal card for work experience, you will need to have a normal opal card for travel purposes.

**Work Experience may only be cancelled or varied under special circumstances. If you need to do so you must contact Mr Jones or Mrs Gaskell.**

**During Placement (Monday 8<sup>th</sup> May 2017 – Friday 12<sup>th</sup> May 2017)**

- Complete a **risk assessment** of your work area using the 'Risk Assessment Record' template as provided in your logbook, and escalate any issues as required;
- Complete any workplace specific training such as **induction**;
- Behave **professionally** at all times and **adhere to the school code of conduct**;
  - be polite, courteous and well-mannered throughout the placement with all staff members;
  - avoid distracting other employees unnecessarily from their work.
- Adhere to **all workplace policies and procedures (WHS, Harassment, Discrimination and Bullying, Evacuation, Compliance, Privacy etc) at all times** and reasonable directions of the Workplace Supervisor;
- Demonstrate the **right attitude**:
  - show enthusiasm and initiative
  - listen carefully and follow any reasonable instructions given in regarding the performance of work;
  - accept and complete duties planned by the Workplace Supervisor promptly and efficiently;
  - be willing to learn; and
  - listen to instructions and ask questions when unsure because it is better to ask a question than to make a mistake.
- Complete all **tasks** efficiently and professionally:
  - actively assist in the planning of your placement;
  - do not undertake tasks that you have not been trained for (seek the advice of your Workplace Supervisor about getting training first);
  - accept and act on advice/instruction given by your Workplace Supervisor promptly; and
  - ask for extra work when you have nothing to do.
- **Dress professionally, conservatively and appropriately** as per workplace specific requirements;

- Ensure you are **punctual** for the duration of your placement:
  - be prepared to start on time each day;
  - take only the allocated time for morning, afternoon tea and lunch breaks and return promptly to your work;
  - **contact your Workplace Supervisor and the Work Experience Co-ordinator immediately** if you are unable to attend your placement;
  - inform the school and Host Employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
  - account for any absences because you may be required to make up the lost hours at another time;
  - attend your placement for the normal hours of work for that job, unless prior arrangements have been negotiated by your school; and
- Arrange for your Workplace Supervisor to complete the **‘Employer Evaluation’** and return to you on your last day of Work Experience.

#### **Post Placement**

- Send an **email or letter** to your Host Employer thanking them for the opportunity to use their workplace for your work experience placement;
- Complete the **‘Student Self Evaluation’** and return, together with the completed **‘Employer Evaluation’**, to Mrs Simmons by Monday 22<sup>nd</sup> of May 2017.

### **3.2 Workplace Supervisor**

In managing your work placement your workplace supervisor has the responsibility to:

- Complete the relevant section of the ‘Work Experience Placement Form’ and return to you by the middle of March 2017;
- Provide adequate supervision and support to you for the duration of the placement;
- Ensure you are (where possible) provided with a variety of tasks and are fully utilised for the duration of the placement;
- Adhere to the guidelines as specified in the ‘Employers Guide to Work Experience’; and
- Complete and return the ‘Employer Evaluation’ on the last day of the placement.

### **3.3 Work Experience Co-ordinator**

In managing your work placement your work experience coordinator has the responsibility to:

- Provide support and guidance to you for the duration of the program;
- Issue a ‘Work Experience Certificate’ to you on successful completion of your placement; and
- De-brief with you on completion of this experience to determine both program success and impact on career pathways where appropriate.

