



FAITHFULNESS IN SERVICE

**BISHOP DRUITT COLLEGE**

COFFS HARBOUR

# **An Employer's Guide To Work Experience 2012**

Information contained in this guide includes:

- **Letter of Introduction**
- **An explanation of the 2012 Work Experience Program**
- **Organisational Process**
- **Paperwork to be completed and returned to the successful applicant**

Form B: The Host Employer Consent Form

Form C: The Host Employer Acknowledgement Form

Employer/Supervisor Appraisal of Student Form

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December 2011

Dear Employer,

### Letter of Introduction

In June 2012, Bishop Druit College is conducting its Work Experience Program<sup>1</sup> which is aimed at providing our Year 10 students with the opportunity of working in, or observing, a job of their choice. We hope this experience will help students to assess their own suitability for the job and be of value to them when making a choice of occupation and/or future education and training. In addition, the social and communication skills of students will be developed during the period.

Due to the number of students taking part in the Work Experience Program, students are asked to contact employers directly in order to arrange their own work experience placements. The student presenting this letter would be most grateful if you could accommodate them for work experience with your organisation during the week commencing Tuesday 12 to Friday 15th June for a 4-day block (please note this date is pending final approval).

If it is possible for you to assist us during this period, could you please ask the student concerned to provide you with a *Bishop Druit College Work Experience Employer Handbook* and complete the *Host Employer Consent Form* along with the *Host Employer Acknowledgment Form* located at the back of this handbook and return them to the student as soon as possible, but no later than Monday 25 May 2012.

The following guidelines may assist employers who are unfamiliar with work experience programs. The *Work Experience Employer Handbook* provides specific detailed information.

1. Students are not to be employed to perform duties of existing or vacant positions; they are permitted to assist staff members in their work.
2. Student should be given direction as to their conduct and provided with a safety induction while in the workplace.
3. Ideally, students should be rotated through as many positions as possible.
4. As the students are working to gain experience and personal benefits, no payment will be involved.
5. Should a Work Cover *Occupational Health and Safety Certificate* be required, please advise the student as they must cover the cost and arrange the course.

**Bishop Druit College operates work experience programs within the guidelines produced in April 2005 by the NSW Association of Independent Schools and has arranged insurance to protect employers against any injury to students arising out of work experience. Policy Details: AON Student Accident Insurance Policy Number: APAS 50000198QLD.**

If you require any further information about the program, please contact Robyn Crisp on 66515644 ext 248.

Yours faithfully

Mrs Robyn Crisp  
Career Advisor and  
Work Experience Program Co-ordinator

Mr Tim Egan  
Assistant Principal (Head of Secondary)

<sup>1</sup> Work Experience is 'a period (usually one or two weeks) of unpaid work undertaken by secondary school students as part of their careers education, to provide some insight into the world of work'  
[www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/glo/utoz.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/glo/utoz.htm)

## What are Work Experience and Work Placement?

Work Experience and Work Placement refers to programs in which the workplace becomes an extension of the classroom. Workplace learning is part of the total curriculum, as it has relevance for all students at all levels of ability and provides a continuum of student experiences.

Work Experience and Work Placement programs are approved and organized by Bishop Druitt College in conjunction with employees.

Work Experience and Work Placement programs may be organised so that students spend a block of one or two weeks with an employer or they may spend part of each week at work for a period of several weeks or longer and the rest of the week at school.

Work Experience and Work Placement enables students:

- to be actively involved in gaining firsthand knowledge of the world of work;
- to gain generic and industry specific work competencies, and
- to better manage the transition from school to further education and training and to their working life in the community.

Most industrial, commercial, rural and community organizations, both large and small, can provide workplace learning opportunities for students.

### Work Experience

Work experience programs give students aged 12 years or over the opportunity to develop a more informed opinion about their possible career options by enabling them to spend some time in a workplace they have chosen.

Work experience is voluntary and unpaid. It is usually arranged for school students in Year 10 but may be undertaken by students in Years 11 and 12.

Work experience forms part of the student's schooling. Work experience may also be undertaken as part of a general career or work education program and linked to the student's curriculum studies.

