



Dear Parents and Caregivers of Students in Year 10,

### **Work Experience Program**

An exciting opportunity for our Year 10 students each year is participating in the Work Experience Program. At Inaburra we use a process where, in consultation with prospective employers, students can elect to take their work experience in a nominated week block throughout the year.

With this process there are a few key things to note:

- To minimise class disruptions, a limit of five 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 students to be a part of as it can aid in:

- 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; 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. 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](http://www.joboutlook.gov.au)
- [www.mycareermatch.com.au](http://www.mycareermatch.com.au)
- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- [www.jobjump.com.au](http://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 (often this is more effective than email as the original point of contact.)

### *Select a Work Experience Placement*

4. Request three 1-week blocks 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. Once approved by Inaburra, 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. You complete Page 1, Pages 2 and 3 is completed by the Host Employer, and the top of Page 4 is completed by your parents/caregivers. Once handed in to the Careers Office await final approval and other documentation for the week.

*The form will be processed, and a copy returned to students with any other documents needed.*

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

## **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 can be given by the workplace. 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.

Yours sincerely,

**Mr Stuart Jones**  
Careers Advisor