**WORK EXPERIENCE INFORMATION**

In attempting to overcome some of the problems experienced by secondary school students in their career choice and transition from school into the work place, Killarney Heights High School operates a Work Experience Week for students in Year 10 as an integral part of the Careers Program. This program is from 1st June –5th June 2015.

The purpose of Work Experience is to enable students to:

* gain first-hand knowledge of a number of careers;
* evaluate their own strengths and weaknesses, likes and dislikes, ambitions etc. and to balance ambition against reality;
* become aware of the adult working world; and
* decide on the educational goals that are relevant to the careers that interest them.

Students also gain more immediate and practical advantages from participating in a Work Experience Program. The employers complete a report on each student which can be used by the student as a reference in his/her subsequent job search. Many students even return from Work Experience with firm job offers. Others are often given recommendations which result in employment.

Work Experience is part of a broader Careers Program within the school and is a key element in the ‘School to Work’ activities which are integrated into Year 10, 11 and 12. During your child’s course of study at this school, there will be opportunities to attend seminars conducted by guest speakers. Issues, such as apprenticeships and traineeships, tertiary study, cadetships and scholarships will be addressed. Students will become skilled at identifying their talents, strengths and weaknesses. They will also develop job presentation skills. Your child may also attend the Careers Market event, as well as University and TAFE Open Days.
This information is designed to assist you and your child to gain the maximum benefit from Work Experience. lt involves a program of study linking classroom activities to the practical exercise of Work Experience. lt sets out the steps your child needs to follow to find and secure a Work Experience placement.

While you are urged to provide every direction and guidance to your child, it must be stressed that to gain the maximum benefit from this program, he/she should be encouraged to follow each step through for themselves.

It must also be stressed that Work Experience should not be seen as an extension of a part-time job, nor is it desirable for the students to do Work Experience with parents or close relatives.

The NSW Department of Education and Training, Vocational Education in Schools Directorate, has implemented Procedures and Standards for the running of any Workplace Learning Programs. THESE CONTAIN LEGAL REQUIREMENTS WHICH MUST BE COMPLIED WITH. You must familiarise yourself with these before agreeing to participate in the program **(see the handout accompanying this Manual - `Parents and Carers Guide to Workplace Learning).**

When you have familiarised yourself with these requirements, would you complete the Permission of Parent or Carer Section of the Student Placement Record and have your child return it by the due date.

Please do not hesitate to contact me on- 9451 7005 if you would like further information about the program or the required procedure.

Yours faithfully

M J McDermott ( Careers Adviser)

**CONDITIONS OF ACCEPTANCE**

Students who participate in the Work Experience Program must comply with the following conditions:

1. Students MUST hand in the ‘STUDENT PLACEMENT RECORD' by the REQUIRED DATE with Sections 1, 2, 3 and 4 completed in full.
2. Students must spend 5 days working for an employer and attendance will be during normal business hours.
3. Students will be required to display a very high standard of behaviour and responsibility at all times. They must behave with courtesy and respect to all in the workplace, follow all reasonable instructions and, as far as possible, not do anything that would jeopardise the safety of themselves or others in the workplace.
4. Students must respect workplace confidentiality at all times. They must not convey any knowledge or information to any person outside the host employer's workplace.
5. Students must not do or say anything that will damage the reputation of the school or make it difficult for other students to be hosted in the workplace.
6. Students MUST inform both the employer and the school if they are not able to attend the workplace, before or near the time they are due to start the next day placement.
7. Students must report any injury, accident or incident that may occur during their placement to the host employer, and also to the school. A reportable incident includes any matter which may cause concern to the student or involve damage or theft of property. Child protection matters must be reported to the school immediately.
8. Students will be expected to TRAVEL to and from their place of work without teacher supervision. Students may have to pay to travel to and from work experience.
9. Students will NOT receive any payment for work done.
10. Students must display Satisfactory CONDUCT and ATTENDANCE at school.

11. Students must try to find work experience in the Sydney metropolitan area.

12 All work experience paperwork must be signed, completed and returned to Ms McDermott at least one month in advance if a student requires to do work experience outside the metropolitan Sydney area.

13. Students who wish to do construction must obtain NSW work cover a safety certificate ( not available online)

**APPLYING FOR A POSITION**

Make a list of possible employers, perhaps by looking in the local paper, Yellow Pages phone book, scanning job search web pages such as www.mycareer.com or by utilising contacts with family, friends or relatives.

You can now begin approaching them, either in person or by telephone.

Occasionally, an employer may ask you to apply in writing. **If this is the case, you must show your letter to the Careers Adviser BEFORE you send it.**

You should direct your request to the Personnel Manager of a large company, or the proprietor of a small business. Many major companies have large personnel departments and a personnel officer who looks after Work Experience.

lf making your approach in person or by telephone you should introduce yourself and then explain that you are to find your own position for work experience.

You should tell the employer the Work Experience week will take place between:

**Monday 1st June and Friday 5th June 2015 (Week 6, Term 2)**

The Authority to seek Work Experience should be shown to the Employer. When you have been successful, a copy of the handout - 'Employers' Guide to Workplace Learning’ - should be given to the employer. Ask the employer to complete **the Section 3: Host Employer Details** of the **Student Placement Record** and return it to you or to the school ASAP.

 **APPROACHING AN EMPLOYER**

**A Before you contact an employer:**

1. Dress cleanly and neatly, preferably in your school uniform;
2. Make sure that your hair is combed and your shoes are clean;
3. Make sure that you have researched the job first and that you have
planned what you are going to say;
Remember to take this information with you so can give the employer your
Authority to Seek Work Experience, the information for Employers
handout and the Student Placement Record so Section 3 may be
completed immediately.

**B When you contact an employer:**

1. Briefly introduce yourself (smile) and ask to speak to the Manager or the Personnel Manager;
2. Speak clearly and politely;
Explain to the Manager that you are seeking a position for Work Experience and show him/her the Employer Guide and your Authority to Seek Work Experience.
3. lf the employer AGREES to accept you, give him/her the Employers' Guide to Workplace Learning handout and request that Section 3 - Employer Details - of the Student Placement Record be completed. (Note that this MUST be returned to the Careers Adviser promptly).

**C lf the Employer says `no':**

If the employer is unable to take you for Work Experience remember to continue to be polite and to thank the employer for seeing you. lt is now up to you to approach the next employer on your list.

**D Forms to be returned to the Careers Adviser:**

The ‘Student Placement Record’ with Sections 1, 2, 3 and 4 completed and SIGNED, must be returned to the Careers Adviser by the DUE DATE.