Work Experience in Year 10

What is it?

It is a program by which schools place students in an actual workplace.

For how long?

Work experience for Year 10 will be a two week block in term 4. Students will be supervised and assessed by a teacher. Students will also have to complete the work experience diary and submit it to the Careers advisor. Students should understand that the assessment from work experience and the diary will determine the marks for their report.

Why?

Work Experience provides students with the opportunity to:

- Better understand the world of work
- Help their personal and social development
- Provide a clear perspective on choice of career
- On the job training

Where do they go?

To any industrial, commercial, professional, welfare or community organisation found acceptable to parents, students and the school.

Insurance

See section 4 of the Parents and Carers Guide to Workplace Learning

Who sets up the program?

Bathurst High Campus with the support from the Department of Education and Training. For the program to continue with efficiency and success, co-operation between parents, staff, employers and the community is vital.

Which students are involved?

At the Bathurst High Campus, Year 10 are the only students involved with the work experience program. These students however need to be deemed ‘work ready’ by the Careers Advisor.

What hours do they work?

Students work the normal working day their particular job/employer works. This is done in order to have a realistic experience and understanding of the world of work.
Should students be paid?

No. Work experience is an educational experience to which employers give time, planning, organisation, teaching and supervision. They help students learn about the job.

If students are paid it voids the Department Insurance.

Is follow up provided?

Yes. Students need to be able to talk and share their experience with fellow students, teacher, and parents. Time is also given in class to debrief with the Careers Advisor and peers.

Expectations of students participating in work experience

As these students are ambassadors of our school, excellent behaviour is important. Students who participate in the program should be aware that their mannerism during the week will have great influence on employers and the possibility of future students getting placement with that employer.

Students also need to be aware that an unsatisfactory record of behaviour prior to work experience risks not being placed on the program.

Who is responsible for evaluating the program?

Students, parents, staff and employers need to contribute to the evaluation of the program and the students' performance.

Where does work experience fit into the school program?

Work Experience is part of the Work Education program and is a technique used in the social and vocational developments of the students.

It is a program in which the workplace becomes an extension of the classroom. It has been recognised as constituting part of the school's total educational program and having relevance for students of all abilities.

Is preparation of students necessary?

Yes. Preparation consists of support from the Careers Advisor when choosing their placement. After choosing a workplace, and prior to starting work experience, students will study about safety in the workplace, rights and responsibilities' for the duration of work experience, work ethic, work culture and employer expectation.
Who will visit students whilst on work experience?

Students are visited and assessed by a member of staff.

The staff member will make contact with the employer on the 1st day usually on the Monday. This contact is primarily to let the employer know that they will be supervising them for the week. The staff member will also ensure that students have turned up and that there are no issues. The staff member will also inform the employer that students are required to complete their work experience diary and they may require help in answering some of their questions.

The 2nd contact will be during the Wednesday where staff will visit the student at the workplace. During this visit staff will ensure the student is completing their diary and will answer questions the student or employer may have.

The 3rd contact will be on the Friday where staff will ring and reassure our appreciation with the employer and discuss the students progress during the week.

If the placement is a significant distance away e.g. outside of Bathurst, phone contact will be made by the Careers Advisor. Please note that any placement outside Bathurst will need to be approved by the Principal.

What is the student contact card?

For the duration of work experience students must have access, as needed, to a reliable contact person known and authorised by the Careers Advisor. The contact person must be someone the students trusts, who is willing to be the contact person and will be immediately available to support in the event of emergencies, including removing the student from risk of harm where host workplace responsibilities to the student have been overlooked.

During normal business hours, if a students faces an emergency in the workplace, they must contact their nominated person from the school which is the Careers Advisor. Where possible students must also contact their parent or carer.

Prior to placement, the school will provide the student with a Safety and Emergency Procedure Student Contact Card. Students will be supervised when completing the contact details and in supplying their Medicare details (in the case of medical emergency).

For all other information regarding Work Experience please refer to the Parent’s and Carer’s Guide to Workplace Learning.
For further details please don’t hesitate to contact:

Mr Des Crawford
Careers Advisor
Bathurst High Campus
Hope Street
BATHURST NSW 2795
Ph: (02)6331 3755
Work Experience Placement Request

Good Morning / Good afternoon, my name is ________________ and I am currently in year 10 at Bathurst High Campus. I am particularly interested in the ________________ industry and would like to learn more about ________________.

I am enquiring if I would be able to undertake Work Experience at ________________ in December this year.

**If they say yes or they will check**

The dates for your work experience are from 1st until 5th December or 8th December until 12th December 2014.

My Careers Advisor, will ring you to confirm this placement within the next week.

Could I please just check some details with you?

- What is the best phone number to contact you on?
- What is your correct title please?
- Should all correspondence come to you?
- May I check the spelling of your name?
- When is a good time to come in and introduce myself and complete the paperwork?

Thank them for agreeing to either accept you or think about accepting you.

**ALWAYS** stress how appreciative you are of their time in talking to you and/or for the opportunity to do work experience with them.

**If they so no**

Stress how you understand the reason they have given for not being able to take you.

Thank them for their time in talking with you.

Remember you have already given your name and your school. Keep the reputation of both in tact by being polite and mature.

**Points to remember when requesting placement:**

- Speak slowly and clearly
- Always have a pen and paper to take notes
- When you first make contact, state your name, school and then ask if you could speak to the manager/proprietor.
Final Confirmation Phone Call Script

The week prior to work experience a necessary requirement is to ring and just confirm your work experience with your employer.

Hello my name is _____________ from Bathurst High Campus and I am just ringing to confirm my work experience for next week.

Also can I please confirm:

- Start and finish times
- Are there any dress requirements e.g. enclosed shoes, hat etc
- The name of the person who you are to meet on your first day

Points to remember when communicating with your host:

- Speak slowly and clearly
- Always have a pen and paper to take notes
- When you first make contact, state your name, school and then ask if you could speak to the manager/proprietor.