



**Belgrave Heights**  
CHRISTIAN SCHOOL

# WORK EXPERIENCE BOOKLET



**2022**

# WORK EXPERIENCE

At Belgrave Heights Christian School, Year 10 students must complete one week of Work Experience during the last week of Term 2. (20th - 24th June 2022)

**NOTE: For legal reasons, students who do not turn 15 before the end of Term 2 will not be permitted to undertake Work Experience.**

**The purpose of Work Experience is to learn about the “world of work” including:-**

- Job seeking
- Applying for a job (written and phone applications)
- Telephoning for an appointment or interview
- Working hours  
(9am-5pm seems like a long time compared to school, especially if you are on your feet a lot)
- Travelling to and from work
- Doing routine repetitive or unpleasant tasks
- Dealing with people (customers, clients etc)
- Having to complete a task to the satisfaction of a supervisor
- Repeating a task until it is done correctly
- Allowing students to gain a greater understanding of why particular skills (organisation/neatness) are stressed at school
- Trying out a particular area of employment
- Observation of tasks performed in a particular industry.

Work Experience involves students becoming employees for one week with the relevant responsibilities and privileges.

Students are paid \$5.00 per day, unless they work for an educational, charitable or community welfare organisation or for a Commonwealth Government Department.

## **Occupational Health and Safety Training**

Prior to undertaking Work Experience, all students will complete this online Training at school:

- Training in the **OH&S General Module**. Completed at school and involves many pages of general OH&S principles followed by an online test in which students must gain at least 75%.
- Training in a few **OH&S Industry Modules**. This involves students completing Industry related modules associated with their anticipated Work Experience placement.

### Key points to note

- It is recommended that your child does all the work regarding their placement, including phoning and approaching companies. This is all part of the learning experience. You can, however, assist them by helping them prepare what they might say.

### Construction

- **WHITE CARD:** If your child would like to apply to work on a **construction site**, they must have a **'White Card'** (Construction Induction Training). Construction covers any work performed in connection with the alteration of any building. Training for a white card is best completed at TAFE or RTO.

<https://www.worksafe.vic.gov.au/construction-induction-training-white-card>

<https://edway.edu.au/melbourne/white-card/>

<https://www.chisholm.edu.au/courses/short-course/construction-induction-white-card>

- A White Card can be completed online but we do not recommend this option as students have found it a very difficult and arduous process.
- White card training needs to be completed at home or TAFE , once completed a copy of the certificate must be handed into the Careers Office along with the arrangement forms by the due date.
- Students who obtain a white card are encouraged to undertake multiple Work Experience placements.
- Students wishing to gain apprenticeships at the end of Year 10 are strongly encouraged to undertake Work Experience in their likely field of employment. This may open up employment opportunities and provide a genuine taste for potential areas.

### Teacher Visits

- Teachers from our school visit or call students while on Work Experience to support them in the work environment and to check on their progress and safety.
- Students are expected to obtain a placement with a career focus, rather than simply use Work Experience to secure part-time employment.
- It is strongly encouraged that students look beyond their immediate family for their placement. It is a great opportunity to experience something new.

## CHOOSING A JOB

This may be the first time you have to choose a job you would like to work in – it certainly won't be the last! Think carefully about the options and treat this as the trial run it is. Remember you are only choosing the job for one week.

The following information may help you:

- Think about your areas of strengths and your interests.
- Have a go at the 'My Future' website <https://myfuture.edu.au/> and then view some of the career videos on the 'Ace Day Jobs' site <http://www.abc.net.au/science/careers/acedayjobs/>
- Discuss with your parents! Where do your talents, skills and interests lie?
- Try to have at least three job choices with one in an area that a large number of people work.
- See the Careers Teacher at lunchtime, if you need more help with ideas.

### **Work Experience has its boundaries.**

Not all jobs are available for work experience because of:-

- Danger
- Privacy
- Cost
- Lack of qualifications
- Lack of job skills
- Time constraints (night-shift jobs)
  
- All Placements must be made in Victoria unless under special arrangement with Mrs Visser.

