

INABURRA FAITH
KNOWLEDGE
LOVE

INABURRA WORK EXPERIENCE PROGRAM

STUDENT GUIDE 2021



INABURRA SCHOOL

1. OVERVIEW

Inaburra's Work Experience Program is one week in duration and aims to provide Year 10 Students with a 'taste' of what the workforce and the recruitment process comprise. It is specifically designed so that students:

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

2. BENEFITS

By completing work experience, you will:

1. learn, develop and apply knowledge and skills relevant to the workplace;
2. gain knowledge of employer's expectations;
3. make contacts with employers; and
4. 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 'Initial Work Experience Application Form' with listed dates that the employer can offer.
- Complete the 'Work Experience Placement Form' (including review and sign off from all relevant parties; i.e. yourself, your parents and your Host Employer) and return to the careers office (A copy will be given to you once the Work Experience Coordinator has approved it)
- 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 the week prior to your experience to (re)introduce yourself and confirm details i.e., start date, time, place, whom to report and dress requirements;
- Advise the Work Experience Coordinator and you're the Host Employer if you suffer from any medical condition or disability that may affect your work performance. In some cases, the Host Employer may wish you to have a medical examination before you can start your placement.
- Complete the school's WHS training;

- 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 school organised 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.
- NOTE: Your classes at school will continue as normal while you are on Work Experience. You will have access to this work (eg through Google Classroom) and will be expected to complete it before re-entering class.

Work Experience may only be cancelled or varied under special circumstances. If you need to do so, you must contact the Inaburra Work Experience Co-ordinator.

During Placement:

- Complete a **risk assessment** and direct any concerns immediately to your
- Workplace Supervisor and the Work Experience Coordinator at Inaburra.
- 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 if 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 Coordinator 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

Post Placement

- Send an **email** to your Host Employer, or give them a call, thanking them for the opportunity to use their workplace for your work experience placement.

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'
- within the due dates
- 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; and
- Adhere to the guidelines as specified in the 'Employers Guide to Work Experience'; Work Experience Coordinator

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;
- Provide a network of support for you post the program, including your home group teacher and year leaders.

4. CHILD PROTECTION AND HARASSMENT AND DISCRIMINATION AND BULLYING LEGISLATION

Under the 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:

1. You have the right to feel safe and secure within the workplace;
2. 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
3. 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. Ensure you have recorded the phone numbers listed in 7.0

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 yourself, other workers or members of the public.

If you are asked to work in an unsafe environment, you must contact Mr Jones, the Work Experience Coordinator (8525 2228 or 0412 862 742) 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 The Work Experience Coordinator, Mr Jones (8525 2228 or 0412 862 742), 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 should also be covered by the employer's public liability insurance.

A copy of the '*Inaburra Certificate of Currency*' (ie our insurance certificate) is available at <https://www.inaburra.nsw.edu.au/community/parents-students/careers-program/inaburras-career-program/#workexperience>. You can forward this link on to employers should they ask for it. You should also have your Medicare Number with you throughout work experience in case you need medical treatment (and any private health fund card may be beneficial to have as well.)

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 Coordinator.

If you find it difficult to discuss the misunderstanding with the Host Employer or Workplace Supervisor, speak to the Work Experience Coordinator Mr Jones (8525 2228 or 0412 862 742) 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 Coordinator at school. (Mr Jones, Work Experience Coordinator)

8. PHONE NUMBERS

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

- Your workplace supervisor
- Mr Jones, Work Experience Coordinator 8525 2228 / 0412 862 742
- Inaburra School reception 8525 2200

9. DUE DATES

Please ensure that you meet 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 have to reschedule, completing the whole process again, or just not go ahead with this experience at all.

Note: We cannot guarantee acceptance of any of the three weeks you propose and application will be on a first in first served basis, although assessment workload for yourself will also be checked off for the week you are applying to complete Work Experience.

The following are the deadlines:

'Initial Work Experience Application Form': Three full weeks before work experience dates

Initial acceptance by Inaburra: Within five working days of the 'Initial Work Experience Application Form' having been handed in.

'Work Experience Placement Form' completed in full, signed by student, employers and parents due to be handed in: Ten days before work experience dates.

Work Experience placement authorised by the school: One week before the work experience dates.

In the week prior to work experience you should ring the employer to confirm the details for the week.

In the week after work experience you should ring to thank the employer for the opportunity.