Work Experience Handbook for Year 10 students in 2012
YEAR 10s
AT
WORK
EXPERIENCE
WORK EXPERIENCE

When: Monday 18th June to Friday 22nd June (second last week of Term 2)

Placements must be finalised no later than the last week of Term 1.

Why: Work experience is a short term placement of secondary school students with ‘host’ employers to provide insight into the industry and the workplace in which they are located.

A block of work experience can help a student decide whether or not to pursue this type of work in their future career.

Steps to arrange your work experience:

1) **Age** – you need to be **at least 15 years old** before you can do work experience (see Ms Wood if you will still be 14 in June).

2) **Do your research** – where do you want to go and why? Look up jobs in the newspaper and do internet searches to see what businesses exist and where they are located. Look up professional organisations that represent the industry. Look at the on-line Job Guide [http://www.jobguide.deewr.gov.au/](http://www.jobguide.deewr.gov.au/) to find more about careers in this industry.

3) **Look** at businesses in your local area. You can do work experience anywhere in Victoria, but not interstate.

4) **Ask** your parents, friends, relatives and neighbours if they have a contact in an industry where you want to work.

5) **Contact** potential employers as soon as possible – this can be done in person or by phone, mail or email. You can visit local business in person to introduce yourself and hand in your resume, or if it is a larger organisation, ring up their office number and ask to speak to the Work experience co-ordinator. Some websites list a contact email.

6) **Competition** – many students are seeking work experience for the same week, so there is strong competition for placements. Some employers will only take one or two students each year.

7) **Travel** – how will you get to work experience – public transport, or with a member of your family? Do you know where the suburb is, or how long it will take to get there – research the travel options using [Metlink journey planner](http://www.metlink.com.au/).

8) **Start time** – Consider what times you may be expected to work. Note: some trades start work at 7.00am but finish at 3.00pm, while hospitality workers may start later but finish at 10pm.

9) **How to apply?** Some employers such as the Magistrate Courts, Hospitals, Museum and Local Councils have a formal process for approving work experience up to one year in advance. Check the website of the organisation to see if there is an application form to complete and the due date.

10) **What do you give or send to the employer?**
    - A covering letter introducing yourself and asking if they would consider you for a work experience placement between Monday 18th June and Friday 22nd June.
    - A one to two page resume outlining your school subjects, skills and any experience in volunteer or paid work, as well as any interests and two referees.
You could include the school ‘introduction letter’ to show where the school is located and information about the school’s programs.

11) **Keep trying.** You may need to contact many employers before you secure a work experience placement. If a business says no to your request, don’t take it personally and keep trying.

12) **Having trouble finding a placement?** Chris Wood in the Careers office has a database of past work experience employers who have taken on Gleneagles students. You can get the telephone number and address of these employers. You can also ring up the employer from Ms Wood’s office.

13) **Hazards:** If you are planning to undertake work experience in an occupation that has known hazards, such as the building industry, automotive industry etc, you need to be aware of the hazards when you are on work experience. The Careers office has copies of the ‘Hazard sheets’ printed from the Department of Education website.

14) **When you receive a positive reply** by mail, phone or email, collect a ‘Work Experience arrangement form’ from the careers office, general office or print this directly from the School website: [http://www.gleneagles.vic.edu.au/events/year-10-work-experience/](http://www.gleneagles.vic.edu.au/events/year-10-work-experience/)

15) **Signatures.** You and your parents must sign the **Work experience arrangements form**, then ask your employer to complete and sign their section.

16) **Return** the signed form to Chris Wood in the Careers office. Chris will arrange for the Principal to sign the form.

17) **Concerns.** If the school has **any concerns** about the safety of the work or the suitability of the employer for a workplace placement, you will be contacted and may need to find an alternative placement if it is not approved.

18) **Once approved,** you will receive two copies of the signed work experience arrangements form. Send one copy to your employer as soon as possible to confirm that the school has approved the placement. Keep the other copy in your careers portfolio (for Humanities).

19) **Telephone** your employer a few weeks in advance to find out what to wear, who and where to meet and what time to start on the first day.

20) **Travel** to your employer’s address once by public transport before you start (on a weekend or in the Easter holidays) to see how long the travel time is and what bus or train you need to catch, or ask your parents to drive you there, so you know exactly where the employer is located.

