

STUDENT AND PARENT INFORMATION

In 2008 the work experience program for Year 10 students will take place during the following dates: - Monday to Friday, 11th – 15th August 2008.

The aims of Work Experience are for students to:

1. Test a career
2. Experience the world of work

As an approved program of the Department of Education and Training, all students participating are covered by Employer Indemnity, Public Liability Indemnity, and compensation to students in the event of an accident. Full details of these provisions are in the Green "Parents and Carers Guide to Workplace Learning".

PLEASE NOTE: that due to safety and insurance considerations the Student Placement Record has been updated and now requires extra information from the employer. In some cases this may result in the employers declining to take part in the program. In this case, thank them for their consideration and time.

In some instances, where students require accommodation away from home, special application is necessary, and must be submitted at least 6 weeks prior to the work experience. In order for Departmental approval to be gained for an out of area Work Experience, parents must provide a statement explaining:

- (a) Why the Work Experience cannot be obtained within the local area;
- (b) Method of travel to and from the destination, and on a daily basis;
- (c) Details of accommodation and appointed carer

Students are responsible for finding their Work Experience places except for the following institutions:

The Australian Defence Forces
Taronga Zoo/Western Plains Zoo
Reptile Park

Royal North Shore Hospital
Hornsby Police Station
News Limited

Students interested in placement with any of the above institutions should see the Careers Adviser.

The Careers Adviser can help with possible employer contacts and can assist students make their initial contact. It is not recommended that students work with parents or close relatives.

Students are encouraged to discuss their work experience plans with the Careers Adviser. Parents are urged to read the brochure "Parents & Carers Guide to Workplace Learning" and may contact the Careers Adviser if they wish any further clarification or information – phone 9477 3508. Please note that students must not be paid for work experience as this will invalidate the insurance cover provided by NSW Department of Education & Training.

Students who intend to undertake work experience in the Construction area must obtain their "White Card" beforehand. The Careers Adviser will arrange for training in the General Induction (OH&S) course by TAFE. It will be a whole day course and there will be a cost of approximately \$90.00. These students must see Mrs Fry as soon as possible so a course can be organised.

TYPES OF CONSTRUCTION WORK

Construction work is defined in Clause 3 of the NSW OHS Regulation 2001 and means any of the following:

- Excavation
- Building
- Civil engineering

The following activities also require students to complete the OHS General Induction for Construction Work in NSW:

- All the building trades including repairs carried out in houses (plumbing, electrical, carpentry and joinery, wall tiling, painting, plastering, concreting, paving)
- Landscaping involving construction activity e.g. paving, concreting, drainage
- Surveying related to a building and construction site. Surveying prior to commencement of construction is exempt
- Maintenance work
- Installation of air conditioning, security systems, fire sprinkler systems, fire doors, glass
- Installation of kitchens and cabinets etc. (Note that working in a factory which manufactures cupboards does not require the OHS for the construction industry, but installation of the cupboards does require it. Students can work in a factory and then observe the installation of the site.)
- Installation of vertical blinds
- Fencing
- Construction of dams

Transport – you will be issued with a State Transit “Proof of Age” card if you are under 16 years of age. Those students who are 16 need to obtain a Railways of Australia Card from Mrs Reeve in the Back Office.

Work experience is for You. Try and make the most of the opportunity it offers. Work can be exciting, rewarding and challenging. Attempt to find work which reflects your interests and hopes, and which will help you make your career decisions.

METHOD OF PLACEMENT

It is essential that students follow procedures in gaining placement. Informal arrangements, without school knowledge or correct paperwork must not be undertaken.

1. Work Experience documents will be handed out in a Careers lesson early in 2008. This will include the pink form called "Student Placement Record" and blue booklet "Employers Guide to Workplace Learning".
2. Find suitable placement by approaching, ringing or writing to employers. Help is available in many forms.
 - Looking at previous employers who have taken students for work experience (available from Careers Adviser)
 - An information sheet "Sample Letter of Application for Work Experience Position" is included in this package
 - An information sheet "Finding a Work Experience Position" is also included
 - Speak with Careers Adviser
3. When you have negotiated a suitable position you must organise for completion of three sections of the pink "Student Placement Record". This is the legal document required for approval of a Work Experience Program. The 3 sections are:
 - Details of Student and Workplace Learning Program
 - Host Employer Details
 - Parent or Caregiver PermissionA student profile form may be attached to the Student Placement Record.
4. When these forms have been completed, return the "Student Placement Record" to the Careers Adviser for approval of the placement.

