

WORK EXPERIENCE AT ELTHAM COLLEGE

Work Experience involves students in short-term industry placements usually for a week, which broadens their experience and understanding of the world of work and career opportunities. Students are encouraged to do a Work Experience Placement during their time in Senior School - preferably before entering Year 12 - although it is not compulsory.

Students are expected to organise their placement. However, the LifeWork Team are more than willing to offer advice should they be experiencing difficulties in securing a placement or need help with composing a cover letter and resume.

Placements with parents and relatives are not recommended as the student gains more benefit from meeting new challenges in new environments. In general, students observe different aspects of work within the industry and may assist with tasks allocated by their supervisor.

Students must be 15 years of age at the time the placement commences and as a general rule we expect the placements to be done during the school holidays. If this is not possible the student needs to consult with the LifeWork Centre.

SAFE@WORK

Once a suitable placement has been found the student needs to make an appointment in the LifeWork Centre to complete compulsory Occupational Health and Safety modules online through the Department of Education and Training (DE&T) at www.sofweb.vic.edu.au/safe@work

Two modules need to be completed - a General Module and an industry specific module relating to the type of industry the student will be working in.

Students will be required to sit a test, after which they will receive an Award of Attainment that can be used in the student portfolio. The Award of Attainment is not valid until it is dated and bears the school stamp and the Principal's signature. Awards of Attainment for the General and Industry Modules are only valid for 12 months.

Please note that it takes time to process a Work Experience placement. As soon as you have confirmed a placement please see Annie regarding the necessary paperwork that needs to be completed.

PROCEDURE FOR WORK EXPERIENCE

1. Student to select a type of placement and create a list of businesses to contact. **Yellowpages Online** and **Truelocal.com.au** are good resources to find local businesses e.g. search for physiotherapy using postcode "3095" to locate all physiotherapy businesses in Eltham.
2. Contact businesses by phone and/or send through your Resume with a cover letter outlining the reasons why you want to do work experience in that industry and the dates that you are available.
3. Once you have secured a placement drop in to the LifeWork Centre to make an appointment to do the safe@work modules and collect the Application Form that your parents must complete. Return this to the LifeWork Centre so your Work Experience Arrangement Form can be completed.
4. The Work Experience Arrangement Form needs to be signed by you, your parents, the employer and the Principal before it is a valid document. Once signed by you and your parents (and the employer if you are able to do so), return it to the LifeWork Centre.
5. A week or so before the placement the student is given their Work Experience Diary (which should be retained to be included in the Student Achievement portfolio), a copy of the Arrangement Form, safe@work certificates and an evaluation form that is to be given to the employer. The student should also contact the employer to confirm starting time and dress code.
6. After completion of the placement a certificate will be issued that can be placed in your portfolio.