

WORK EXPERIENCE HANDBOOK

2023



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Dear Parent/Carer & Students,

This handbook is designed to assist students and parents to understand the reasons for undertaking work experience and to guide them through the procedure of organizing an arrangement with a suitable employer.

Year 10 Work Experience is undertaken by ALL Year 10's in a block week during

19th - 23rd June 2023

Work experience provides a fantastic opportunity for your student to learn about the world of work.

We urge students to begin the process early as competition for placements can be very strong.

If you have any concerns or questions about the Year 10 work experience program or work experience in general, please do not hesitate to contact a member of the Careers team or Megan Penn in the Senior School Office at the school.

Megan Penn Senior School Administration Work Experience Coordinator Telephone: (03) 5428 3691

workexperience@gisbornesc.vic.edu.au

WHY DO WORK EXPERIENCE?

To learn about the world of work. To improve your understanding of the work environment and work place behaviour.

To develop organizational and planning skills by arranging your own work experience.

To gain confidence and skills in approaching employers by telephone, email, letter, or in person.

To improve communication and interpersonal skills by working with people you don't know and adapting to a new environment.

To become more aware of the demands of specific occupations.

To explore possible career options and to assess your suitability to pursue a certain career path.

To gain experience, which may help you with future courses or career paths.

To help you choose next year's school subjects and/or VET subjects.

To find out what you don't like (which can be just as important as finding out what you do like), in jobs.

To build on your employability skills.

To gain a part time job or a School Based Apprenticeship/Traineeship.

FINDING AN EMPLOYER and MAKING CONTACT

What are you interested in? What would you like to get a closer look at?

Talk to friends, family, teachers, sports coaches. Let them know you are looking for work experience. These people are often a great source of information and help.

Do a google search to find employers and their contact details, for the industry you are interested in.

Visit the local shops and businesses and have a chat with the Manager.

Make phone calls or send emails to places where you would like to do your placement.

Ask Ms Megan Penn in the Senior School Office to show you the list of employers used by previous GSC students.

SAMPLE TELEPHONE CALL

Make sure you speak clearly and slowly to help the other person understand your request. Have a pen and paper handy to note any important details. Have your work experience dates, and school details in front of you in case you are asked for them.

Good morning, I'd like to make a work experience enquiry please.

(At this point you may possibly be transferred to another person. Be prepared to repeat your opening remarks.)

- Once you are on to the correct person, they will usually either:
 - a) Tell you they have no placements available
 - b) Ask you for more information (eg, dates, age, school)
- Take down important information:

Name of the person you are speaking to, contact details and address of the workplace.

• At the end of the conversation, no matter what the outcome:

Thank them for their time and assistance.

SAMPLE EMAIL

Dear Ms. Penn (or 'To whom it may concern', if you don't know a specific name),

I am writing to ask if you would consider offering me a work experience placement.

I am a Year 10 student at Gisborne Secondary College and I am very interested in exploring this industry and finding out more about this type of work.

The dates set by our school for work experience are:

Monday 19th June to Friday 23rd June 2023.

I have attached my resume for your consideration.

Kind regards,

STUDENT

LEGAL Information:

Paperwork/documentation/signatures

A fully signed work experience arrangement document must be lodged with the school Work Experience Coordinator (Megan Penn). Along with your OH&S module certificates,

Age:

Although there can be exceptions, we require all Gisborne Secondary College students to be 15 years of age to do Work Experience.

Occupational Health and Safety

Due to concerns about the knowledge of employees and employers of workplace health and safety, the Department of Education and Training Victoria has deemed it essential that all students participating in work experience must satisfactorily complete units of Occupational Health and Safety theory prior to undertaking a placement. All students must complete and submit a GENERAL module certificate and an INDUSTRY SPECIFIC module certificate.

Work cover/public liability

Students on Work Experience are covered by the Education Department's WorkSafe insurance policy when they complete the Work Experience Arrangement Form. Students are also covered with public liability cover up to \$10 million. This is the school/education department's responsibility. Employers do not need any special cover to take on Work Experience students.

Please note students are not covered by insurance or Work Cover

- on weekends
- or between the hours of 11pm and 6am

Payment

Ministerial Order No 382 requires a minimum payment to students of \$5.00 per day. Employers may, but are not obliged to, pay more than this.

