



1

Learning Objective

- Students will understand the benefits of work experience
- Students will understand the opportunities and responsibilities of their work placement
- Students will understand the process of obtaining work experience

Success Criteria

- Students can access the “How to find a work experience placement” document
- Students can complete the notification of work experience
- Students know and understand how to access the Worksafe Smart Move course

THE KING'S COLLEGE
Be exceptional.

2

Why do work experience?

- Learn about the culture of work
- Clarify and test career goals
- Demonstrate “fit” for the work
- Good for your resume and portfolio

*Did you know:
In the UK, students who experienced paid work by 16 earned 6% more at age 26 than comparable peers who had not worked.*

What it means

- 1 Workplace experience gives students the opportunity to learn about the culture of work and develop knowledge, technical and social skills valued by employers.
- 2 It helps students clarify their career ambitions, get new perspectives on their education, and gain extra value if they experience workplaces linked to their career aspirations.
- 3 It helps them demonstrate that they are a good fit for a chosen career and helps secure employment by providing first-hand experience and professional networks.
- 4 As students stay in education longer, work placements can be most effective if they take place before high-stake decisions on upper secondary enrolment and in the years before leaving school.


“ Experiential learning is very effective... Students gain most from reflection and dialogue after their experiences, including a better understanding of their own preferences and how these [relate] to their decisions about careers of interest and training pathways. ”

*Michael Openshaw, Director,
All Saints' College, Perth, Australia*

“ I did quite a lot of volunteer work during secondary school, which was useful when I applied for jobs. Along with strengthening my communication and soft skills, volunteering definitely helped fill some gaps in my CV. It makes you seem like a more well-rounded and interesting person to work with. ”

*Bianca (24), from the UK,
now working in finance*

<https://issuu.com/oecd.publishing/docs/how-youth-explore-experience-think-about-their-fut>



THE KING'S COLLEGE
Be exceptional.

3

Why do work experience?

Important for ALL students ATAR or Access

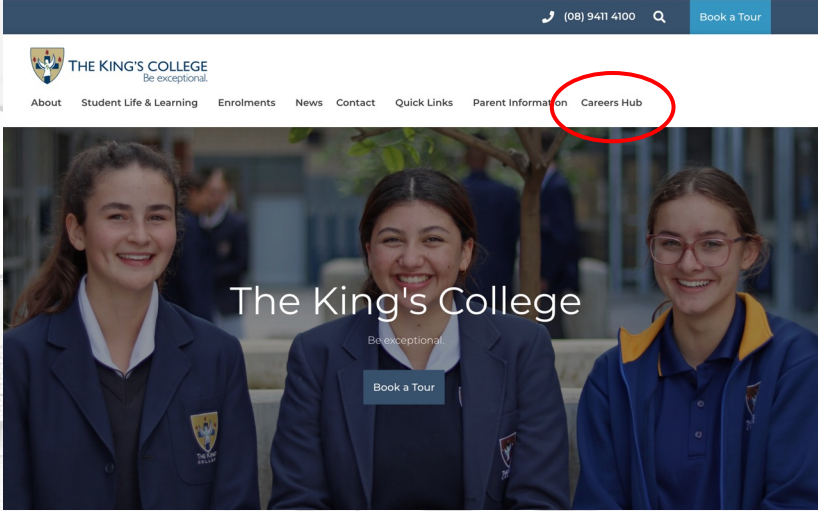
- Helps with part time work
- Helps build your confidence
- Helps build resilience and developing new skills



THE KING'S COLLEGE
Be exceptional.

4

Information about work experience



(08) 9411 4100 [Book a Tour](#)

THE KING'S COLLEGE
Be exceptional.

