

# *Boonah State High School*



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Work Experience Co-ordinator

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(07) 54606 111

## **WORK EXPERIENCE**

### **Student Log Book**

Student Name: .....

Form Class: .....

# STUDENTS

**This log book is an important document. It needs to be kept in a neat condition and handed into the office to be kept in your student file.**

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## STUDENT'S PERSONAL DETAILS

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[All details are to be printed clearly in blue/black ink.]

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency contact:**

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

Relationship to student: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Contact information:**

School: Boonah State High School

Address: 32 Macquarie Street  
BOONAH QLD 4310

Postal Address: PO Box 94 BOONAH QLD 4310

Contact Mrs Anne Willett – [awill144@eq.edu.au](mailto:awill144@eq.edu.au)  
Tel: 54606 111  
Fax: 54606 100

# STUDENT'S WORK PLACEMENT DETAILS

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## Work Placement

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Manager: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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## INFORMATION FOR STUDENTS

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### Conduct in the Workplace

It is important that you, the student make and maintain a good impression of yourself and of your school during participation in Work Experience. During this time, you will be judged by the employer with whom you are placed on things such as:

- **Confidentiality:** When undertaking Work Experience, you may gain knowledge relating to others, whether it is the firm you are working for or others. You should treat this information as confidential and refrain from discussing such information with others.
- **Courtesy:** In greeting and dealing with customers, staff and management. Remember a smile goes a long way in personal relations.
- **Initiative and enthusiasm:** Do your best at all times. Be willing and inquiring and show your employer that you are thinking about what you are doing. Make sure you listen to and follow the employer's instructions. If you encounter difficulties, ask for help.
- **Dressing appropriately:** At the interview, prior to the placement, you need to check with the employer about the type of clothing which is appropriate for the type of work you will be doing. Ensure that you wear the clothing suggested.
- **Honesty:** In regard to money, merchandise, behaviour and truthfulness. During Work Experience you are representing your school. Show personal pride in yourself, your school and community by behaving appropriately.
- **Safe work practices and non-discriminatory work practices:** There are workplace health and safety regulations and other regulations which apply to all workplaces. It will be your responsibility to adhere to **all** safety rules and other legal rules.

### TO BE SIGNED BY THE STUDENT

I, ..... agree to abide by the Code of Conduct, to the best of my ability for the time I am at Work Experience.

Signature of Student: .....

## TRANSPORT ARRANGEMENTS:

Students are to find your own transport to work. You must locate the workplace beforehand and ensure that the transport allows for punctuality to work. As students are out of school uniform, they must carry their **Student ID Card**.

### Bus, Train Details

.....

.....

	Tick if you know or have completed task
Have you rung the employer?	
Do you know the hours of work?	
What dress standard is required?	
Where is the firm situated?	
What type of transport are you going to take?	
Have you checked the transport timetable to make sure you will arrive on time?	
Do you know whom to ask for when you arrive? (e.g. contact person identified in your placement acknowledgment letter if not advised to the contrary).	
Are the clothes you require clean and neatly pressed?	
What shoes are you going to wear?	
Is your hair clean, well groomed and in a style suitable for work?	
What arrangements have you made regarding lunch?	
Do you know what to do in case of an accident?	
If there are any problems with your Work Placement, do you know whom to contact?	
If you are ill, do you know what procedure to follow?	

**REMEMBER!**  
**Outstanding behaviour is required at all times.**  
**Make the most of this valuable opportunity.**

## INFORMATION FOR STUDENTS (continued)

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Your **Work Experience Log Book** is a valuable document as it provides:

- a record of the number of hours completed in work experience;
- the tasks experienced during work experience; and
- an individual record of your achievements that you can use to enhance future career advancement.

It is **your responsibility** to show your Log Book to your employer/supervisor to verify that:

- You have listed all of the activities you have undertaken during your Work Experience. The activities should be entered after each day of placement. This should include your start and finish time. Ask your employer/supervisor to sign each day.
- You must have the employer complete the Employee Evaluation on page 13 at the end of your placement.
- You must hand your completed Log Book to Mrs Willett in the office on the first day you return to school after work experience

## INFORMATION FOR STUDENTS (continued)

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### Work Experience - Student Contract

I, \_\_\_\_\_ understand and agree to abide by the following conditions concerning Work Experience:

- ◆ Submit my **completed** Log Book to the office at the completion of the program.
- ◆ If absent from Work Experience due to illness I will phone the **employer** and **school** before 9:00am.
- ◆ If absent from Work Experience for any reason I will notify my **employer** and **school**.
- ◆ I will conduct myself according to work place rules and regulations. At all times my actions will promote the good name of Boonah State High School.
- ◆ I accept that failure to abide by these conditions may result in the following consequences: unsatisfactory rating for Work Experience, detention, level change, withdrawal room, suspension or cancellation of enrolment.
- ◆ I acknowledge that Work Experience is an integral part of the school curriculum and as such, refusal to comply with the conditions above will be regarded as refusal to participate in the program of instruction provided at Boonah State High School.