Most non-profit, educational, charitable and welfare organisations are exempt from payments.

Timing

Work experience must take place during the School Year. This means Term 1, Term 2, and Term 3 holidays are allowable times for extra work experience, but not the summer holiday break at the end of the school year. They would not be covered legally in this period. Similarly, students are not covered for Work Experience on weekends.

Absence

If absent for any reason, it is the student's responsibility to notify both the employer and the School as soon as possible. Any problems whilst on Work Experience should be referred to the Careers Department at school.

YEAR 10 WORK EXPERIENCE 2023

A Step by Step Guide

STEP 1: Think Big

- -Challenge yourself, think outside the box. Think about jobs you want to do in the future.
- Make contact with employers. Talk with friends, family and other connections.
- -Use Google or other internet search engines.
- -If you have difficulty come see us in the Careers office

STEP 2: Collect White Planning Sheet

There is one at the back of your Work Experience Handbook Spares: Available from the Careers office or the GSC Careers website

STEP 3: Complete OH&S SAFE@WORK Modules

- -The General and an Industry module to be completed
- -These are multiple choices questions
- -The industry module must relate to the work experience placement and a copy of both modules must be handed in with your planning sheet to the careers office

STEP 4: Hand in white Planning sheet and OH&S Module Certificates together

-This should have all sections filled out completely before handing in to the Megan Penn or the Careers Office

STEP 5: Collect official Arrangement Form ONCE you have completed your White Planning sheet

STEP 6: Get It Signed

- -This needs to be signed by your <u>parents/carer</u> the <u>employer</u> and <u>YOU</u>
- -This is a legal requirement before any student undertakes placement

STEP 7: Return the signed forms to the Megan Penn or the Careers Office ASAP

ALL FORMS DUE BACK (last week of term 1)

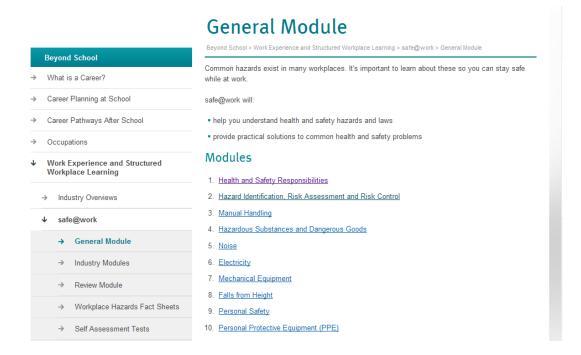
STEP BY STEP GUIDE FOR COMPLETING OH&S MODULES

WORK EXPERIENCE 2023

STEP 1: Google SAFE@WORK.

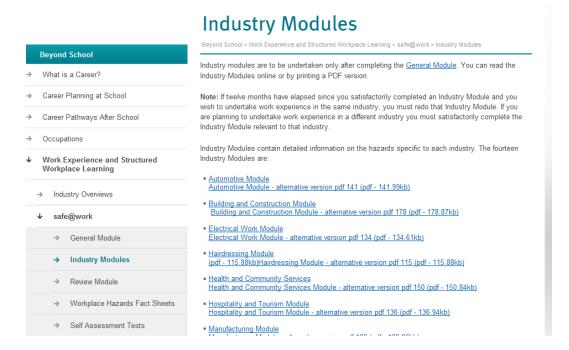
OR: Copy and paste the URL www.education.vic.gov.au/safe@work/

STEP 2: Click on the GENERAL MODULE link.



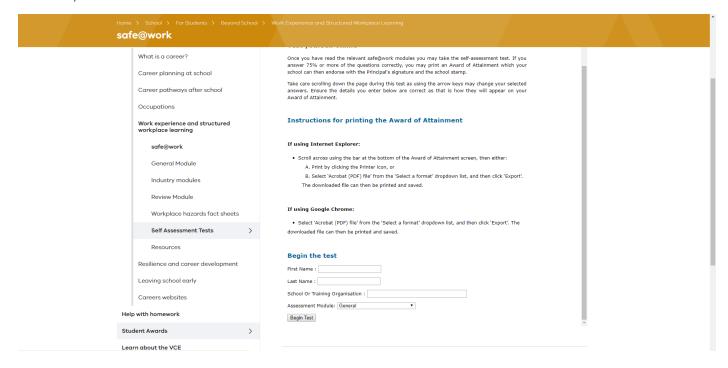
<u>STEP 3</u>: READ THE INFORMATION ON THE GENERAL MODULE.