## 4. Child Protection and Harassment and Discrimination and Bullying Legislation

Under legislation, no employer may abuse you, sexually, physically, emotionally or psychologically. Host Employers are required to ensure that their staff are aware of the special responsibilities associated with working with children/students. Any conduct of a sexual nature with a student is illegal and will result in appropriate action being taken. Remember that:

- you have the right to feel safe and secure within the workplace;
- you have the right to refuse to undertake tasks that involve one-on-one contact with employees or clients, particularly if this is to be done in confined spaces; and
- **if you feel that you are being harassed, bullied or in any way abused in the workplace you must immediately report the matter to the work experience coordinator and your parents. Make sure you have Inaburra's phone number before you commence your placement:**
  - Mrs Gaskell, Director of Student Services (8525 2288 or 0418 469 490)
  - Mr Jones, Work Experience Co-ordinator (8525 2228 or 0412 862 742)
  - Inaburra School (8525 2200)

## 5. Workplace, Health and Safety (WHS)

### 5.1 Duty of Care

Host Employers have a 'duty of care' obligation to ensure you do not work in unsafe conditions or carry out work that could endanger the health or safety of yourself or other staff members. You should be aware of the WHS requirements of the industry before doing the work experience. You must attend WHS workplace practices training that will be delivered at Inaburra. In addition, some Host Employers have a structured 'Induction Program' which includes WHS. If you feel you are unable to use equipment or carry out a task in a safe manner you must ask your Host Employer for advice or assistance. You have the right to say NO if you are concerned about a particular activity. You must NEVER carry out a task that may be dangerous to equipment, yourself, other workers or members of the public.

**If you are asked to work in an unsafe environment you must contact Mr Jones, Work Experience Co-ordinator (8525 2228 or 0412 862 742) or Mrs Gaskell, Director of Student Services (8525 2288 or 0418 469 490) immediately.**

Remember, most workplace accidents can be prevented if you:

- obey reasonable instruction;
- comply with all safety instructions, policies and procedures including the wearing of protective clothing if required.
- work safely;
- not put other workers or the public at risk; and
- report accidents or near misses. (A near miss is an event which did not cause actual harm but has the potential to cause future harm.)

## 5.2 In the Event of an Accident or Near Miss

1. Immediately report it to the Workplace Supervisor and seek medical assistance;
2. contact Mr Jones (8525 2228 or 0412 862 747) or Mrs Gaskell (8525 2288 or 0418 469 490) as soon as possible; and
3. keep all the relevant medical certificates and accounts for any insurance claims that may be made.

## 5.3 Insurance

As a 'volunteer worker' you are covered by insurance taken out by the School, not by Workers' Compensation.

You have been provided with a separate form entitled '**Work Experience Inaburra Certificate of Currency**' with these details. Visit <http://www.inaburra.nsw.edu.au/community/parents-students/careers/> for more information on the certification that may be required re insurance. You should have your Medicare Number with you in case you need medical treatment.

## 6. Confidentiality

Over the duration of your placement you may be exposed to information about the Host Employer and its clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some cases, Host Employers may request you sign a confidentiality contract.

## 7. Grievances and Misunderstandings

If there is a grievance or misunderstanding during your placement, in the first instance you should discuss it with your Workplace Supervisor and/or Host Employer, and in the second instance the Work Experience Co-ordinator.

If you find it difficult to discuss the misunderstanding with the Host Employer or Workplace Supervisor, speak to Mr Jones (8525 2228 or 0412 862 742) or Mrs Gaskell (8525 2288 or 0418 469 490) who can provide you with guidance on how to best address the situation (this may involve intervention on your behalf).

**If your grievance is in relation to any type of child protection, harassment, discrimination and bullying incident you must immediately report the matter to the Work Experience Co-ordinator at school. (Mr Jones, Work Experience Co-ordinator (8525 2228 or 0412 862 742) or Mrs Gaskell, Director of Student Services (8525 2288 or 0418 469 490))**

## 8. Phone Numbers

Make sure you have recorded the following phone numbers before you commence your placement:

- **Your workplace supervisor**
- **Mrs Gaskell, Director of Student Services (8525 2288 or 0418 469 490)**
- **Mr Jones, Work Experience Co-ordinator (8525 2228 or 0412 862 742)**
- **Inaburra School Reception on 8525 2200.**

## 9. Due Dates

Please ensure that you meets all key deadlines. If you do not meet the final deadline you 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.