Student Signature: .....

Form Class: .....

Parent/Caregiver Signature: .....



# INFORMATION FOR PARENTS

## Insurance Information

Your student is participating in our Work Experience program. The nature and location of this activity makes it different from other school activities. The purpose of this information is to explain the insurance arrangements that Education Queensland has put into effect for students on Work Experience.

### Worker's Compensation

Education Queensland insures students from State schools, and approved work experience, under a Contract of Insurance with Work Cover Queensland, against permanent impairment or death, occurring either at the location where the work Experience is provided or while travelling directly between their home or school and the site where the placement is provided.

The insurance does not cover payments for medical or hospital treatment, for rehabilitation or for artificial limbs or the cost of ambulance transport. Parents requiring medical or hospital cover or personal accident insurance for their children should make private arrangements.

### Liability Insurance

Education Queensland has an arrangement with an insurer to indemnify students from State and Non-State Schools to approved work experience placements. Students are indemnified against costs for which the student may be liable if the work experience provider's property is damaged or injury is caused to the work experience provider or an employer at the work experience provider's premises or at another location while carrying out work experience duties on behalf of the work experience provider. The indemnity extends to students in instances where they may be liable for injury to the person or the property of a member of the public, arising out of the work experience. This cover is provided subject to the terms and conditions of the policy, which specifically exclude various activities.

#### The excluded activities are:

- a) driving of any watercraft exceeding 8 metres in length;
- b) the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the insured agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times;
- c) air traffic control;
- d) the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac;
- e) activities associated with railway track laying, track upgrading or track maintenance;
- f) construction or maintenance of railway locomotives or railway stock;
- g) underground mining;
- h) the use, handling and storage of explosive devices;
- i) oil and/or gas fields and refineries;
- j) abseiling;
- k) rock and/or mountain climbing;
- l) white water rafting and canoeing;
- m) bungee jumping and its associated activities; and
- n) underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

Access to these two forms of protection is available only when the Principal of a prescribed school has signed a written agreement with the employer to place a particular student on work experience.

Should you have any questions regarding this information or any other aspect of work experience please contact the school.

Education Queensland trusts that your child will benefit from participation in work experience.

# INFORMATION FOR EMPLOYERS

## School-based Apprenticeships and Traineeships (SATs) at Boonah State High School

*The following information is taken from the Queensland Government, Department of Employment and Training, Fact Sheet on SATs, Number 203, Versions 7, 1 January, 2004 Website [www.training.qld.gov.au/apprain/factsheets](http://www.training.qld.gov.au/apprain/factsheets).*

School-based apprenticeships and traineeships allow students of BSHS - typically those in years 11 and 12 - to study for their Senior Certificate or equivalent, whilst at the same time undertaking government-approved and accredited training qualifications as paid employees. This program is well supported by our students, parents and the wider Business Community.

Students not only receive their Senior Certificate or equivalent at the end of Year 12, but they also train towards a qualification in their chosen career. This training may occur at work, school, or with a supervising registered training organisation such as a TAFE institution or private provider.

For a school-based arrangement to be created, students must have the support of their employer, their school, a supervising registered training organisation, and their parents, when negotiating the Education, Training and Employment Schedule. Students are paid for the time spent working for a minimum of 48 days per year of their apprenticeship or traineeship.

At BSHS we are very keen to support our Year 10, 11 and 12 students who wish to pursue a school-based apprenticeship or traineeship alongside their school program. Additional information about how you can be involved (employers, students and parents) in our SATs program is available from **Mr Freshwater, A/Head of Department, Senior Schooling** contact number (07) 5460 6111.

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## ANY QUESTIONS?

The Work Experience Co-ordinator is Mrs Anne Willett. Her email address is [awill144@eq.edu.au](mailto:awill144@eq.edu.au) for any enquires or alternatively, please contact the school office on 5460 6111.

A member of the Work Experience Team visits or phones employers, and will contact you to make an appointment at your convenience. Thank you for your participation.

**Boonah State High School thanks you for the  
generosity you have shown our students by providing  
a valuable Work Placement for them in their Senior  
Schooling years.**

## INFORMATION FOR THE EMPLOYER/SUPERVISOR

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The **Work Experience Log Book** forms a permanent record of all Vocational Education activities performed by the student during their Work Experience placement. Please sign off on each day's activities and complete the Employee Evaluation on page 13.

