

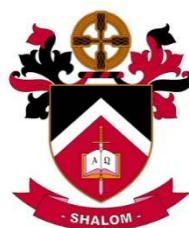
# Shalom College



## WORK EXPERIENCE

STUDENT NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_





## SEEKING WORK EXPERIENCE OPPORTUNITIES

Self-marketing skills are very important in life. You will use these skills throughout life as you search for career opportunities. Seeking work experience is a good way to learn how to self-market.

It is important to be organised when you approach an employer – this will give them a sense of confidence in you and is more likely to yield positive results. It can be nerve wracking, but preparation and practice will make all the difference. It is more professional for you to approach an employer without your friends or family present.

## THINGS TO HAVE ORGANISED BEFORE APPROACHING HOST EMPLOYER

1. When you are available to work? What days can you work? What times can you work? You may need to discuss this with your parents if you rely on them for transport. You may have other work/ sports commitments to consider.
2. Ensure you have read and understand the work experience booklet.
3. Your resume may be helpful because this contains your contact details as well as any previous experience.
4. What you are going to say.
5. When you can meet – if applicable.

## WHAT TO SAY WHEN ASKING FOR POSSIBLE WORK EXPERIENCE PLACEMENT

The first person you speak to might not be the person who will make the decision about your placement; before you launch into your full dialog, it is a good idea to make sure you speak to the correct person.

**Initial introduction:** “Hi my name is \_\_\_\_\_ and I was hoping I might be able to speak to someone about the possibility of doing some work experience.”

**In-depth introduction:** “Hi, my name is \_\_\_\_\_ and I am in Year \_\_ at Shalom College. I am very interested in your industry as a possible pathway when I leave school and would love to do some work experience. Is this something you might consider? Shalom will cover me with their insurance and I have the paperwork here with me.”

You might decide to call the business first to make an appointment to come in and introduce yourself. While it is not impossible to secure work experience over the phone, keep in mind that it can be much easier to say no to a telephone than a real, enthusiastic, well prepared and presented person standing in front of you!

## WHAT SHOULD I WEAR?

You should try to think about what that business would be looking for in an employee and present yourself accordingly. Shalom has a very presentable uniform and it would be appropriate to present to an employer wearing it.

# HOW TO ORGANISE YOUR WORK EXPERIENCE

## FAMILY CHECK LIST

### APPROVAL FROM SCHOOL IS GIVEN WHEN:

#### STEP 1

Familiarise yourself with the contents of this booklet including the Work Experience Agreement (page 7/8), the Work Experience Placement Site Visit Form (page 15), the Work Experience Insurance Information (page 9/10), and the Student Code of Conduct (page 6)

#### STEP 2

The student and parent/guardian must sign the Work Experience Application Form (page 5) as an acknowledgement of having read and understood the Student Code of Conduct (page 6), Work Experience Insurance Information (page 9/10), and the site visit requirement.

- **Note to the nominated adult who will be conducting the site visit**  
The site visit is not to be viewed as an inspection of the workplace but a careful consideration that the young person has been appropriately inducted and that the workplace appears a safe and orderly environment. This visit is best conducted after the first day placement.

#### STEP 3

The student, parent/guardian, and work experience host must sign the Work Experience Agreement, including the site visit section (page 7/8)

#### STEP 4

Signed copies of the Work Experience Agreement (page 7/8) and the Work Experience Application Form (page 5) must be **returned to the Pathways Office at least one week prior to commencement** to ensure that the student is covered by insurance and that the site visit during the placement has been organised.