[About](#) [Student Life & Learning](#) [Enrolments](#) [News](#) [Contact](#) [Quick Links](#) [Parent Information](#) [Careers Hub](#)

The King's College
Be exceptional.
[Book a Tour](#)

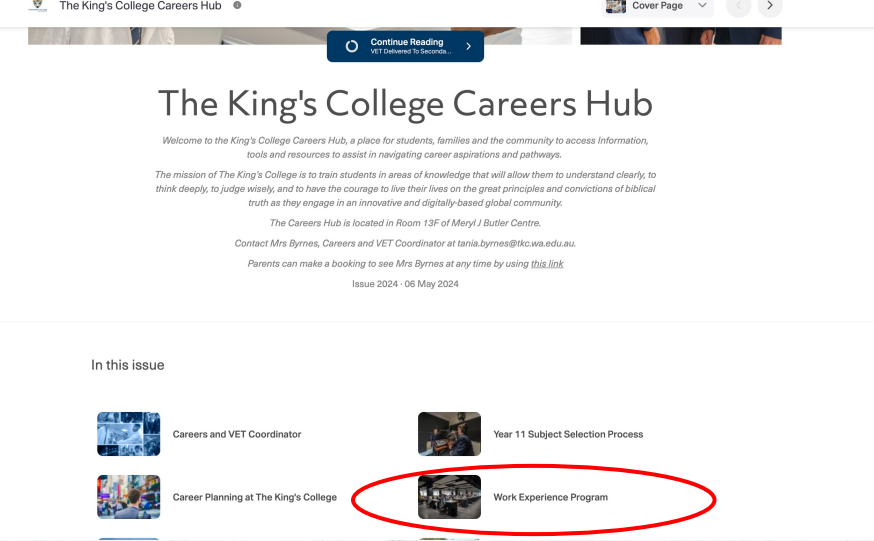
<https://issuu.com/oecd.publishing/docs/how-youth-explore-experience-think-about-their-fut>

THE KING'S COLLEGE
Be exceptional.

Access information via the Careers Hub website

5

Information about work experience



The King's College Careers Hub

[Continue Reading](#)
VET (University) is seconds.

The King's College Careers Hub

Welcome to the King's College Careers Hub, a place for students, families and the community to access information, tools and resources to assist in navigating career aspirations and pathways.

The mission of The King's College is to train students in areas of knowledge that will allow them to understand clearly, to think deeply, to judge wisely, and to have the courage to live their lives on the great principles and convictions of biblical truth as they engage in an innovative and digitally-based global community.





The Careers Hub is located in Room 13F of Meryl J Butler Centre.

Contact Mrs Byrnes, Careers and VET Coordinator at tania.byrnes@tkc.wa.edu.au.

Parents can make a booking to see Mrs Byrnes at any time by using [this link](#).

Issue 2024 - 06 May 2024

In this issue

-  [Careers and VET Coordinator](#)
-  [Year 11 Subject Selection Process](#)
-  [Career Planning at The King's College](#)
-  [Work Experience Program](#)

THE KING'S COLLEGE
Be exceptional.

6

Information about work experience

The King's College Careers Hub

Work Experience Program

Work Experience Program

7

Information about work experience

3 things are needed for your work experience placement

- Find a Host employer
- Notify the College so that we can arrange paperwork to be completed
- Complete your Worksmart Certificate

Students can begin contacting host employers at any time. A resource that helps break down each of the steps in the process can be found here.

[Obtaining a Work Placement.docx](#)

An incursion will be held for all Year 10 students in week 10 of Term 2, explaining the process and providing tips and resources to source a work placement opportunity. Once a Host Employer has been identified, students can notify Mrs Byrnes so that she can begin the above arrangements. This can be done by completing this form.

[Notification of Request for Work Experience Placement](#)

Completing this form is NOT approval to attend work experience placement. When the placement is approved, students will receive an approval notice from the College.

Students are also **required** to complete the Online Work Health and Safety Course called Worksmart.

WorkSafe SmartMove Western Australia
WHS training resource
smartmove.safetynine.wa.gov.au

Students are to :

- Create a registration using their student email address
- Complete the GENERAL workplace module
- Complete AT LEAST ONE Industry Specific Module
- Send through confirmation of completion by uploading their completed certificate (can be downloaded from the website) using this form.