21) **Induction** - some employers (such as Woolworths) have a compulsory induction session which you must attend prior to your work experience placement. Other employers will give you an induction and a tour on the first day.

22) **A teacher will visit** or at least ring you and your employer during your placement.

23) You will keep a **diary of your experiences** and learning during your placement and may be required to give a presentation to class when you return to school.

24) The employer will **complete a report** about your placement (including your attitude, attendance, work ethic etc). You will receive a copy of this to keep.

25) **Write** to thank your employer for the placement and give any positive comments about your experience.

26) **Awards** Two students from each home group with the best employer reports will receive a Merit certificate for work experience.
Workplace Hazards fact sheets

If you are planning Work Experience in one of these areas and have initial approval from the employer, please pick up the relevant Hazard Fact Sheets from the careers office.

• Automotive
• Bricklaying
• Building and Property Maintenance
• Butcher’s Shops – NOT PERMITTED FOR WORK EXPERIENCE
• Carpentry
• Concreting
• Construction
• Delicatessens
• Electrical
• Farming
• Fitness Centres, Gyms and Pools
• Forestry and Logging
• Hairdressing
• Health and Aged Care
• Highly Automated Industry
• Horticulture
• Hospitality
• Information Technology
• Landscaping
• Manufacturing
• Medical Services
• Metals and Engineering
• Office Environments
• Painting
• Plumbing
• Plastering
• Retail Shops
• Supermarkets
• Tiling
• Working with Animals

These Fact Sheets are also available on-line at:
http://www.education.vic.gov.au/safe@work/workplace_hazards.asp

The Work Experience website is
Prohibitions and Restrictions for all students undertaking work experience

The following is an extract from the Department of Education’s Revised Health and Safety Guidelines for Work experience students aged 15 years and over. Please be aware of the restrictions when selecting an employer.

Work experience students must not be permitted to undertake work in:

- Security Industry
- Sex Industry
- Tattoo parlours
- Any retail or other business where guns or ammunition are sold
- Abattoirs
- Fishing boats (other than boats operating on inland waters).
- Fly in aeroplanes (they are not covered by DEECD insurance)

Work experience students must not be permitted to:

- Hand out medication or discuss condition of patients
- Administer medication either internally or externally
- Bathe patients
- Undertake any task that requires training or special skills to avoid a risk to safety - e.g. operating machinery, using explosives, welding, brazing or flame soldering
- Undertake work relying on safe worker behaviour (for example, the correct use of personal protective equipment such as respirators) rather than risk controls that protect everyone (such as a fully enclosed ventilation booth to isolate the hazard)
- Hold or transport cash and negotiable items – such as cash, stamps or cheques – with a value exceeding $100. (This excludes the student’s personal items)
- Hold keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- Use ANY dangerous plant and equipment including: Powered mobile plant (students must never be permitted to drive any vehicle or mobile plant while on work experience – this includes tractors, forklifts, all-terrain vehicles, ride-on mowers, bulldozers, excavators, skidders)
- Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
- Ultra Violet (UV) equipment
- Gas fuelled cutting equipment
- Chain saws
- Welding, brazing and open flame soldering equipment
- Rubbish compactors
- Power presses – unless press has laser guarding or a remote control, and training and close supervision are provided
- Powered lifting equipment
- Excavators
- Elevating work platforms
- Compressed air power tools
- Abrasive blasting equipment
- Explosive powered tools
- Brush cutters with attached metal blades
- Scaffold
• Power saws, including docking saws and circular saws
• Buzzers
• Thicknessers
• Guillotines
• Spindle moulders
• Power wood shapers
• Nail guns
• Jack hammers.
• Plastic moulding machines
• Lathes
• Petrol sales consoles.