Work experience allows students to:

- observe a variety of work being done
- undertake supervised work appropriate to the student's skill level
- ask questions about the workplace
- gain skills related to being at work
- find out about training and employment opportunities.

### Work Placement

More and more students are undertaking formal or structured industry training before they leave school. They can do this by choosing one or more of the HSC vocational courses which are directly linked to national industry training packages.

Students undertaking one or more industry curriculum framework courses for the HSC must complete compulsory periods of work placement for each course

in the relevant industry. Other vocational courses may also require work placement in industry.

Work placements need to be negotiated between the student's training provider and individual employers. The training provider is Bishop Druitt College. A local work placement coordinator frequently helps to smooth this process for all parties.

Work placement should be relevant to the vocational course undertaken by the student. It should have a clear purpose and achievable outcomes in the particular employer's workplace and should complement off-the-job learning programs. The readiness of students for work should also be taken into account.

Work placement allows students undertaking vocational courses to:

- apply what they learn in the course in a workplace context
- gain a realistic understanding of workplace practices and issues
- achieve specific course-related outcomes.

Students undertaking their first few work placements may be regarded as entry-level recruits to the relevant industry. They are voluntary workers and are not paid for the negotiated work placement period.

Work placement may provide opportunities for work-based assessment of industry-recognised skills and knowledge which is reported in the student's appraisal/competency record.

## What are the benefits of Work Experience and Work Placement

The workplace is a dynamic and interesting environment in which skills and knowledge gain relevance. Learning that takes place within workplace contexts provides access to a range of benefits for the students and schools, as well as for the participating employers and industries.

### Through planned and appropriate workplace learning programs and activities, students will:

- demonstrate an understanding of work-related issues, based on experiences accumulated over an extended period of time
- recognize the value of workplace learning
- achieve specific course-related outcomes, such as course competencies
- identify various avenues of entry into the world of work and into further education and training
- clarify and evaluate their abilities and interests in relation to their career choice
- explore a range of workplace experiences
- demonstrate an understanding of employment opportunities within an organization or occupational field
- develop social and communication skills in a workplace environment
- gain an understanding of the nature of enterprise activities
- apply business and industry concepts to curriculum and class-based activities

- identify the impact of social and technological change on the world of work
- enhance their self-esteem and confidence
- appreciate the importance of equality of opportunity in the workplace

**Work Experience and Workplace initiatives provide students with opportunities to:**

- tap into the skills, knowledge and resources available in the industry
- improve links with industry and the local community and promote their complementary roles
- increase their motivation to learn and meet the needs of a broader range of students.

**Local enterprises and all forms of industry partners have the opportunity to:**

- be involved in the education and vocational training of young adults
- raise the profile of the industry within the local community
- assist with the selection of potential recruits into their organisation
- expend and enhance training programs by providing professional development opportunities for staff
- contribute to the development of a committed and skilled work force
- promote closer links between schools and workplaces

**What is the employer's role?**

**Before students commence their placement.**

Identify potential workplace opportunities; estimate how many positions are available, when it will be convenient to have students, the duration of each placement, and how and when applications should be made. Consider alerting neighbouring schools, TAFE institutes and their colleges and campuses and other RTOs to the opportunities available.

Ensure that employees, including union representatives, understand the purpose of the work experience and workplace activity. Students undertaking approved workplace learning programs must not be used in place of regular paid employees. In particular, emphasise the benefits which students and the employers will derive from the program and the contribution that other employees can make to its success. It is essential that all staff that will have contact with students support the organisation's approach to work experience and work placement and understand the special responsibilities of working with young people enrolled in school.

Appoint a staff member who has experience in providing workplace orientations and is familiar with the occupations and competencies which are to be included in the negotiated program, to coordinate the program for students in the workplace. In consultation with the coordinator from the school, plan a schedule of activities which will provide students with an understanding of the nature of the industry and opportunities to learn and practise specific agreed skills such as course competencies.

Provide students and their coordinator with details of arrangements for the first day, the tasks to be performed, acceptable workplace behaviour, safety

regulations, clothing requirements, hours of work and breaks, special requirements, changes in work sites and associated travel. This information could be conveyed during a pre-placement interview with students.