#### STEP

##### **At the end of the work placement:**

- Ask the host employer to complete the Work Placement Host Employer Evaluation Form (see page 13). This should be done while on your placement and is for you to keep with your resume as a reference.
- Complete and return the Student Work Experience Debriefing Worksheet (page 11) and the Work Experience Placement Site Visit Form (page 15) to the Pathways Office **within one week of completing the work experience placement.**

## WORK EXPERIENCE APPLICATION FORM

To be eligible to be involved with Work Experience this form needs to be completed and returned to the Pathways Office **at least one week prior to the work experience placement.**

### PLACEMENT DETAILS

**STUDENT NAME:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_

By signing this I acknowledge that I have read and understand material relating to work experience placements, procedure, the College expectations, my obligations relating to work place health and safety and disclosure of relevant personal details (eg. existing medical conditions). I also acknowledge that I have read and understand material relating to my rights and responsibilities, work place harassment and unlawful discrimination and the process that relate to them. I am aware of designated contact people.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PARENTAL PERMISSION

We/I have discussed this opportunity to complete Work Experience with my son/daughter

**STUDENT NAME:** \_\_\_\_\_

and agree to his/her participation on the dates and location indicated. I have read and understood the information relating to work experience placements and procedure. I acknowledge my responsibility in relation to travel arrangements, reporting potential absence and providing his/her relevant health information.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **WORK PLACE INFORMATION**

Queensland Government Work Experience Web Page

<http://education.qld.gov.au/students/placement/work/workex.html>

Anti-Discrimination Act 1991 (Rights and responsibilities, work place harassment and discrimination information)

<https://www.legislation.qld.gov.au/view/pdf/2017-06-05/act-1991-085>

Work Health and Safety Act 2011

<https://www.legislation.qld.gov.au/view/whole/html/inforce/2017-11-13/act-2011-018>

## **STUDENT CODE OF CONDUCT**

- Be polite and courteous to your employer, other employees, and business clients at all times. Be aware of your body language and how others may perceive it. A good rule of thumb is to stand straight, maintain eye contact, and appear interested!
- Shake hands when meeting someone for the first time at work: male and female. Address adults in the appropriate manner. Use "Mr", "Mrs" or "Miss" until otherwise instructed.
- Be punctual arriving at work, and when returning to your work after a break. Discuss travel arrangements with your parents.
- Show initiative and enthusiasm - ask how you can be of help.
- DO NOT operate your mobile phone or conduct text messaging during work times. Keep your mobile phone in your bag.
- Listen to, and carry out carefully, all instructions given to you. Don't be afraid to ask for clarification if you do not understand something.
- Communication is an important part of workplace etiquette. It's sometimes not what you say, but how you say it that counts, so be mindful of how you communicate. Also take a close look at your vocabulary. Make an effort to eliminate slang words that send the message that you are not work ready.
- Be loyal to your employer. You may hear information at work and you should always respect work place privacy. Do not gossip.
- Be neat and tidy at all times. See the special requirements section on the Work Experience Agreement regarding dress requirements, including Personal Protective Equipment.
- Care for your employer's property and equipment as if it is your own.
- Do not expect too much. You may find that observation is a significant part of your placement.
- Take note of the designated workplace and school contact people on the Work Experience Agreement. If you are ill or a personal situation arises and you are unable to complete the allocated work experience days call the employer and advise as soon as possible. Whilst completing your work experience, if you have concerns please contact the College on 4155 8111.
- Upon leaving, thank the people involved for all the assistance and co-operation.

# Work experience placements for school students

## Agreement

### Privacy statement

The Department of Education (the department) is collecting personal information on this form in order to make a work experience arrangement for a student under the *Education (Work Experience) Act 1996 (Qld)*. The personal information will only be used by authorised employees within the student's school, the department, and the nominated work experience provider for the purpose of organising and implementing the arrangement. The information may also be given to the Queensland Government Insurance Fund and WorkCover Queensland for the purpose of managing insurance coverage as required by the *Education (Work Experience) Act 1996 (Qld)*. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

### Work experience arrangement

This agreement establishes a work experience arrangement under the *Education (Work Experience) Act 1996 (Qld)*, and should be completed and signed, where indicated by the student, their parent, the work experience provider and Principal of the student's school.

