



YEAR 10

WORK EXPERIENCE

Monday 24<sup>th</sup> June 2019 – Friday 29<sup>th</sup> June 2019

Dear Parents/Guardians

As part of the Career Development programme, students are required to undertake work experience in 2019. Work experience is a valuable tool of career development and allows students to sample real work experiences in areas of interest, and informs their decisions regarding subject selection for Year 11 and 12. The school has set aside one week in term 2 (24/6/2019 to 29/6/2019) for this to be done.

Students will be expected to find their own placement and it is recommended they seek their work placement in an industry that they are keen to learn about. This is an opportunity for them to experience and learn about an industry they may wish to work in once they have finished school. It is also a great opportunity for students to gain skills that will be valuable in the work force and a great addition to their resumes. Students do not get paid for Work Experience.

Some industries may have additional requirements that they insist on and these may include a police check for Aged Care Facilities, some childcare centres require a Blue Card and all construction sites require a White Card. Ms Davies (Industry Liaison Officer) can assist in the application of Blue and White Cards only.

The students will be required to pay any costs involved with this application process. **If a police check is requested this is the responsibility of the parent/caregiver to organise.**

Students will receive a pack that will contain a number of forms that are required to be filled in by the students, parents/caregivers and employers. These forms include student and employer details, insurance information, student checklist and a letter for your employer. Once the student have confirmed a placement they are required to get all paperwork signed by the employer and leave the insurance information with them. All signed paperwork must be returned to Ms Davies by Friday 7<sup>th</sup> June 2019.

If you have any questions in relation to the Work Experience please contact Ms Davies on 55807555 or email [ldavi157@eq.edu.au](mailto:ldavi157@eq.edu.au)

Yours Sincerely

Ms Lynn Davies  
Industry Liaison Officer

Mrs Kylie Gurney  
Acting Senior School Principal



**YEAR 10 STRUCTURED WORK PLACEMENT  
CHECKLIST FOR STUDENT – FORM A  
(Keep this form at home on the fridge)**

Name: \_\_\_\_\_

CDV Teacher: \_\_\_\_\_

Preparation and attention to detail are extremely important when organising Work Experience, also it is very important that your Parents/Caregivers are fully aware of your progress. Please complete the following:

- Read all the information
- Complete all steps
- Have your Parents/Caregivers complete the acknowledgement
- **Return ALL requested forms by the due date**

**After a placement has been organised with an employer/establishment, all students are to complete the following steps:**

TASK	DUE DATE	TICK WHEN COMPLETED
1. Read carefully all information given.	Upon receiving this information	<input type="checkbox"/>
2. Bring to the attention of your parents/caregivers all the work experience documents.	Upon receiving this information	<input type="checkbox"/>
3. Visit your employer and give them the <b>Employer letter</b> (Blue in colour) and the <b>Insurance Information Form</b> (Yellow in colour) for Work Experience Providers.	As soon as possible.	<input type="checkbox"/>
4. Ask the employer to complete the <b>Work Experience – Employer’s Risk Assessment Form C</b> . Ensure <b>all sections are completed</b> in full.	As soon as possible.	<input type="checkbox"/>
5. Organise for the <b>Agreement Form D</b> to be completed by you, your parents/caregivers and your employer. Ensure <b>all sections are completed</b> in full.	As soon as possible.	<input type="checkbox"/>
6. When you make contact with your employer to complete the Agreement Form, <b>remember to confirm and record the following details:</b> <ul style="list-style-type: none"> <li>• Start time ( ____ : ____ am/pm)</li> <li>• Finish time ( ____ : ____ am/pm)</li> <li>• Appropriate dress</li> </ul> Contact person		<input type="checkbox"/>
7. <b>Return Forms B, C, D</b> to Ms Davies (please make sure these are stapled together and correctly filled out, otherwise they will be returned to you). <b>Ms Davies</b> who will arrange for the agreement form to be approved.	<b>Friday 7<sup>th</sup> June 2019</b>	<input type="checkbox"/>
8. Collect a work log booklet from <b>Ms Davies</b>	One week prior to your work experience.	<input type="checkbox"/>



**YEAR 10 STRUCTURED WORK PLACEMENT  
AGGREEMENT AND CODE OF CONDUCT FOR STUDENTS  
FORM B**

Student Name: \_\_\_\_\_

CDV Teacher: \_\_\_\_\_

1. I agree to complete the application for work placement accurately and promptly.
2. I understand that should I decline an offer for work placement, I risk being placed at the bottom of the list of applicants.
3. I recognise that it is a privilege to gain workplace training and that I have a responsibility to both my employer and my school. I will treat the work placement as a serious part of my education.
4. I agree to show respect and courtesy to those with whom I work and any members of the public with whom I come in contact with.
5. I agree to present myself well and dress appropriately for the work involved in placement, especially in meeting any dress code or wearing of safety items.
6. I agree to meet the highest standards in good manners, integrity and honesty.
7. I agree to follow employment protocol in terms of absence due to illness or bereavement. **If I need to be absent I will notify the workplace supervisor and my school at least 2 hours prior to my shift starting.**
8. I understand my continued involvement in the placement is dependent on acceptable behaviour, work output and dress at school.

Student Signature: ..... Date: .....

Parent/Guardian Name: .....

Parent/Guardian Signature: ..... Date: .....

***This form must be signed by Parent/Guardian before student will be considered for work placement.***



Upper Coomera  
State College  
P - 12

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## EMPLOYER LETTER

**INSURANCE INFORMATION SHEET TO FOLLOW**  
**EMPLOYERS RISK ASSESSMENT**  
**WORK PLACEMENT AGREEMENT FORM**