**During the placement.**

Regard students as new recruits, not visitors. Students should always be supervised in the workplace. Do not assume previous experience with vehicles, machinery or livestock unless this has been demonstrated under close supervision. In their eagerness to please, students undertaking workplace learning may be reluctant to acknowledge their lack of experience.

Students are not to undertake any activities requiring a licence, permit or certificate of competence unless the student already has the relevant current licence, permit or certificate and the activity is directly related to the learning outcomes of the placement. The details of the activity requiring a licence, permit or certificate must be included in the Employer Consent form and approved by all parties before the placement is undertaken by the student.

Where a student is expected to operate equipment or machinery, the student must be very closely supervised. The supervisor has to watch the student using the equipment. The equipment or machinery may range from handheld tool through to a lawn mower or tractor. The person in the workplace training and/or supervising the student needs to have good communication skills; the ability to give clear instructions and either form qualifications or proven experience in the use of the equipment. A checklist for the safe operation and handling of the equipment should also be provided to the student and used in the training and supervision of the student.

Students should work the normal hours of the industry (except where there are age restrictions) and be actively involved as much as possible. Where this is not appropriate, provide opportunities for observation and discussion. If for some reason a student is not able to work the normal hours, the employer should notify the school before the program begins. It would be advantageous if, as part of their Work Experience and Work Placement activities, students developed an understanding of the functions of the enterprise, education and training requirements, the working conditions, the role of unions, occupational health and safety requirements and the principles and practices of equal employment opportunity. Allow time for students to complete diaries and research projects which are supplied by the school.

If workplace learning programs are affected by industrial action, students should return to their school. Students participating in workplace learning programs are not to be used in place of striking workers.

Contact the school immediately if there are any difficulties during workplace learning programs.

**Before students leave.**

Please also find the enclosed document, *Employer's Appraisal of Student*, which will allow you to rate and comment upon the student's performance. This may assist the student in applying for courses or jobs related to this work experience in the future. On the last day of

the placement please give this appraisal to the student to bring back to Bishop Druitt College.

We expect only the highest standards of behaviour and participation from our students; so if you are at all concerned about any aspect of the student's performance please don't hesitate to contact me. Please call Mrs Robyn Crisp directly on **02 6651 5644 Ext 248 or Mobile: 0429 657 198**.

We would also request to be contacted immediately in the unlikely event of an emergency. Incidentally, if a student requires medical treatment they should be taken to the emergency ward of the nearest public hospital.

### **Payments to students**

Workplace learning is part of the total education program of schools. Students are volunteer workers and therefore should not be paid. Payment of students will affect the indemnity and insurance arrangements for employers.

### **Student Travel Arrangements**

All travel to and from the workplace is at the student's own expense and is to be organised by the student with safety in mind.

## **What else do employers need to know?**

### **Age eligibility**

All students aged 14 years and over are eligible to participate. However, students under the age of 15 years cannot participate in a workplace learning activity before 7:00am and after 6:00pm.

### **Times of operation**

As work experience and work placement are an integrated part of the curriculum, it is usually preferable that workplace learning activities are conducted during term time as part of an ongoing educational program.

Work experience and work placement activities on weekends are usually not permitted for school students in day release programs. In the case of block release programs, work experience and work placement for school students may be extended into the weekend, subject to approval of the school principal or TAFE college or campus manager but only if weekend participation is an essential requirement of the industry. Students must not be used in place of regular employees.

In exceptional circumstances, where access to a work experience and work placement opportunity is not available in school term time, school principals and careers advisors may approve work experience or work placements out of school term time for students in Years 10-12, provided that the same level of duty of care and supervision is provided as in school term time. Principals and careers advisors will need to be assured that the quality of the placement and the follow-up of the student will not be compromised by the timing of the placement.

Year 12 HSC students who have completed their final examination for the Higher School Certificate may not participate in work experience or work placement, since insurance and indemnity provisions will not apply.

HSC students will usually undertake workplace learning during term time.

## **Accidents, accident reports and damage claims**

In brief:

- seek medical help immediately
- contact the school or emergency contact
- ask the doctor attending for a medical certificate
- complete a written report of the accident and forward it to the school.

Where a student is injured during a work experience or workplace program, including travel to and from the place of work, an accident report, including a full statement from the student, the employer and relevant witnesses, should be completed as soon as possible and forwarded to the school.

