

Work Experience 2016



Notes for Parents & Students:

- All Year 10 students are expected to participate in a one-week Work Experience placement this year, preferably during Work Experience Week.
- Students are expected to locate and arrange their own placement.
- Students should try to select a work place that can provide meaningful, engaging or informative work for them, so that it will be useful in terms of planning their futures.
- They will be given tips and assistance in Daily Connect sessions, and parents are encouraged to support them in this process.
- Where the school becomes aware of specific placement opportunities, these will be advertised through Daily Connect and on the TV screens.
- Please refer to pages 8-10 of the **Work Experience Manual** on myNHS if you need some ideas to get you started. **myNHS > Student Services > Careers > Work Experience**

Notes for Employers:

- Thank you for considering taking part in this important program.
- Please check our preferred dates before agreeing to a placement. Where students can demonstrate they will catch up on work missed, alternative dates can be negotiated, apart from the exceptions listed below.
- Please think about whether you can offer meaningful work for the student for a large proportion of the week. Where possible, this experience should provide insight into "real life" in a given profession, and menial tasks just to fill in the week are not helpful.
- Students are not permitted to work in the evenings, or to handle dangerous equipment.
- Please fill in the attached form in neat, legible writing. Spare copies and more information are available from the DET website - <http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/pages/workexperience.aspx>
- After the school receives the form, it will be processed and a completed copy returned to you, along with employer guidelines and additional information. For placements scheduled during our preferred week, this will occur as a bulk mail-out six weeks before November 21.
- If the student will be required to drive anywhere in a car with you or your staff, a travel form also has to be filled in. See the above link for forms.
- Please include your **EMAIL ADDRESS** and a **MOBILE PHONE NUMBER** on the form, and make sure the contact person's name is clearly indicated. Thank you!

Work Experience dates for 2016

Preferred – November 21-25

NOT possible:

- × 16th May – 3rd June
- × 14th – 17th June
- × 8th – 12th August
- × 31st Oct – 18th November
- × 28th Nov – 9th Dec

Process Checklist for Students and Families

- ☐ Think about where you would like to do work experience.
See pages 8-10 of the Work Experience Manual for some tips.
It's on the careers page of myNHS (under Student Services).
- ☐ Approach appropriate employers and ask if they will take you.
- ☐ Give the employer the attached form and ask them to fill it out.

NOTE: Please ask them to add the following information:

- o Email address
- o Mobile or direct number of the person who will be supervising you.

- ☐ Student and parents sign their section of the form.
- ☐ Return the form to Kylie Witt (directly in Room 11 or via your tutor).
Email of a scanned version is also acceptable if the quality is good.

For large organisations that have a different procedure:

- ☐ **NOTE:** Where an employer has their own specific process, we follow the EMPLOYER'S protocol - work directly with Kylie Witt to ensure we meet their requirements.
- ☐ **In general, this looks like this:**
 - o Visit employer website (or obtain an application form).
 - o Follow all directions on the website/employer form.
 - o Where this requires you to supply a "work experience placement form" already filled out by the school, see Kylie Witt directly to get one printed up.
 - o Before you do this, confirm the date of your placement, and come armed with all the employer's contact details as they will appear on the form (eg fill out the form as if you were the employer, then give this information to Kylie Witt).

Questions?

Please contact a Year 10 Program Leader or our careers practitioner, Ms Kylie Witt if you need assistance with this process.

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