[Upload your Worksmart Certificate](#)

8

How Do I find a Placement?

Download this form from the website for detailed help to find a placement

How to Find a Work Placement

[Form](#)

Students can begin contacting host employers at any time. A resource that helps break down each of the steps in the process can be found here.

[Obtaining a Work Placement.docx](#)

THE KING'S COLLEGE
Be exceptional.

9

Summary of finding a Work Placement

THE KING'S COLLEGE
Be exceptional.

10

Two types of work placement

- To Gain employability skills
 - If you have never worked before, this is a great goal
 - Learn generic skills such as
 - Communication
 - Teamwork
 - Timekeeping
 - Following instructions

What are your career goals or areas of interest?

THE KING'S COLLEGE
Be exceptional.

11

Two types of work placement

- The other goal of work placement is to work in an area of interest that you might not be able to find paid work in
 - Eg. School Assistant
 - Child Care work
 - Construction etc.

What are your career goals or areas of interest?

THE KING'S COLLEGE
Be exceptional.

12

Who do you already know?

- Talk to friends and family about where you want a work placement
- They may know someone who has a business or works for a business in that area

What contacts do you have in this area (friends/family etc)

Contact them to see if they can help you

What are your career goals or areas of interest?

What contacts do you have in this area (friends/family etc)

Contact them to see if they can help you

Compile a List of potential Employers and contact details

Select a method of approach (email/phone/letter)

Make Contact, obtain an outcome and review your approach if needed

THE KING'S COLLEGE
Be exceptional.

13

Compile a List of potential contacts

- Consider transport
- Gather contact details and write them on the list in the worksheet

Compile a List of potential Employers and contact details

What are your career goals or areas of interest?

What contacts do you have in this area (friends/family etc)

Contact them to see if they can help you

Compile a List of potential Employers and contact details

Select a method of approach (email/phone/letter)

Make Contact, obtain an outcome and review your approach if needed

THE KING'S COLLEGE
Be exceptional.

14

Method of Approach

- Review worksheets for telephone script and written script.
- Review the benefits to yourself and the employer
- Practice what you will say and make sure it feels comfortable to you – in your own words
- Employers don't always know what "work Placement" is, try saying "work experience" or "unpaid work experience"
- The BIGGEST thing employers look for is enthusiasm and passion to find out more about the work they do, make sure this comes across

Select a method of approach (email/phone/letter)

THE KING'S COLLEGE
Be exceptional.

15

Make Contact!

Make Contact , obtain an outcome and review your approach if needed

An incursion will be held for all Year 10 students in week 10 of Term 2, explaining the process and providing tips and resources to source a work placement opportunity. Once a Host Employer has been identified, students can notify Mrs Byrnes so that she can begin the above arrangements. This can be done by completing this form.

[Notification of Request for Work Experience Placement](#)

THE KING'S COLLEGE
Be exceptional.

16

Must haves by Week 4 Term 3

3 things are needed for your work experience placement

- Find a Host employer
- Notify the College so that we can arrange paperwork to be completed
- Complete your Worksmart Certificate

Students can begin contacting host employers at any time. A resource that helps break down each of the steps in the process can be found here.

[Obtaining a Work Placement.docx](#)

An incursion will be held for all Year 10 students in week 10 of Term 2, explaining the process and providing tips and resources to source a work placement opportunity. Once a Host Employer has been identified, students can notify Mrs Byrnes so that she can begin the above arrangements. This can be done by completing this form.

[Notification of Request for Work Experience Placement](#)

Completing this form is **NOT** approval to attend work experience placement. When the placement is approved, students will receive an approval notice from the College.

Students are also **required** to complete the Online Work Health and Safety Course called Worksmart.