All claims for injury, loss of property or damage to property should be referred to the School Business Manager.

### **Supervision of students**

In all educational activities teachers have a responsibility for the safety and welfare of students, commonly referred to as "duty of care". Work experience and work placement are no exception. Because of the nature of workplace learning, supervision by the school cannot be as detailed, close and constant as during most school approved activities and some of the responsibility is shared by the employer. It is expected that employers will act in accordance with workplace responsibilities as set out in the Occupational Health and Safety Act.

In general, students will be visited by a teacher at least once during the placement. Where this is not possible, appropriate alternative arrangements, such as telephone contact by the teacher during the placement with both the student and the student's supervisor in the workplace, will be made.

### **Protecting children and young people**

The role of the school in child protection is to promote safety, welfare and well-being of children and young people, whether they are students, trainees in schools, or under the auspices of the school. School staff are required to report any suspicion on reasonable grounds that a child or young person or a class of children or young people are at risk of harm.

Work experience and work placement programs are no exception. Therefore, employers need to ensure that all staff is aware of the special responsibilities associated with working with children and young people. There needs to be ongoing and close cooperation and communication between employers and schools and, where applicable, TAFE or RTO teachers, both before and during workplace learning programs.

Employers and their employees should be aware that any conduct of a sexual nature with a student is unacceptable and will result in appropriate action being taken.

Unacceptable conduct by employers and their employees includes inappropriate conversations of a sexual nature; suggestive remarks; actions including showing of publications, electronic media or illustrations which are sexually suggestive; jokes of a sexual nature; unwarranted and/or inappropriate touching; and personal correspondence with students in respect of the employer's or employee's sexual feelings for the student.

### **PROHIBITED Activities:**

Some activities are now completely banned as they violate our insurance provisions and the advice provided by the Association of Independent School, these include:

- Student use of prescribed or dangerous machinery including; the use of mowers and other farm/gardening equipment and aircraft maintenance.
- Student attendance at abattoirs.
- All fishing/boating activities that would require a student to travel across water.
- All activities, which may involve a student riding a horse or vehicle, are banned. For example, Jackeroo.
- All activities, which involve a student engaging directly in sporting activities or providing instruction to a person participating in sporting activities. For example, gymnasiums, sport & recreation, fieldwork with leagues clubs, trainee golf professional.
- Any activities that involve the serving of alcohol.
- Student travel by helicopter, charter flights and aircraft other than those providing regular public transport.

### **Restricted Activities:**

The activities listed below are restricted and will be examined and deemed as 'high risk'. Students who are wishing to participate in these activities will be required to produce additional documentation.

- All activities that involve a student working in a hospital. Please note students will be required to submit copies of full vaccination records, including hepatitis B, chicken pox and undergo a TB chest screen.
- All activities working with animals. For example, vet assistant.
- All work in the areas of building or construction.

Please Note: ALL students attending work in the building and construction industry must attain a *Workplace Occupational Health & Safety Certificate* at their own cost of around \$125 prior to work experience. The College will provide one opportunity for 20 students to complete a course with a Work Cover credentialed teacher (date to be advised). If you are unsure whether such a certificate is required then please check with your employer or the Careers Adviser. *This is now mandatory under workplace regulations for ALL schools.*

This applies to a work experience in these areas:

- All building trades e.g. carpentry, plumbing, electrician.
- All pre-post building industries e.g. concreting, landscape gardening, tiling, roof tiling.
- All construction activities e.g. sign writing, constructing staircases, constructing frames, boat building.

# The Organisational Process

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## A. MAKING CONTACT

Students will make their **OWN ARRANGEMENTS** with employers for work experience. Students are advised to approach employers (by telephone, in person, by email or by letter) to develop job application skills and secure a work experience placement. To help secure a suitable placement students have two documents to present to the employer, they are:

1. **Letter of Introduction (Page14)**: This letter indicates that the student is taking part in a program organised and supported by Bishop Druitt College.
2. **An Employer's Guide to Work Experience**: This booklet contains work experience information for employers, and includes the following forms:

Form B: **Work Experience Placement Host Employer Consent Form** and

Form C: **Work Experience Placement Host Employer Acknowledgement Form**

## B. PAPERWORK REQUIRED

**Host Employers or supervisors are required to complete and return Forms B and C** in person, by mail or fax to the student or directly to the College by **3.30pm Thursday 5 April 2012**.