School name:	Shalom College	A N D	Provider's name:	
School address:	9 Fitzgerald Street Bundaberg 4670		Provider's address:	
Work experience coordinator:	Mrs Liza O'Donnell		Nominated supervisor:	
Phone:	07 4155 8100		Phone:	
Email:	liza_odonnell@shalomcollege.com		Email:	
<b>PLACEMENT DETAILS</b>				
Industry/ Occupation:		Model of work experience: (Select one)	<input checked="" type="checkbox"/> Work sampling <input type="checkbox"/> Structured work placement	
Dates of placement:		Number of days:	Hours of work:	
Summary of key workplace activities		Example risk assessment activities (select activities undertaken, as appropriate)		
		Telephone call <input type="checkbox"/> Workplace visit <input type="checkbox"/> Student induction activities <input type="checkbox"/> School-developed documents <input type="checkbox"/> Workplace-generated documents <input type="checkbox"/> Other:		
Special requirements for placement (e.g. uniform, personal protective clothing/equipment):				
<b>STUDENT DETAILS</b>				
Student name:		Date of birth:	/ /	YEAR PC <input type="checkbox"/> Male <input type="checkbox"/> Female
Phone:		Email:		
Emergency contact name:		Emergency contact phone:		
<b>Medical information:</b> (List any pre-existing medical conditions that may impact on the student's work experience placement. Please attach details of medications and health plans where relevant.)				



STUDENT RESPONSIBILITIES		
<p>I understand that my conditions of placement are:</p> <ul style="list-style-type: none"> <li>attending my placement for the full work experience period</li> <li>immediately notifying my school and the work experience provider if I am unable to attend or am late</li> <li>demonstrating behaviour aligned to my school's responsible behaviour expectations and in keeping with the accepted standards of my work experience provider</li> <li>performing my duties to the best of my ability and complying with all reasonable directions given by the work experience provider</li> <li>following all workplace health and safety procedures in my workplace</li> <li>notifying my school and work experience provider of any incident or accident in the workplace which may involve me.</li> </ul>		
<b>Student signature:</b>	<b>Date:</b>	/ /
PARENT CONSENT (Applicable to students under 18 years of age)		
<p>I understand that my responsibilities relating to my student's work experience placement are:</p> <ul style="list-style-type: none"> <li>providing any information about medical conditions and/or medication relating to my child which may impact on the safety of my child or the safety of others in the workplace</li> <li>organising transportation for my child to and from the work experience placement location</li> <li>paying any expenses related to my student's participation in the work experience placement</li> <li>contacting the school and work experience provider if my child is unable to attend or is late.</li> </ul> <p>I consent to this work experience arrangement and participating in work experience as stated.</p>		
<b>Parent signature:</b>	<b>Date:</b>	/ /
WORK EXPERIENCE PROVIDER'S AGREEMENT		
<p>I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement are:</p> <ul style="list-style-type: none"> <li>understanding my responsibilities relating to health and safety under the <i>Work Health and Safety Act 2011 (Qld)</i></li> <li>providing students with relevant and appropriate training, where required, and direct supervision at all times while undertaking work-related activities</li> <li>allocating a workplace supervisor to the student and ensuring this person is aware of their responsibilities</li> <li>ensuring the permitted number of students accepted for work experience does not exceed the number of full-time employees</li> <li>informing the student of particular safety requirements of this workplace including personal protective clothing/equipment</li> <li>explaining workplace policies regarding bullying, harassment and discrimination and codes of conduct, and explaining processes for reporting problems or issues</li> <li>notifying the school/work experience coordinator of any incident or accident involving a school student, any action undertaken and damages to property involving the student during this placement</li> <li>explaining work tasks clearly and implementing reasonable adjustments where appropriate, for students with additional educational needs</li> <li>ensuring the student will not undertake activities which are prohibited by law, excluded under the department's liability cover, or unsuitable for a student placed in a work experience environment</li> <li>ensuring the hours worked by the student do not exceed the normal hours worked in my industry</li> <li>meeting with school staff who visit the workplace to discuss the student's progress</li> <li>completing any required documentation (e.g. student report) and returning it to the school</li> <li>ensuring the workplace supervisor has the contact details of the work experience coordinator in case an issue arises</li> <li>notifying the school/work experience coordinator of any unexplained absences by the student</li> <li>ensuring the student is not paid whilst undertaking work experience</li> <li>Maintaining confidentiality of student's personal and medical information (appropriate disposal of hard and electronic copies of student information)</li> <li>understanding the level of liability cover provided by the department and the activities excluded from insurance cover information which will be provided to me by the school</li> <li>ensuring the workplace is actively controlling against the transmission of COVID-19, as per the latest advice from the <i>Australian Health Protection Principal Committee</i> (hand hygiene, safe distancing, cough etiquette, employees stay home if unwell)</li> <li>understanding that the arrangement may be terminated at any time by either the school principal or me.</li> </ul>		
<b>Work experience provider's signature:</b>	<b>Date:</b>	/ /
PRINCIPAL'S AGREEMENT		
<p>I enter into an arrangement for the named student to be placed for the purpose of work experience with the above named work experience provider.</p>		
<b>Principal's signature:</b>	<b>Date:</b>	/ /
SITE VISIT INFORMATION – Nominated person		
<b>Name of responsible adult to complete site visit:</b>	<b>Phone No:</b>	