### **PROHIBITED INDUSTRIES**

**Work experience students must not be permitted to undertake work in or with:**

- Abattoirs
- Animals
- Any business where firearms and/or ammunition are manufactured, repaired or sold
- Aviation (unless in the office)
- Butchers or fishmongers
- Equine industry
- Fishing vessels
- Funeral homes
- Gaming
- Mining, quarrying, extraction, recycling plants, foundries and tips
- Morgues
- Prisons, correctional or remand centres, or immigration detention centres
- Recreational vessels
- Security industry
- Sex industry
- Tattoo shops
- Trading vessels
- Transmission and distribution industries (linework and/or cabling)

**PLEASE NOTE DUE TO INSURANCE REASONS STUDENTS CAN NOT DO WORK EXPERIENCE WITH ANIMALS IN ANY WAY. WE CAN NOT LEGALLY SIGN OFF ANY PAPERWORK WHERE STUDENTS COULD COME INTO CONTACT WITH ANIMALS.**

#### 4.2 PROHIBITED ACTIVITIES

**Work experience students must not be permitted to take part in:-**

- Administering medical treatments
- Bathing patients
- Discussing the condition of patients
- Dispensing and/or administering medication
- Door-to-door selling (selling any goods or services at a private or commercial residence) including making a contact sales agreement within the meaning of the Fair Trading Act 1999)
- Handling or using explosives
- Holding or transporting cash and negotiable items – such as cash, cards, stamps or cheques – with a value exceeding \$100. (This excludes the student's personal items.)
- Holding keys, codes or ciphers except those required to operate standard office machines and other permitted equipment
- Work experience on a building or construction site (whether commercial or residential) at any time before the buildings on the site are at lock up stage

**Work Experience students are not permitted to use:-**

- Abrasive blasting equipment
- Brush cutters with attached metal blades
- Buzzers
- Chain saws
- Compressed air power tools
- Elevating work platforms
- Explosive power tools
- Firearms
- Gas fuelled cutting equipment
- Guillotines (manual and electric-operated)
- Jack hammers
- Lathes
- Nail guns
- Petrol sales consoles
- Plastic moulding machines
- Power presses (unless press has laser guarding or a remote control, and training and close supervision are provided)
- Power saws, including docking saws, circular saws and buzz saws
- Power wood shapers
- Powered cutting or grinding tools (excluding those used for key cutting and engraving on items such as trophies)
- Powered lifting equipment
- Powered mobile plant or vehicles
- Rubbish compactors
- Scaffolding

- Sharp objects and cutting equipment (not including scissors and secateurs sold for general use)
- Spindle moulders
- Thicknessers (industrial woodworking machines used for planing)
- Ultra Violet (UV) equipment
- Welding, brazing and open flame soldering equipment

**NOTE: This is not an exhaustive list**

### **4.3 WORKPLACE HAZARDS**

**Work experience students must never be exposed to the following hazards:-**

- Biological/medical hazards (such as exposure to needle sticks from syringes or other 'sharps', blood or other body fluids, Legionella bacteria)
- Bullying, occupational violence, work-related stress, sexual harassment and discrimination
- Confined spaces
- Debris (for example, waste material generated by milling or grinding operations)
- Electrical hazards associated with faulty, unsuitable or inappropriately placed leads, electrically powered plant or equipment, contact with live underground or overhead cables
- Excessive noise
- Exposure to asbestos fibres in areas where damaged and/or friable Asbestos Containing Materials are known to be present
- Exposure to occupational sources of ionising radiation (such as x-ray machines)
- Exposure to non-ionising radiation hazards (associated with devices such as UV sterilising equipment and laser devices)
- Exposure to high pressure liquids or gases (associated with gas cylinders, compressed air tools, boilers and pressure piping)
- Exposure to hazardous substances and dangerous goods
- Extremes of heat or cold that could result in physical harm through illness or impaired performance
- Falling objects (such as objects falling from platforms, loads slung from cranes)
- Falls from, or collisions with, fork-lifts or mobile plant
- Falls from heights
- Hazardous manual handling involving the application of repetitive, sustained and/or high force, awkward postures or movements, exposure to sustained vibration, manual handling of people or animals, manual handling of unstable loads that are difficult to grasp or hold
- Impalement hazards, such as protruding angle iron
- Plant hazards including moving machinery or equipment, unguarded machinery where clothing, hair, limbs or fingers could be get caught, cut or crushed
- Trenching and excavation operations, including digging of post holes

**NOTE:** There are 30 Workplace Hazards Fact Sheets dealing with hazards encountered in many of the industries and occupations in which work experience may be offered. These

Fact Sheets are located at:

[http://www.education.vic.gov.au/safe@work/workplace\\_hazards.asp](http://www.education.vic.gov.au/safe@work/workplace_hazards.asp)

## **APPLYING FOR A Work Experience Placement**

Select prospective employers. **Make a decision on the type of work!**

- Use:**
- Google
  - Family contacts
  - Careers Room

Applying over the phone. **This is the best way to apply!**

When you make a business call it is important to be well prepared. How you perform on the telephone will have an effect on the way people respond.