The week before the Work Experience begins you will be given a Work Experience Diary which includes the Employer's Assessment Report, travel concession card (if required) and an advice sheet which gives you instructions regarding behaviour, appropriate dress, procedure in case of illness and emergency contacts. There will also be a 'Thank You' card to be given to the employer.

FINDING A WORK EXPERIENCE POSITION

The first thing to remember is that the school's Careers Adviser is always available to help you.

There are four ways that a student can find their own work experience position:

1. Approach the business personally
2. Use the telephone
3. Write a letter
4. Use contacts such as family and friends

Approach the business personally

This is a quick and effective way to secure a work experience position.

Before approaching the business you will need the paperwork i.e. the pink form with a section for the employer or manager to fill out called "Student Placement Record" and the blue document called "An Employers' Guide to Workplace Learning".

Make sure that you dress in a neat and presentable way (*maybe even wear your school uniform*).

When you approach the business you will need to *ask for the Manager or the person responsible for high school work experience programs*. If they do not take part in work experience then they will tell you. Don't take it personally, say *"Thank you for your time"* and leave.

When you are talking to the Manager or person responsible for work experience the conversation should go something like this:

"Hi, my name is and I am a student from Asquith Boys High School. My school is conducting a work experience program from Monday 11th August to Friday 15th August 08. I would like to know if you take work experience students.

I am interested in the job of and am hoping that it may be possible to do it with your company."

At this point they will either say yes or no. **(If no, thank them anyway.)** If they say yes, then ask them to fill out Section 3 (Host Employer Details) of the form titled "Student Placement Record". At this stage you **MUST** also give them the blue booklet titled "An Employer's Guide to Workplace Learning". It is a fair bit to fill so maybe you should leave the paperwork with them and arrange for a time to pick it up.

Thank them and tell them that the school's Careers Adviser will get in touch with them before the work experience and send them a photocopy of the relevant paperwork.

RETURN THE COMPLETED FORM TO MRS FRY FOR APPROVAL

HOW TO CONTACT EMPLOYERS TO ARRANGE WORK EXPERIENCE

1. HOTLINE (How to make a telephone call)

KNOW WHAT YOU ARE GOING TO SAY

SPEAK CLEARLY AND CONFIDENTLY

1. If it is a large organisation, ask to speak to the **Work Experience Co-ordinator**, if not ask for the **Manager**.
2. Say *hello*.
3. Introduce yourself: ***My name is I am a Year 10 student at Asquith Boys High School.***
4. State what you want: ***My school is conducting a Work Experience Program from 11th – 15th August 07. I would like to know if you take work experience students. I am interested in a position as a and I am hoping that it may be possible to do it with your company.***
5. The rest of the conversation will be guided by the person to whom you are speaking. It will depend on the other person, they may wish to know: more about you, why you want to work for them, what you know about the job etc.
6. If you gain the position tell them you will send in your work experience papers or that you will bring them in i.e. make some arrangements.
7. **Always finish the conversation by thanking them for their time.**

2. PEN 'N' PAPER (How to write an application letter)

Following is an example of an application letter for work experience. Use it as a guideline. Add more information that you think might be relevant to the particular job for which you are applying. Make sure you set it out correctly. If you are writing the letter by hand, make a rough copy and re-write (or preferably type) your final copy neatly.

SAMPLE LETTER OF APPLICATION FOR WORK EXPERIENCE

Your street number and name
Suburb

Date

The Manager/The Work Experience Co-ordinator
Great Shops Pty Ltd
Shopping Mall
275 Pitt Street
Sydney NSW 2000

Dear Sir/Madam,

My name is and I am a Year 10 student at Asquith Boys High School. I would like to gain a week of work experience ,,,(write in dates).

I am very interested in a future career as/in I am writing to ask if your company might place me for work experience as an assistant to (position) because..... (reason such as) I feel that your reputable company will give me the opportunity to see first hand various parts of the industry.

The school subjects that I enjoy related to this area of work are and I do particularly well in Over the past few years I have been involved in at school and in my community. I have represented my school in sport.

Leadership activities that I have participated in include and my hobbies are I have a part-time job at where I have acquired the following skills

It would be appreciated if you could contact me at the above address at your earliest convenience, or I can be phoned (faxed) on Alternatively you are welcome to call my Careers Adviser, Mrs Fry on 9477 3508.

Should my application be successful I shall send you my forms and information that indicated I have insurance cover through the Department of Education and Training, Work Experience Insurance.

Thank you in anticipation for your assistance and I look forward to meeting you in the near future.

Yours faithfully,

(your signature)

(your name in block letters)

(your telephone number)