



24 February 2021

Dear Parents and Caregivers of Students in Year 10,

Work Experience Program 2021

An exciting opportunity for our Year 10 students each year is participating in the Work Experience Program. Traditionally, all students would attend work experience in the same week. In 2021 we are implementing a new format where, in consultation with prospective employers, students can elect to take their work experience in a week block throughout the year.

With this significant change to Work Experience, there are a few key things to note:

- To minimise class disruptions, a limit of 5 students can be allocated to the same week
- Allocations will be made on a first-come basis
- Allocations will be made in consideration of the student's assessment schedule and load
- The school may not accept some applications based on risk management

Work Experience is not compulsory at Inaburra, but it is a great opportunity that I would encourage all of Year 10 to be a part of as it can aid a student in:

- Through practical experience refining the capabilities, skills and knowledge required to be successful in the workforce and identifying their strengths and areas of development;
- Understanding how people got into their careers and what was required in the senior years of schooling re subject choices for post-school opportunities;
- Developing the skills and know-how to obtain and commence a new role successfully;
- Beginning their journey of career development, including job market research; and
- Building confidence in communicating effectively and professionally in a work setting.

Finding a Work Experience Placement

Students need to take ownership of this initiative to gain valuable skills in seeking opportunities in the workplace. Parents and caregivers' role in the Work Experience Program is to encourage the students as they build on their ability to operate outside their comfort zone effectively.

Like the job market, Work Experience opportunities follow the 80/20 principle. 80% of the opportunities are hidden – not advertised or readily accessible. Students may need to cold call potential Host Employers or use existing family and friend networks to create an opportunity.

This can be challenging, but it helps build employability skills. Students may get knock backs along the way, so please encourage them to keep trying until they get a positive response, as this helps build resilience in the employment search process.

For guidance in determining which area students might like to complete Work Experience, the following websites are a good point of reference:

- www.joboutlook.gov.au
- www.mycareermatch.com.au
- www.myfuture.edu.au
- www.jobjump.com.au

Actions for Student to Take

1. Create a list of potential jobs or careers.
2. Prepare a spiel – maybe a few different ones for different workplaces.
3. Phone potential Host Employers as soon as possible.

Select a Work Experience Placement

4. Request three 1-week blocks in 2021 that the Host Employer can participate in the program
5. Submit the **Initial Work Experience Application Form** at least **three weeks before the first requested date** for Work Experience.

Wait for Approval from Inaburra

6. Download and read the **Students Guide to Work Experience**
7. Refer the Host Employer to the **Employers Guide to Work Experience** and **Insurance Certificate of Currency** at the link below
8. Refer your parent / caregiver to the **Parents Guide to Work Experience** also at the below link
9. Submit the **Work Experience Placement Form** at least **two weeks before the placement** to the Careers Office. Page 2 is completed by the Host Employer, and Page 3 is completed by your parents/caregivers.

The form will be processed, and a copy returned to students at least 1 week before placement

All forms and documents listed above are available to download from the Inaburra Careers Website
<http://www.inaburra.nsw.edu.au/community/parents-students/careers-program/inaburras-career-program/#workexperience>

Deadlines

Due to administration requirements, students must meet the deadlines listed above in red or risk their placement being cancelled or rescheduled.

Workplace Health and Safety Training

Some basic Health and Safety Training will be offered through online training courses and a discussion with the Careers Advisor for particular experiences. However, if a student's work experience involves a construction site, they will be required to have **White Card Training**. The student will need to do this in their own time. The school will NOT cover the costs involved in the White Card Training. It is up to the student to discuss with the employer and determine whether a White Card is necessary. If the student does not gain one before work experience and is required to have it, they will not be able to complete work experience.

I look forward to hearing some amazing success stories at work experience throughout 2021.

Yours sincerely,

Mr Stuart Jones
Careers Advisor