WorkSafe SmartMove Western Australia

WHS training resource

smartmove.safetyline.wa.gov.au



Students are to :

- Create a registration using their student email address
- Complete the GENERAL workplace module
- Complete AT LEAST ONE Industry Specific Module
- Send through confirmation of completion by uploading their completed certificate (can be downloaded from the website) using this form.

[Upload your Worksmart Certificate](#)

17

Information about work experience

Students **MUST** ensure that the school has approved the work placement. Parents should not authorise their child to participate in work experience that has not been approved by the school (unless the insurance is covered by the host employer). Some of the steps involved in arranging a work placement include :

- Assessing the workplace.
- Ensuring the work and duties are appropriate for our students.
- Ensuring the student will be adequately supervised in the workplace at all times.
- Ensuring the student is aware of their obligations and entitlements as a work experience student.
- Ensuring parents provide **informed** consent (they have a reasonable understanding of the duties their child is likely to participate in at the workplace).
- Providing worker's compensation insurance for the student during the times of their work placement.





THE KING'S COLLEGE
Be exceptional.

18

Workplace Learning – must haves by end Week 4 of Term 3

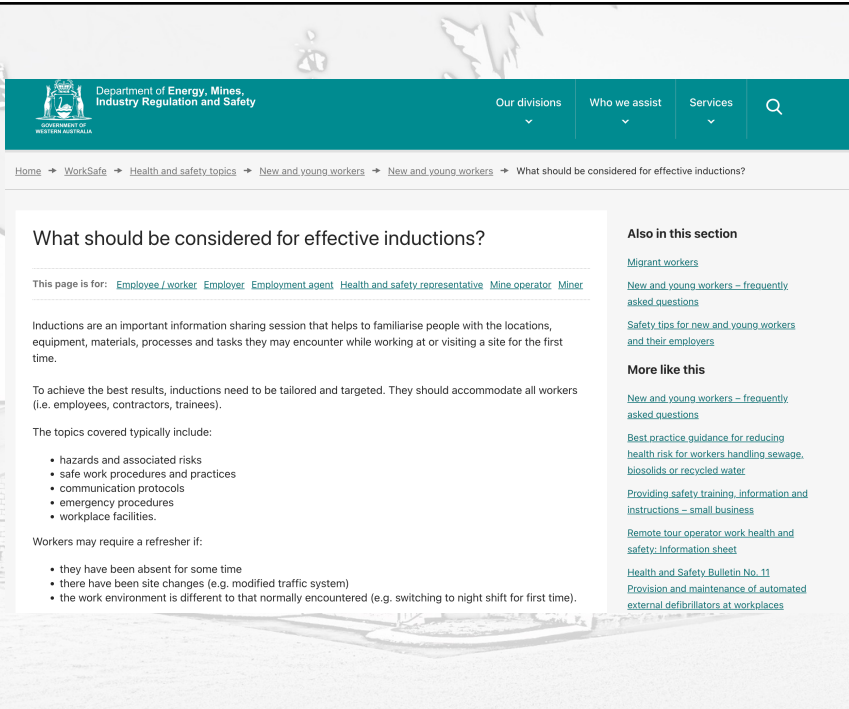
- Filling out the form will trigger a series of things
- Mrs Byrnes will contact your host employer and arrange a workplace visit and provide insurance details
- Create documents to be signed by
 - Student
 - Parent
 - Host employer





THE KING'S COLLEGE
Be exceptional.

19



What should be considered for effective inductions?

This page is for: [Employee / worker](#) [Employer](#) [Employment agent](#) [Health and safety representative](#) [Mine operator](#) [Miner](#)

Inductions are an important information sharing session that helps to familiarise people with the locations, equipment, materials, processes and tasks they may encounter while working at or visiting a site for the first time.

To achieve the best results, inductions need to be tailored and targeted. They should accommodate all workers (i.e. employees, contractors, trainees).