### **Workplace induction/orientation**

This section below is to be completed the employer/supervisor. It serves to verify that the student has been given site-specific information relating to the occupational health and safety issues relevant to your particular workplace.

### **Activity list (pages 10-12)**

Please sign this record to verify that the information is true and correct.

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## WORKPLACE INDUCTION/ORIENTATION

### **PLEASE TICK AS COMPLETED**

- Basic understanding of the activities undertaken by the organisation.
- Basic understanding of the management structure of the organisation.
- Understanding of the work behaviour requirements and expectations.
- Understanding of the required dress standard applicable to the job and workplace.
- Knowledge of the safety requirements applicable to the job and workplace.
- Knowledge of applicable procedures in case of accidents and emergencies.
- Location of workplace facilities (e.g. toilets, change rooms, exits as applicable).
- Knowledge of start/finish times, work break times, work routines.
- Knowledge of the procedures to follow and the person to notify in the event of non-attendance.
- Introduction to people with whom the student will be working directly.
- Knowledge of the person to consult in the event of problems occurring

Name of

organisation: .....

Supervisor's name: .....

Supervisor's

signature: .....

Date: .....

## ACTIVITY LIST – WORK PLACEMENT

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

**Business Name:** \_\_\_\_\_

Day 1	Date: ...../...../.....	Start Time: .....	Finish Time: .....
<b>Activities carried out in the workplace</b>			
▶		▶	
▶		▶	
▶		▶	
▶		▶	
▶		▶	
<b>Employer's Signature:</b> .....			

Day 2	Date: ...../...../.....	Start Time: .....	Finish Time: .....
<b>Activities carried out in the workplace</b>			
▶		▶	
▶		▶	
▶		▶	
▶		▶	
▶		▶	
<b>Employer's Signature:</b> .....			

<b>Day 3</b>	<b>Date:</b> ...../...../.....	<b>Start Time:</b> .....	<b>Finish Time:</b> .....
<b>Activities carried out in the workplace</b>			
▶		▶	
▶		▶	
▶		▶	
▶		▶	
▶		▶	
<b>Employer's Signature:</b> .....			

<b>Day 4</b>	<b>Date:</b> ...../...../.....	<b>Start Time:</b> .....	<b>Finish Time:</b> .....
<b>Activities carried out in the workplace</b>			
▶		▶	
▶		▶	
▶		▶	
▶		▶	
▶		▶	
<b>Employer's Signature:</b> .....			

<b>Day 5</b>	<b>Date:</b> ...../...../.....	<b>Start Time:</b> .....	<b>Finish Time:</b> .....
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<b>Activities carried out in the workplace</b>	
▶	▶
▶	▶
▶	▶
▶	▶
▶	▶

<b>Employer's Signature:</b> .....
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**(N.B. Students must have your Supervisor complete the Employee Evaluation on Page 13)**

## EMPLOYEE EVALUATION

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Name of Employer: .....

Name of Supervisor: .....

Date of Work Experience: .....

Would you be interested in taking on a school based  
 apprentice/trainee  Yes  No  
 (Our ILO will contact you with more information)

*(Please indicate by **ticking the appropriate column** how you  
 would rate the student in the following areas.)*

	Not Applicable	Always	Mostly	Sometimes	Occasionally	Never
<b>ATTENDANCE</b>						
Was punctual to start work						
Returned from all breaks on time						
Informed supervisor if unable to attend						
Informed supervisor if going to be late						
<b>PERSONAL APPEARANCE</b>						
Wore appropriate clothing						
Was neat and tidy in appearance						
<b>SAFETY</b>						
Obedied all safety regulations						
<b>SENSE OF RESPONSIBILITY</b>						
Listened carefully to instructions						
Followed instructions fully						
Asked for help when needed						
Willing to tackle any task when asked						
Looked for tasks to do						
Displayed self confidence						
<b>INTEREST</b>						
Showed interest in the job						
Showed interest in training						
<b>RELATING TO OTHERS</b>						
Polite and courteous to supervisors						
Polite and courteous to fellow workers						
Polite and courteous to public						
Was accepted by staff						
Was accepted by public						
<b>QUALITY AND QUANTITY OF WORK</b>						
Fellow workers satisfied with quality and quantity of work						
Supervisors satisfied with quality and quantity of work						
Public satisfied with quality and quantity of work						

**GENERAL COMMENTS ON STUDENT'S PERFORMANCE:**

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**Signature of Supervisor:** ..... **Date:** .....