**Form B: The Host Employer Consent Form** is enclosed on page 7 in this *Employer handbook*. This form must be completed by the host employer and countersigned by a parent/guardian.

**Form C: The Host Employer Acknowledgement Form** is also enclosed on page 8 in this *Employer handbook*. This form must be completed by the work experience employer or supervisor.

Once returned to the student, the student is asked to check that *Forms B and C* have been completed fully by the host employer.

The student submits a minimum of **three forms** to the Secondary Office at the College by 3.30 pm Thursday 5 April 2012 for processing.

**Form A: Parent/Student Consent form** (located in the *Parent/Student Handbook*)

**Forms B and C**: Completed and signed by the employer/supervisor (located in the *Employer Handbook*)

*Please note a parent/guardian is required to countersign the Form B 'Host Employer Consent Form'*

## C. Additional Paperwork for Out of Region and Restricted Placements

- Students seeking work experience beyond 60kms from Coffs Harbour must complete an additional **Out of Region Form**. (Located in parent/student handbook).
- Students seeking restricted work experience, complete an additional **Risk management form** (located in the *Parent/student handbook*).

## D. Approval, Appraisal and Certification

- If/when applications are approved; host employers and students are notified by mail to confirm the details of the work experience placement.
- On the last day of a student's work experience placement the supervisor is asked to complete the **Student appraisal form** and either give directly to the student or send/fax back to Robyn Crisp, Careers Adviser at Bishop Druitt College. (See final page in *Employer handbook*)
- Certificates of participation are posted to host employers/supervisors and given to students.



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## Form B

### **WORK EXPERIENCE HOST EMPLOYER CONSENT FORM**

*Please complete the following form, photocopy  
and return the original to the student for parental consent.*

***I/We agree to offer the work experience program outlined below:***

Name of student: ..... Home phone: .....

Name of parent/guardian: ..... Emergency contact no: .....

Date of work experience program: .....

Name of employer/business: .....

Work experience position: .....

Address of employer: .....

Contact person at employer: .....

Phone no: ..... Fax no: ..... Email: .....

Person directly supervising student: .....

Phone no: ..... Fax no: ..... Email: .....

Summary of tasks student is likely to perform: .....

.....  
.....

Special requirements (Workplace Occupational Health & Safety Certificate Clothing, Footwear. etc):

.....  
.....  
.....

Working hours: Start: ..... Finish: ..... Lunch: .....

Any other comments? .....

.....  
.....

Name: .....

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

**PARENT CONSENT** *I/we have read and agree to the above terms of student placement.*

Parent Name: .....

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





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## Form C

### **WORK EXPERIENCE HOST EMPLOYER ACKNOWLEDGEMENT FORM**

#### **Supervision**

**Student Name** \_\_\_\_\_

1. Appropriately trained and experienced members of our staff will provide supervision and support to the student during the placement.
2. \_\_\_\_\_ {insert name} \_\_\_\_\_ {insert position} will be primarily responsible for the supervision and support of the student during the placement.
3. The Supervisor will contact the Work Experience Coordinator if the student is late or fails to attend for work.

#### **Occupational Health and Safety**

4. My organisation understands its legal responsibilities:
  - a. As an employer for health and safety at our workplace(s), and will act in accordance with those responsibilities; and
  - b. Not to expose other people, to risks to their health and safety in our workplace(s).
5. My organisation complies with occupational health and safety laws and any other relevant codes of conduct or practice of the state in which the placement is conducted.
6. My organisation will provide the student with any information, instruction and training necessary to ensure the student's health and safety in our workplace(s), including an OH&S induction on the student's first day in our workplace(s).
7. My organisation will provide a safe working environment and adequate facilities for the welfare of students in our workplace, in particular, we have first aid facilities, fire wardens and emergency procedures for our workplace(s). The student will be advised of these facilities and procedures during the OH&S induction on the student's first day in our workplace(s).
8. My organisation has identified hazards in our workplace(s) that could harm employees and students, assessed the risks of harm to employees and students of those hazards, and taken action to control and eliminate those hazards where possible.
9. (Where applicable) My organisation will familiarise itself with the student's identified special needs. We understand that the School will provide a record of such needs to my organisation prior to the placement.
10. The student will not undertake any activities requiring a licence, permit or certificate of competence unless they have the relevant current licence, permit or certificate and the activity is directly related to the outcomes of the placement.
11. My organisation will supervise and instruct the student on how to use, store and maintain equipment/machinery and hazardous substances and provide protective clothing to the student where necessary.
12. If we are considering taking the student onto a building/construction site or other high risk area, we will discuss this with the Work Experience Coordinator in advance.

