

INABURRA FAITH
KNOWLEDGE
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INABURRA WORK EXPERIENCE PROGRAM

PARENT GUIDE



INABURRA SCHOOL

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.

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

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. As classes will be running as normal during this time the student will have to catch up on this work before re-entering class the following week. The work will be made available, for example through google classroom or via the student's email. The student is responsible for accessing this work and must contact their teacher if the work cannot be accessed prior to their return to school.

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 acknowledgement of placement before the work experience placement commences.
- The School will not conduct a workplace 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, make contact with you through the week by phone to confirm things are going well.
- The Work Experience Co-ordinator at Inaburra is Mr Stuart Jones, (02) 8523 2228 or via email careers@inaburra.nsw.edu.au.

3. WORKPLACE HEALTH AND SAFETY

- The Host Employer has obligations under workplace 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:
 - The Host Employers WHS Policy;
 - What to do if they need first aid and the location of the first aid facilities;
 - Security and emergency evacuation procedures;
 - Any restricted work areas, risks or hazards in the workplace;
 - The tasks, equipment, and material the student will be expected to use and whom they should see for assistance; and
 - Who the student should report any incidents or accidents to.
- You should advise Inaburra's 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 Inaburra's Work Experience Co-ordinator.

5. ROLES AND RESPONSIBILITY

5.1 Student

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

- Listen carefully and follow any reasonable instructions given regarding the performance of work;
- Comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
- Inform the school and Host Employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
- Report all accidents in the workplace to the Host Employer and Inaburra's Work Experience Co-ordinator;
- Report any concerns in relation to discrimination, harassment, bullying or any grievances to Inaburra's Work Experience Co-ordinator;
- Undertake the activities set by the Host Employer in the workplace; and
- Keep contact numbers of their parents, Inaburra's 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:

- Feels uncomfortable with an instruction given to them;
- Feels unsafe in the workplace; or
- 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.

5.2 Parents and Caregivers

For a work experience placement to be successful, it is important that parents and caregivers are 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 how your child's work experience placement is progressing, and you should discuss the day's 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 Inaburra's Work Experience Co-ordinator immediately. (Mr Stuart Jones (02) 8525 2228 or email careers@inaburra.nsw.edu.au)

6. INSURANCE

The School's Insurance Certificate of Currency is available on the school website with the work experience forms should it be needed. <https://www.inaburra.nsw.edu.au/community/parents-students/careers-program> and click on *Work Experience Program* link.

7. 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 the week they had first been accepted for and may need to reschedule or not complete a week at all.

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 your student should ring the employer to confirm the details for the week.

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

Students should have all the work they missed during work experience completed by the time they re-enter the classroom.