- Plan what you are going to say
- Practice aloud before ringing
- Speak clearly and confidently
- Introduce yourself
- Say why you are calling – ask to speak to a person by name of their title so you are put through to the correct person quickly
- Have your questions ready and a pen and paper handy
- Take a note of the name of the person you are talking to
- Try to keep the call brief

### **Here's an example of someone seeking a Work Experience Placement**

Hello, my name is \_\_\_\_\_.

I am a Year 10 student at Belgrave Heights Christian School. I am calling because I would like to complete my work experience at your company.

Type of work wanted: \_\_\_\_\_

### **Preparing a resume and application**

**(required for some jobs – often more competitive jobs such as hospital and law firms etc)**

- Prepare a rough copy of an Application and Resume
- Ask a parent or teacher to check for grammar or spelling mistakes

**SAMPLE**

## **WORK EXPERIENCE APPLICATION**

Your Name  
Your address  
Suburb State Postcode  
Telephone Number  
Date

Name of company  
Address

Dear Sir/Madam (or name of the person if known)

I wish to apply for a \_\_\_\_\_ Work Experience position with  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

I am interested in working as a \_\_\_\_\_ because

\_\_\_\_\_

\_\_\_\_\_

This will also give me the chance to work with people/on my own/in a responsible position  
etc

Enclosed is a copy of my Resume for your consideration.

Should my application be successful, I will send or bring in the Work Experience Contract at a  
time, whichever is convenient to you.

Yours sincerely,

Sign your name

**Print your name below the signature**



## SAMPLE

# RESUME

**Name:**

**Address:**

**Telephone Number:**

**Age:**

**Date of Birth:**

**EDUCATION:** I am currently studying Year 10 at Belgrave Heights Christian School and my subjects are as follows:-

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**POSITIONS OF RESPONSIBILITY:** List any other experience you have had at school e.g. House Captain, Sports Captain, Form Captain, Debating Team

**EXPERIENCE:** List any job you have had, including part-time work, Work Experience etc. If you speak any other language, mention what languages they are. List typing speeds, others skills, etc.

**INTERESTS:** List any clubs you have attended, hobbies, leisure activities etc.

If you are applying for a position in a highly competitive area or one which requires high academic achievement you are advised to send a copy of your last school report and any references you have to support your application. List at the bottom of your resume as follows:-

**RELEVANT DOCUMENTS:** List copies of relevant documents enclosed e.g. References, School Reports and Work Experience reports.

## **THINGS TO KEEP IN MIND**

### **TRANSPORT:**

Consider how you will get to and from work safely. NOTE: If you are living away from home for this placement, you must complete a Travel and Accommodation Form.

Students are not permitted to travel at any time with any employer/employee unless they have completed the Travel and Accommodation Form (which is included in this pack).

### **CLOTHING AND FOOTWEAR**

Dress appropriate to the workplace. No open shoes.

### **LANGUAGE**

Refrain from using inappropriate language, even when others use it. This kind of language reflects badly on you.

### **COMPUTER**

Do not access inappropriate material or spend time on social networking sites such as Facebook.

### **WORKPLACE INFORMATION:**

Avoid workplace gossip.

### **BEING LATE OR ABSENT:**

Contact your workplace and the school ASAP.

### **ACCIDENTS**

Report these to the school as soon as practical.

### **WORKPLACE GRIEVANCES OR OCCUPATIONAL HEALTH & SAFETY ISSUES**

Report these to the school ASAP.

### **EMERGENCY PHONE NUMBERS**

Keep these handy at all times and know where to access a phone and how to dial it.

### **IF YOU FEEL THREATENED**

If you find yourself in a threatening situation or someone makes inappropriate advances, arrange for someone to pick you up and contact the school to report the incident immediately.

**THANK YOU.** At the end of your placement think of how you can say Thanks. It may be a card or a cake or chocolates for staff to share.

**FOR PARENTS**

We hope this experience will be of great value to your child and that they will learn a little about themselves and their chosen industry. We recommend that you chat with your child on a daily basis while they are on their placement. This will enable them to make the most of this experience and to ensure that there are no problems.

**During work placement the student will be contacted or visited by a teacher to check that all is well. If there are any queries prior to this, please call the school.**