## Work experience placements for school students

### *Insurance information*

#### **Insurance information for schools, parents and work experience providers**

The nature and location of a work experience placement activity makes it different from other school activities. The following information explains the insurance arrangements that the Department of Education has for students attending work experience placements.

#### **Workers' Compensation (*WorkCover Queensland Policy No. SAA070676519*)**

##### **State school students**

The Department of Education insures students from state schools and approved home education attending an approved work experience placement under a Contract of Insurance with WorkCover Queensland. Students are insured against injuries, permanent impairment or death occurring while undertaking work with the approved provider or while travelling directly between their home or school and the site where the placement is provided. The insurance also covers payments for medical or hospital treatment associated with injuries, for rehabilitation or for artificial limbs. Parents who choose to take out personal accident insurance for their children should make private arrangements. The work experience provider (employer) has no responsibility for costs associated with this cover.

##### **Non-state school students**

The Queensland Catholic Education Commission and Independent Schools Queensland will purchase from WorkCover, on behalf of the students in Catholic and independent schools respectively, the prescribed workers' compensation insurance to cover injuries resulting in medical expenses, permanent impairment or death occurring while undertaking work with the approved provider or while travelling directly between the home or school and the site where the placement is provided. Contact the school for further information on the process for lodging a claim.

#### **Liability Insurance (*QGIF Policy No. QG0037*)**

##### **State and non-state school students**

The Department of Education has an arrangement with an insurer to indemnify students from state and non-state schools and work experience providers (employers) on approved work experience placements.

##### ***Policy information***

The policy:

- indemnifies the work experience provider against liability in the event that a student is injured while on the premises of the work experience provider, or at another location, while carrying out work experience duties on behalf of the work experience provider
- indemnifies the student against liability if the work experience provider or an employee is injured, or the student damages property
- indemnifies the work experience provider and the student where injury or damage to the property of a third party arises out of the work experience.

Access to the two forms of protection is available only when the principal of a prescribed school has signed a written agreement with the work experience provider to place a particular student on work experience.

This cover is provided subject to the terms and conditions of the policy, which specifically exclude various activities.

**Excluded activities**

- driving of any watercraft exceeding 8 metres in length
- the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the Insured Agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times
- air traffic control, except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times
- the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac
- activities associated with railway track laying, track upgrading or track maintenance
- construction or maintenance of railway locomotives or railway stock, except for the participation by work experience students of the Insured Agency at Queensland Rail workshops and Rollingstock Maintenance Depots, Aurizon workshops or Downer EDI Rail workshops where those work experience students must be under the direct supervision of a qualified and experienced Queensland Rail, Aurizon or Downer EDI Rail employee at all times
- underground mining
- oil and/or gas fields and oil and/or gas refineries; except for the participation by work experience and/or vocational placement students of the Insured Agency at Coal Seam Gas (CSG) industry and Liquefied Natural Gas (LNG) industry workplace sites where those work experience and/or vocational placement students must be under the direct supervision of a qualified and experienced CSG or LNG industry employee at all times
- the use, handling and storage of firearms and explosive devices
- abseiling
- rock and/or mountain climbing (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the *Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling*)
- white water rafting and canoeing
- bungee jumping and its associated activities
- underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