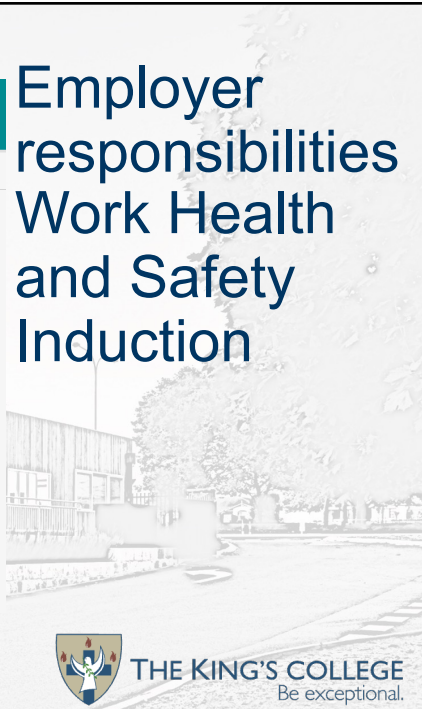
The topics covered typically include:


- hazards and associated risks
- safe work procedures and practices
- communication protocols
- emergency procedures
- workplace facilities.

Workers may require a refresher if:

- they have been absent for some time
- there have been site changes (e.g. modified traffic system)
- the work environment is different to that normally encountered (e.g. switching to night shift for first time).

Employer responsibilities Work Health and Safety Induction

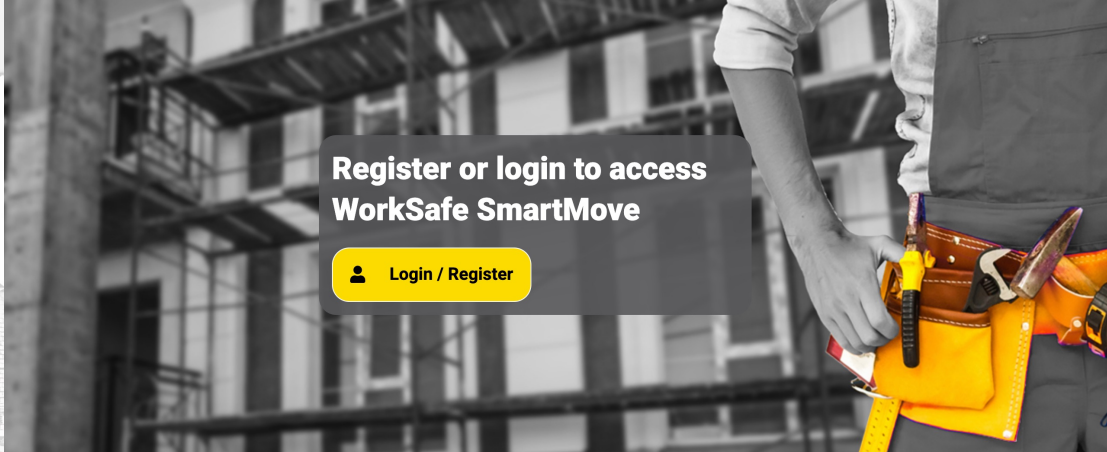




THE KING'S COLLEGE
Be exceptional.