13. Should the student accompany a member of our staff or other person in a motor vehicle as part of their placement tasks, the driver of the vehicle will hold a current NSW driver's licence (as appropriate to the vehicle), and the vehicle will be currently registered, fully insured (compulsory third party and full comprehensive insurance) and roadworthy.
14. In the event that the student is injured or becomes ill at work, we will contact the **Work Experience Coordinator and the student's parent/guardian** as soon as practicable after being notified of the injury or illness.

### **Child Protection**

15. My organisation is not aware of anything in the personal background of a member of staff or other person, who will have close unsupervised contact with the student during their work placement, that would legally preclude that member of staff or other person from working with children.
16. We will contact the Work Experience Coordinator immediately if: an allegation is made against a member of staff or other persons of child abuse or sexual misconduct against the student or we become aware of any ill treatment of the student, act of violence that occurred in the student's presence, act of violence towards the student or other occurrence that puts the student at risk.

### **Anti-discrimination**

17. My organisation complies with the anti-discrimination laws of the state in which the placement is conducted.
18. We understand the legal responsibilities of an employer for anti-discrimination at our workplace(s), and will act in accordance with those responsibilities.
19. We will contact the Work Experience Coordinator immediately if an allegation is made against a member of staff or other persons of discrimination against a student or a student makes an allegation of discrimination.

### **Circumstances**

20. If the circumstances of my organisation/business change prior to the student commencing the placement or during the placement, and we are no longer able to make the above acknowledgements, we will contact the Work Experience Coordinator to discuss the situation as soon as possible and, in the case of any change occurring prior to the student commencing the placement, before the student commences.

### **Specific Occupational Health and Safety**

21. Needs and requirements. My organisation is willing to undergo a safety audit by a qualified risk assessor acting on behalf of Bishop Druitt College for the sole purpose of providing evidence of the College meeting its duty of care requirements to the students of the College.
22. My organisation understand that a student may lack any experience in the workplace and may be unaware of health and safety risks and my organization will take appropriate measures to meet the specific OHS of students whilst they are in our workplace(s).

Name of person completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2012 Year 10 Work Experience Program

# EMPLOYER/SUPERVISOR APPRAISAL OF STUDENT UNDERTAKING WORK EXPERIENCE

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

Employer: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Please rate the student for each skill area by circling the appropriate number.  
1 represents the lowest rating and 5 is the highest.

**1 = Unsatisfactory to 5 = Excellent**

Punctuality and attendance	1	2	3	4	5
Personal presentation: appearance and suitability of dress	1	2	3	4	5
Willingness to do work tasks assigned	1	2	3	4	5
Shows initiative and the ability to solve problems	1	2	3	4	5
<b>Interpersonal Communication Skills</b>					
Courtesy and manner	1	2	3	4	5
Team work – works effectively with others	1	2	3	4	5
Self management- evaluates own performance and adapts to new situations	1	2	3	4	5
Follows instructions	1	2	3	4	5
Speaks clearly and directly	1	2	3	4	5
Listens and shows understanding	1	2	3	4	5
Suitability for this type of work	1	2	3	4	5

Any further comments would be highly regarded and worthwhile for the student and future employers.

\_\_\_\_\_  
\_\_\_\_\_

Employer/Supervisor Name \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_  
Mr Tim Egan  
Assistant Principal (Head of Secondary)

\_\_\_\_\_  
Mrs Robyn Crisp  
Careers Advisor

\*\*\*This report is not valid without the Principal's and Career Advisor's signature\*\*\*