



# Work Experience Program

Dear Host Employer

Thank you for your consideration in partnering with us and our Work Experience Program for,

Student \_\_\_\_\_ Year 10

## Benefits of Work Experience for Employers

Work experience allows employers to:

- Build stronger relationships with colleges and the local community.
- Promote their business and industry as a career option for young people.
- Assess students for potential casual, part-time, or full-time employment.
- Provide existing employees with opportunities to develop leadership and supervisory skills.

## Benefits of Work Experience for Students

- Develops an awareness of appropriate attitudes and behaviours for paid work.
- Improves communication skills.

This brochure provides information and guidelines to make your work experience more enjoyable. We greatly appreciate your support in accepting the student for work experience.

For any questions or further information, please contact our Work Experience Coordinator, Mrs Daniela Dlugocz.

*Mrs Daniela Dlugocz*

VET Co-ordinator | Careers Teacher  
VET@tkc.wa.edu.au

**The King's College**

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# Requirements



## Work Health and Safety (WHS)

Employers must comply with work, health and safety (WHS) regulations under Western Australian law. The employer or supervisor is responsible for providing students with appropriate training and instruction related to WHS requirements and the tasks they will perform during their placement.

## Accidents and Injuries

In the event of an accident or injury, the employer must contact the student's parent/guardian and the college's VET Coordinator as soon as possible.  
Call 089 411 4100. Email [VET@tkc.wa.edu.au](mailto:VET@tkc.wa.edu.au).

## Anti-Discrimination

Under the Equal Opportunity Act 1995 (WA), students participating in work experience are subject to the same anti-discrimination protections as employees. Employers must provide adequate supervision to ensure students' safety and well-being in a non-discriminatory and harassment-free workplace.

## Work Experience Arrangement Forms

The college will send you, as Host Employer, a Work Experience Arrangement Form to complete. All sections of the Work Experience Arrangement Form must be completed and signed before the placement begins.

## Payment

Students must not receive any payment for work experience under the College's insurance policy. If an employer chooses to pay a student, the student will be covered by the employer's insurance policy, and the College will not be responsible for any insurance claims.

# Express Interest

Scan QR Code or visit

[www.thekingscollege.wa.edu.au](http://www.thekingscollege.wa.edu.au)



# Guidelines for Employers



## Making Work Experience Enjoyable and Productive

Many employers seek guidance on how to best support students during their work experience. The following guidelines are designed to ensure a valuable and enjoyable experience for both the student and the employer.

### A Good Beginning

- Most students may feel nervous at first, even if they don't show it.
- A warm welcome, introduction to the staff, and a quick tour of the workplace create a positive start.
- Assigning a specific supervisor for the student ensures they have someone to turn to for guidance and support.

### Planning

It is important for the student to have a clear plan of action. This plan can be revised as you get to know the student better and as they gain more experience in the area.

### Getting to Know Them

In some cases, an interview may have already taken place. However, it is always advisable to have a personal conversation with the student to learn more about them.

### Asking Questions

Encourage your work experience student to ask questions. They may need some encouragement in this process to feel comfortable seeking help.

### Record of Attendance

It is recommended that you keep a record of attendance. If a student is absent, please contact the College immediately (VET@tkc.wa.edu.au). Students have been informed that they must notify you, as well as the college (preferably in advance) if they are unable to report to work.

### Young Adults

As far as possible, treat the work experience student like any other employee.

### Questions and Appreciation

Please offer encouragement and recognise the student's achievements and efforts whenever possible.

## Responsibility

Whenever possible, increase the responsibility assigned to the work experience student. However, ensure that all duties comply with the Department of Innovation, Industry, and Regional Development regulations:

- No student under the age of 18 years may operate the following equipment:
  - Mechanical power saws
  - Surface planing machines (buzzers)
  - Spindle moulding machines (shapers) used for working wood, wood products, fibreboard, plastic, or similar materials
  - Guillotine cutting machines or clicking presses
  - Any machine used for cutting or creasing materials.

## Safety

The work experience student must follow the same safety regulations as all employees. Ensure that these safety regulations are strictly adhered to by the student.

### Sexual Harassment

Please be aware that sexual harassment legislation applies to students on work experience.

Sexual harassment may be defined as:

- Unsolicited, repeated, and unwelcome advances
- Behaviour that creates an intimidating, hostile, or offensive learning/work environment for one or more employees/students.

## Public Liability Insurance

Please refer to the insurance information included within this package.

The King's College is an independent, AISWA affiliated school. The College's insurance coverage is placed with various Insurers via our Insurance Broker, Safeguard Insurance Solutions. The King's College provides both personal accident insurance and public liability insurance for students engaged in unpaid work placements allocated or arranged by the College.

It is a requirement of The King's College that a business accepting students on workplace learning has in place its own Public Liability insurance to an appropriate level for any one occurrence. Safeguard Insurance Solutions will manage claims on behalf of the College, as required, in accordance with agreed arrangements.

The King's College insurance policy does NOT cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

## Help is Always Available

If you have any problems or questions, please feel free to contact the Work Experience Coordinator at the College. A staff member from the College may visit the student while they are on work experience.