20


Worksafe SmartMove Certificate



Register or login to access WorkSafe SmartMove

Login / Register

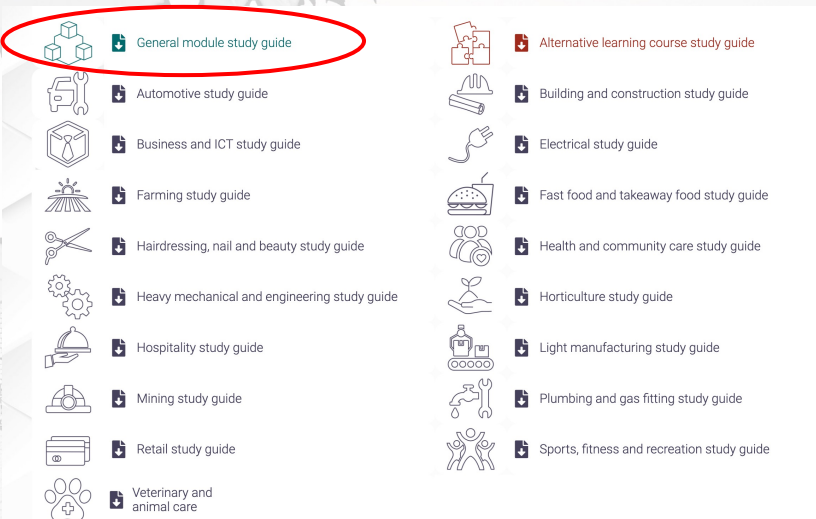
Health and Safety in the Workplace



THE KING'S COLLEGE
Be exceptional.

21


Worksafe SmartMove Certificate



- General module study guide
- Automotive study guide
- Business and ICT study guide
- Farming study guide
- Hairdressing, nail and beauty study guide
- Heavy mechanical and engineering study guide
- Hospitality study guide
- Mining study guide
- Retail study guide
- Veterinary and animal care
- Alternative learning course study guide
- Building and construction study guide
- Electrical study guide
- Fast food and takeaway food study guide
- Health and community care study guide
- Horticulture study guide
- Light manufacturing study guide
- Plumbing and gas fitting study guide
- Sports, fitness and recreation study guide

Two Components

- General
- Industry Specific

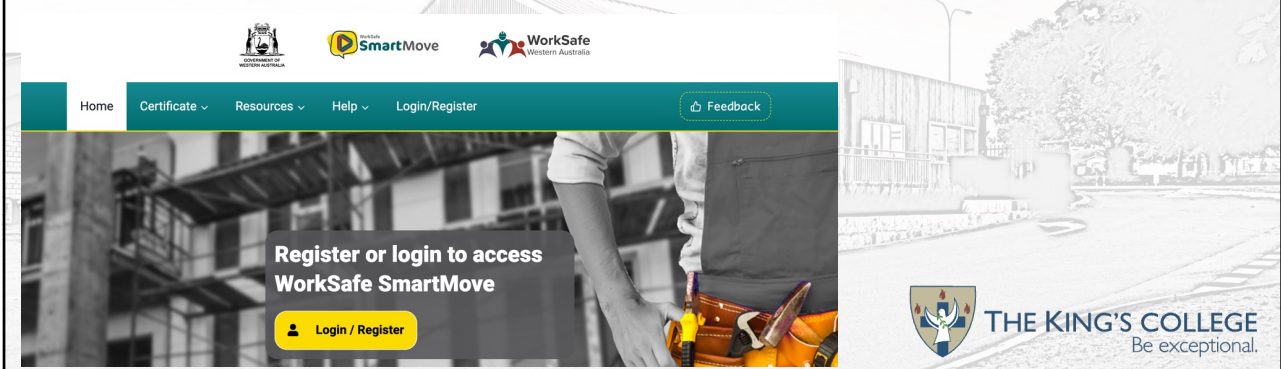


THE KING'S COLLEGE
Be exceptional.

22

Worksafe SmartMove Certificate

- Time will be provided at school next term, but the earlier you can do this, the better
- Create a login over the holidays and make a start
- <https://smartmove.safetyline.wa.gov.au/resources/educator/>



23

Upload Your Certificate from the Careers Hub Website



24

Next Steps....

- Start looking for a work experience placement using the steps outlined
- School holidays are an EXCELLENT time to do this
- Complete Worksafe Worksmart Certificate
 - Looks fabulous on your resume
 - Excellent preparation for the workplace
 - Login and make a start, it is about 3 or 4 hours of work
 - UPLOAD your completed certificate



THE KING'S COLLEGE
Be exceptional.

25

Questions?



THE KING'S COLLEGE
Be exceptional.

26