Work experience students must never be exposed to the following hazards:

• Asbestos (including exposure through inadvertent disturbance of, or contact with, asbestos or asbestos-containing material)
• Biological/medical hazards (such as exposure to needle sticks from syringes or other ‘sharps’, blood or other body fluids, Legionella bacteria)
• Confined spaces (areas where it is difficult to enter or exit and which may have a contaminated atmosphere, low oxygen levels or stored substances that could cause engulfment)
• Exposure to occupational sources of ionising radiation (such as x-ray machines)
• Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)
• Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
• Excessive noise
• Exposure to hazardous substances and dangerous goods
• Extremes of heat or cold that could result in physical harm through illness or impaired performance
• Falling objects (such as objects falling from platforms, loads slung from cranes)
• Debris (for example, waste material generated by milling or grinding operations)
• Falls from, or collisions with, fork-lifts or mobile plant
• Falls from heights of two metres or more
• Trenching and excavation operations, including digging of post holes
• Exposure to high pressure liquids or gases, (associated with gas cylinders, compressed air tools, boilers and pressure piping)
• Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
• Impalement hazards, such as protruding angle iron
• Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
• Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
• Bullying, occupational violence, work-related stress, sexual harassment.
Re: YEAR 10 WORK EXPERIENCE – Letter of Introduction

Dear Sir / Madam

One of our Year 10 students has contacted you in regard to obtaining a five day Work Experience placement at your workplace from Monday 18th to Friday 22nd June 2012.

Our school

Gleneagles Secondary College is a modern purpose-built Year 7-12 school located in the south-eastern suburb of Endeavour Hills. We have over 1100 students and are continuing to experience growth in our enrolments. We have a harmonious student population that comes from diverse cultural backgrounds.

The philosophy at Gleneagles is that our students will leave our school for a quality destination that will provide a secure future and we develop our structures, policy and processes to support this belief. We have a Select Entry Accelerated Learning (SEAL) program and a High Achievers program for students who need to be challenged in specific areas. We identify the individual needs of our students and ensure that we support them to find an appropriate pathway to success.

In Year 10, approximately 40% of our students will commence their VCE studies.

Work Experience

Gleneagles Secondary College has a compulsory work experience program for Year 10 students.

Work Experience involves secondary students attending a short-term industry placement and aims to broaden their experience of the world of work and career opportunities. Students will generally observe different aspects of work in the industry and may assist with tasks allocated by their supervisor. Students must be a minimum age of 15 years or older.

In order to finalise the placement, you are asked to complete a Department of Education Work Experience Arrangement form signed by the student and their parent, which is considered by the School Principal, at least four weeks before the placement can be approved.

Employers (except not for profit organisations or Government departments) are required to pay the work experience student at least $5 per day to cover their travel and incidental expenses.

All Work Experience students from Gleneagles are covered by the Department of Education’s Public Liability Insurance (at least $10,000,000 cover).

Before commencing Work Experience, all students undertake on-line Occupational Health and Safety training program and complete Safe@work certificates (General and Industry).

Work Experience students are assessed or evaluated by the school according to school-based criteria and staff will visit or call the workplace at least once during the five day period.

At the end of the week, each employer will be asked to complete an Employer report - providing feedback about the performance of the student on work experience.
Benefits for employers

- Make a positive contribution to the education and skill development of students
- Assist young people with their career decision-making process
- Build an on-going connection with a student that may progress to the student undertaking VET in Schools, VCAL or becoming employed by the organisation.
- Build industry / school partnerships
- Encourage students to become involved with businesses in their local community

Tasks to be undertaken by work experience students

Generally the student will observe the work being undertaken and will only be permitted to undertake simple and safe tasks.

The Department of Education and Early Childhood Development and Work cover has collated a list prohibited activities that cannot be undertaken by Work experience students and hazards that students must never be exposed to for health and safety reasons. There are also restrictions on the hours that Work Experience can be performed (eg no work between 11pm and 6am).

The organisation must have at least two staff members in order to supervise a work experience student.

If you have any queries about the Work experience program in general, or the suitability of your workplace for Work Experience students, please contact Chris Wood, careers counsellor at wood.christine.e@edumail.vic.gov.au.


Further Information

If you are interested in taking on our Year 10 student for Work Experience, please contact Chris Wood, Careers Counsellor at wood.christine.e@edumail.vic.gov.au or alternatively you can advise the student in writing and the Workplace Arrangements form can be forwarded to you.

We thank you for your assistance with this valuable program.

Yours faithfully

Chris Wood
Careers Co-ordinator
Gleneagles Secondary College