STEP 4: YOU WILL NEED TO REPEAT THE PROCESS FOR YOUR INDUSTY MODULE.



STEP 5: THE TESTS ARE LOCATED ON THE MENU, ON THE RIGHT HAND SIDE, SELECT "SAFE@WORK SELF ASSESSMENT TESTS".

You must do a general and an industry module. Some Students may need to do multiple industry modules depending on the placement. If you're having difficulty passing the tests please take note of your incorrect answers, and then redo the test.



STEP 6: PLEASE PRINT AND SAVE A COPY OF YOUR CERTIFICATES.

(COPIES MUST BE HANDED IN TO **MEGAN PENN (Senior School Office)** WITH THE WORK EXPERIENCE WHITE PLANNING SHEET)

INDUSTRY MODULES INCLUDE:

Automotive Module
Building and Construction Module
Electrical Work Module
Hairdressing Module
Health and Community Services
Horticulture Module

Hospitality and Tourism Module
Manufacturing Module
Metals and Engineering Module
Office and Business Services
Module
Painting Module

Plumbing Module
Primary Industry Module
Retail Module
Veterinary Module

MY PLANNING CHECKLIST

Find your work experience

Complete the planning sheet

Complete OH&S Modules

-General

-Industry

Planning Sheet to the Megan
Penn or Careers Office

Collect Arrangement Form from Megan Penn (Senior School)

Get the Arrangement Form Signed by;

-the Employer

- Your Parent/Carer

-You

Return fully signed Arrangement Form to Megan Penn (Senior School)



work experience planning sheet

- All students **MUST** be double vaccinated to undertake Work Experience
- All information **MUST** be provided below (this is for you to plan where you are going before the official sheet that the employer will sign)
- Copies of your **Occupational Health & Safety Modules** (A <u>GENERAL</u> and an <u>INDUSTRY SPECIFIC</u> module) must be attached to this form before the processing will begin.

Work Experience Dates:

Monday 19th June to Friday 23rd June 2023

Student Information				
Student Information				
Student Name		Year Level		
Date of Birth		Email Address		
/				
Address				
Parent/Carer Name		Home Number		
i arony Jaron Hame		Home Number		
Parent/Carer Mobile		Student Mobile		
Parent/Carer Signature		Student Signature:		
Business Information				
Name of Business		Type of Business/Work		
Address				
One to at Para are	T:41-	Desides		
Contact Person	Title	Position		
Employer Email				
Contact Phone Number		Student's Duties		
Working Hours		Does your employer require you to have a Worksafe white card? Yes / NO		
Work Experience Coordinator USE ON	LY			
Date Received://202		OH&S Modules Received		
Processed by		Working with animal form issued		



ADDITIONAL WORK EXPERIENCE FORM (COVID-19)

The arrangements set out in this form are in addition to those described and agreed to in the Work Experience Arrangement Form

This document has been developed to record the agreement of a student undertaking work experience and their parent/guardian (if the student is under 18 years of age) to the ongoing participation of the student in the changed work environment on account of COVID-19.

Employers are required to implement actions that are consistent with advice from Victoria's Chief Health Officer to reduce the risk of transmission of coronavirus (COVID-19). This requirement has been included in the updated Work Experience Guidelines for Employers.

Student Agreement

I, understand that as a result of COVID-19, additional arrangements will need to be put in place to support me to participate in the workplace safely. I agree to comply with any additional or altered workplace rules and requirements governing safety as part of my Work Experience Arrangement, and I will not attend the workplace if I am unwell.		
Student name:	Signature:	
Date:		

Parent/Guardian Consent

- I, understand that, as a result of COVID-19:
- additional arrangements will need to be put in place to support my child in the workplace;
- my child will need to comply with any additional or altered workplace rules and requirements governing safety as part of their Work Experience; and
- my child is not to attend the workplace if they are unwell.

Parent/Guardian name:	Signature:
Date:	

