

Dear Parent/Guardian,

## Year 10 Work Experience Program 2024

During Term 4, all Year 10 students at the WA College of Agriculture Harvey will be required to participate in the Work Experience Program. The program provides an invaluable opportunity for students to learn and develop some of the many skills they need for employment. There are many benefits to students:

- best possible start to identifying career options;
- meaningful input in the preparation for the transition from school to work;
- opportunity to explore possible career pathways.

The Work Experience Program will take place in the last two weeks of Term 4 2024. There are two options available, and students select to undertake one:

**Option 1: Week 9: Monday 2<sup>nd</sup> – Friday 6<sup>th</sup> December (COMPULSORY)** – all students undertake work experience with the one employer.

OR

**Option 2: Week 9 & 10: Monday 2<sup>nd</sup> – Thursday 12<sup>th</sup> December (excluding the weekend)** – this option is inclusive of the compulsory week 9 option above and is for students who wish to undertake a longer period of work experience with the one employer. **Please note the last day for this block is Thursday 12<sup>th</sup> December as this is the last official day of the school year for students.**

**Week 10 is OPTIONAL** – students who do not undertake the longer period of work experience are not required to be at school. Therefore, their last day of school is Friday 6<sup>th</sup> December.

The Department of Education provides personal insurance and public liability insurance through RiskCover for students engaged in unpaid work experience. The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site. The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the workplace can be demonstrated.

At times, the nature and geographical location of the work experience host/opportunity is such that the college is unable to and cannot comply with all the requirements of the Department of Education policy and procedures. The main compliance matter is the college is required to visit the employer/work experience host prior to the student starting and once whilst they are on their actual placement. Sometimes this is not logistically possible.

Where this is the situation, and if you live or the place of work experience is beyond 2 hours from the College, work experience in this instance will need to be a private arrangement between family and the employer/host as the College cannot fulfil the Department of Education requirements.

The Department of Education insurance will not cover this so private insurance needs to be sourced/purchased. Attached are the details of some organisations that may be able to provide the required cover.

Please make sure students and parent/carers liaise with me if you believe the work experience placement is categorised as above and is to be a private arrangement. All other students who are not in the above situation will be able to be covered by the Department of Education policies, procedures and insurance as outlined initially at the beginning of this document.

Students and parents are responsible for sourcing the Work Experience placements and this can be done either as **one placement for Week 9 only or a full fortnight placement. Note: either option is with the same employer.** Please fill in the attached form and return to Mrs Amelia Raper in the College administration building by **Wednesday 16<sup>th</sup> October 2024**. It is important that students undertake as much of the communication with employers as possible to practice valuable workplace communication skills. Students are encouraged not to use family businesses or previous work placement.

**Please note: students are unable to reside at the College during the duration of the Work Experience Program, Term 4, Weeks 9 & 10 and therefore will need to vacate the College on Friday 29<sup>th</sup> November 2024**

*Kind Regards*

**Amelia Raper**  
School Officer/Workplace Learning Coordinator

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**“EXCELLENCE & INNOVATION IN AGRICULTURAL EDUCATION”**

## Year 10 Work Experience Program 2024

### Timelines

- Application forms need to be returned to Mrs Amelia Raper in the College Administration Building by **Wednesday 16<sup>th</sup> October 2024** or emailed to: [Amelia.Raper@education.wa.edu.au](mailto:Amelia.Raper@education.wa.edu.au)

- Work placement (please select and tick one only):

Monday 2<sup>nd</sup> – Friday 6<sup>th</sup> December 2024 (**Week 9 only, this is compulsory**).

or

**Or a full fortnight placement** Monday 2<sup>nd</sup> – **Thursday 12<sup>th</sup> December 2024** (excluding the weekend) – for students who wish to undertake a longer period of work experience. This is inclusive of the week 9 compulsory week.)

**Note: If an employer is not available week 9 but can host you in week 10 you can swap the weeks around – contact Mrs Raper to discuss this.**

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

Name of business: \_\_\_\_\_

Type of business: \_\_\_\_\_

Activities to be undertaken: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of business: \_\_\_\_\_

Phone number of business contact person: \_\_\_\_\_

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

Working hours for workplace learning placement: \_\_\_\_\_

Accommodation/Transport arrangements for workplace learning placement: \_\_\_\_\_

\_\_\_\_\_

### Administration Use ONLY:

Form Received:

Staff Signature: \_\_\_\_\_

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

Placement Suitable  Yes (contact host)

No (state reason) \_\_\_\_\_