



## WORK EXPERIENCE

The Work Experience Program is a fantastic opportunity for students to learn new skills and explore areas of interest. It provides self-confidence and insight into the workforce to assist students with the transition from school to work.

## WHAT'S IT ABOUT?

Aldridge SHS Work Experience Program is a pathway into the world of work, resulting in job-ready and engaged young people who will experience what it's really like in the workforce. The program aims to develop those skills needed to find and gain employment and to expose students to a selection of industry sectors based on career interests. By participating in work experience, students will develop an understanding of the responsibilities and commitment required in the work force. It will also build self-confidence and encourages students to be independent. This is also a great opportunity to create industry contacts which may lead to paid employment.

## WHAT YOU NEED TO KNOW

The Work Experience Program provides a formal arrangement whereby students participate in a range of activities at a place of work. Work experience is an unpaid, short-term placement that is coordinated and monitored by the School to Work Officer. Students must be at least 14 years of age and can be placed on work experience up to a maximum of 30 days in a year. Students may be placed for selected days or half days, over a specified period of time, or each day of the week for a specified period. Participation in the program should not disadvantage students with regard to the rest of their education commitments at school and will require approval from the school Principal.

It is the responsibility of the School to Work Officer to arrange student placements by providing relevant documentation such as the Work Experience Agreement in consultation with the school's Principal, students, parents and work experience providers (employer). These agreements ensure insurance cover is in place prior to the student commencing their placement. Aldridge SHS charges a student fee per work experience placement. This fee was introduced to contribute towards the cost of coordinating and monitoring these placements.

## STUDENT RESPONSIBILITIES

- be aware they are representing Aldridge SHS and must reflect the school's expectations by demonstrating behaviour aligned to the school's Responsible Behaviour Plan
- to arrange a meeting with the employer to find out the procedures and processes related to work experience i.e. start and finish times, required clothing
- ensure the Work Experience Agreement form is completed correctly and returned to the school prior to commencing their work placement





- take and complete their log books everyday
- understand that they must contact the work experience provider and the school if they are unable to attend work experience or are late to work
- ensure they are wearing appropriate work wear and using personal protective equipment (PPE) supplied by the employer
- understand their obligations regarding workplace health and safety
- understand the importance of disclosing any personal details to the employer which may impact on their own safety or the safety of others in the workplace
- understanding the importance of maintaining confidentiality in the workplace and information regarding their workplaces policies and procedures
- to contact the school if an issue arises
- ask lots of questions and enjoy the experience!

#### **PARENT/GUARDIAN RESPONSIBILITIES**

- assist students with arranging a meeting with their allocated employer prior to starting their work placement
- assist their student with completing and returning the Work Experience Agreement prior to commencing their work placement
- make appropriate arrangements for their student to travel to and from work experience
- make sure their student has appropriate work wear required by the employer, including PPE
- report their student's absence from work experience to the school as soon as possible on the day of the absence
- provide any necessary health information relating to their student which may impact on the safety of their student or the safety of others in the workplace
- to contact the school immediately if any issues arise during the work placement
- to support and encourage their student during their work placement

For more information about Work Experience contact Mrs Hodgkinson on 07 4120 8444 or email [jhodg242@eq.edu.au](mailto:jhodg242@eq.edu.au).