## Work Experience Debriefing Worksheet: Student Evaluation Form



Name \_\_\_\_\_ Year Level: \_\_\_\_\_

Host Employer's Name \_\_\_\_\_

1. Did you find the placement interesting?  Yes  No  
Why/why not?  
\_\_\_\_\_  
\_\_\_\_\_
2. Did the placement give you a better understanding of the role/industry?  Yes  No
3. What types of tasks did you participate in?  
\_\_\_\_\_  
\_\_\_\_\_
4. Was it a friendly/helpful environment?  Yes  No
5. Did the work place deliver a safety induction at the start of the placement?  Yes  No  
Circle what they told you and/or you were shown  
*Tour of workplace    emergency procedures    introductions to people    any 'rules'*
6. When you had to perform any tasks that involved risk, did they give you specific safety advice?  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_
7. Was there someone supervising your work most of the time?  Yes  No
8. Did you know whom to go to, if you had a problem?  Yes  No
9. What did you like most about the work experience placement?  
\_\_\_\_\_  
\_\_\_\_\_
10. What did you like least about the work experience placement?  
\_\_\_\_\_  
\_\_\_\_\_
11. What would have made the work experience a better one?  
\_\_\_\_\_  
\_\_\_\_\_
12. Did this placement help you in making Pathways decisions?  Yes  No  
Give reasons  
\_\_\_\_\_  
\_\_\_\_\_
13. Suggestions/comments  
\_\_\_\_\_  
\_\_\_\_\_





**STUDENT EVALUTATION FORM**  
**(to be completed by Host Employer)**

Student Name:	
Company Name:	
<i>Please tick as applicable</i>	
<b>ATTENDANCE</b>	
Was punctual to start work and return from breaks	
Informed Company if unable to attend or amendment required to agreed hours	
<b>PERSONAL APPEARANCE</b>	
Wore work-place appropriate clothing as advised (including PPE)	
Was neat and well-groomed in appearance	
<b>SENSE OF RESPONSIBILITY</b>	
Listened carefully to and followed instructions	
Willing to tackle set tasks	
Was motivated	
Asked questions to improve knowledge	
<b>SAFETY</b>	
Observed all safety requirements	
<b>ENGAGEMENT</b>	
Showed interest in the work	
Showed interest in learning new tasks	
<b>RELATING TO OTHERS</b>	
Polite and courteous	
<b>PRODUCTIVITY</b>	
Worked to capacity	
Learnt from feedback	

What type of work did this student undertake?

.....  
.....

Further comments and encouragement:

.....  
.....  
.....

Supervisor Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete this form and email it to [liza\\_odonnell@shalomcollege.com](mailto:liza_odonnell@shalomcollege.com)**





## Work Experience Placement

### Site Visit Form

Student Name	
Business Name	
Responsible Person	
Relationship to Student	
Responsible Person Phone Number	
Student received some form of induction, for example <i>WPHS procedures, tour, general expectations</i>	<i>Yes/No</i> Comment:
Work site appears safe and orderly	<i>Yes/No</i> Comment:
Student Workplace Compatibility	<i>Unsatisfactory      Satisfactory      Good      Very Good</i> Comment:
Additional Comments:	
Responsible Person Signature:	Date:
<b>Remember to thank the work experience provider/supervisor for their assistance</b>	

The site visit is not to be viewed as an inspection of the workplace but a careful consideration that the young person has been inducted appropriately and that the workplace appears a safe and orderly environment.

You are not required to inspect the facilities, simply visit the place of employment to ensure that all appears well. This could be achieved by a simple hello and short conversation.

The visit is best conducted after the first day of placement. If you have any queries or concerns, please contact Mrs Liza O'Donnell or Mrs Kathy Laing on 4155 8136. Thank you for your support in this matter.

Students from Shalom College have always been positively supported by businesses through excellent work experience opportunities for many years. Don't forget to thank them warmly for their support.