



Student Work Experience Guidelines July 2020

Purpose

This document sets out the terms and conditions associated with students wishing to undertake work experience. This policy applies to all Calrossy Anglican School students who wish to undertake work experience throughout the year, either during school term or during school holidays.

Definitions

For the purposes of defining specific terminology and wording used when planning for, applying for and carrying out a period of work experience that is going to provide enormous benefit to the student

- **Work Experience** is a short period spent in a workplace to learn what it is like to do that kind of work
- **School Time** is a time where the student would be expected to be in the classroom at school.
- **School Holidays** are the designated school holiday breaks where students are not at school. The Calrossy Work Experience Certificate of Currency (Insurance) allows for students to choose to undertake work experience during school holiday times
- **Host Employer** is the person in the work place who will be responsible for the student in the workplace
- **Workplace** is the place of work where the student is physically attending their work experience placement

Responsibilities of the Career Adviser and Staff

The career adviser, with the support of the Head of Secondary are responsible for the overall implementation of the work experience guidelines. The career adviser must:

- Consult with the individual student and/or parent to explain the responsibilities of the student if they are seeking to undertake work experience during school time
- Consult with parents and/or students to gather information before permission is sought, including dates of proposed work experience, workplace details and why the students would like to participate in work experience, how this links to the student's career aspirations and why the dates are required
- Consult with the Head of Secondary to seek approval in the event a student would like to undertake work experience during school time.

- Convey the decision made by the Head of Secondary to the parent/legal carer and student
- Consult with student services to ensure the school is aware of student work experience movements to prevent students from being marked on the roll as 'An Unexplained Absence'
- Encourage all work experience to be taken in school holidays

If the requested work experience is not in school time, the career adviser is not required to seek permission on behalf of the student

Responsibilities of the Student and Parent/Legal Carer

*The Career Adviser must be advised and all forms completed and returned by the student and/or parent to the career adviser **before work experience commences**. Failure to do so will put the student at risk of being uninsured in the unlikely event of any workplace incident or accident.*

Students are encouraged to consider undertaking work experience throughout the year and have this flexibility to be able to work around the often busy and complex requirements of a workplace or business.

In the event a request is made by the student or the parent/legal carer for dates during school time, there should be sound reasons for this request, reasons may include but are not limited to:

- The employer has only specific times available for students who wish to undertake work experience within their business or place of work, e.g. national work experience programs like the Department of Defence, NIDA, Taronga Zoo, Australia Zoo, Cummins South Pacific or other local business & industry
- The employer has outlined a preference for a specific time that ensures a higher quality outcome for the student, e.g. during times of the year where there is more to witness in the workplace
- There are family commitments and there is sound judgement and support from the student's family to undertake work experience during school time

Each student before they request work experience will:

- Have either met with the career adviser or attended the in-class session where work experience is discussed and have complete the in-class activities designed to clearly explain the student responsibilities, benefits to the student and how the work experience program operates

And

- Visit the Calrossy Careers Website and read through the information contained within the Work Experience Tab via this link <https://careers.calrossy.nsw.edu.au/work-experience>

And

- Understand the information available via the above link, if there are any questions, to speak with the career adviser

Other commitments/responsibilities of the student include:

- Ensure they are aware of any other responsibilities they have whilst on work experience and avoid any clash with the following but not limited to; a leave weekend, Friday night rugby or other sport, school exams, school assessments, etc
- If a student has another commitment, the student is responsible for making sure they communicate with their teacher with whom their commitment may impacting from undertaking work experience
- Complete all forms that are required to be completed and return to the Career Adviser before work experience commences
- Ensure the Certificate of Currency form has been given to their host employer
- After there is an agreement between the student and the Career Adviser, the student will inform student services of dates and times to ensure they are not at risk of being marked on the roll as 'An Unexplained Absence'

Commitments/responsibilities of the student while conducting work experience

- If a student has another commitment such as but not limited to other paid employment, sports commitments, etc. the student is responsible for making sure they communicate all details with their host employer to discuss a satisfactory arrangement
- The student must ensure they are aware of any specific requirements of the workplace, such as but not limited to specific clothing requirements, appropriate attire or expectations/standards in the work place or any specific start or completion times

Signatures

I have read and understand the information contained in this policy

Student Signature

Student Name

Date

Parent/Legal Carer Signature

Parent/Legal Carer Name

Date