

WORK EXPERIENCE POLICY

	Fairholme College ABN 16 917 099 053 CRICOS Provider Code 00651J		
Purpose	The purpose of this policy is to provide structure, processes and documentation for the College's Work Experience Program, within the Year 10 curriculum at Fairholme College.		
Scope	This policy applies to all students undertaking official College-supported Work Experience placements.		
References	Complaints and Dispute Resolution Policy Child Protection Policy Child Protection Management Strategy Privacy Policy Sexual Harassment Student Code of Conduct Workplace Health and Safety Policy Workplace Gender Equity Policy		
Policy Type	Public		
Policy Location	College Website		
Version	2.1		
Supersedes	All previous versions		
Policy Owner	Leadership Team		
Review Date	9 March 2015	Next Review Date	1 April 2018
Authorised By	Principal	<i>Linda Evans</i> Linda Evans	

Legislation and other Instruments

Education (Work Experience) Act 1996 (Qld)

Education (General Provisions) Regulation 2006 (Qld)

Workers' Compensation and Rehabilitation Act 2003 (Qld)

Work Health and Safety Act 2011 (Qld)

Vocational Education, Training and Employment Act 2000 (Qld)

Queensland Government Health and Safety Incident Recording, Notification and Management Policy and Procedure

Rationale

The prime function of education is to prepare students for life and service. As such, Work Experience does not only facilitate a student's mental, moral and spiritual faculties but offers each student the opportunity to explore and develop an effective and meaningful career development plan.

To assist students in the development of a productive career development plan it is important to offer students an opportunity to develop knowledge of self, the world of work and how to use this knowledge to develop a well-considered career plan. Work experience offers students an opportunity to explore their own occupational dreams within a safe and supportive framework and develop a keen understanding of the importance of employability skills within any work environment.

Definition

The term **Work Experience**, in the Fairholme context and with reference to *Education (Work Experience) Act 1996 (Qld)*, refers to the official College-supported work placement program which is part of the Year 10 curriculum. This is distinct from the Vocational Education and Training opportunities and structures.

Scope

Work experience placements occur domestically.

College-supported Work Experience placements occur within the Year 10 Curriculum and have a gazetted period of placement, as communicated by the College annually. All applications to vary this arrangement require discussion with Pathways Centre staff in conjunction with the Deputy Principal|Head of Senior School, Head of Middle School or the Head of Teaching and Learning.

Aims

Work Experience placements assist students in their transition from school to work, and aim to:

- provide students with an opportunity to relate school studies with workplace contexts
- provide an opportunity to extend the theoretical learnings of the classroom into practical applications in the workplace
- prepare students for the demands and expectations of the working world
- help students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- acquaint students with non-gender stereotyped occupations
- give students insights into the nature of diversity of employees in the workplace
- improve students' maturity, confidence and resilience

- encourage links between school and communities local and beyond
- provide opportunities for students to become more informed about the current labour market issues
- offer opportunities for students to learn about family care, household management and other unpaid work options in community activities
- provide students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- provide schools with an initiative to forge stronger links between education and industry

Work Experience Structure and Process

It is expected that senior students participate in one week's Work Experience during their senior years of schooling. Beyond the scope of this policy, some Senior School students may complete trial days/experience days for Vocational Education and Training purposes. The Specialist Careers Advisor is the person responsible for overseeing the Work Experience program for the girls.

All Year 10 students are involved in careers education with a specific focus on Work Experience. Within this program, the Specialist Careers Advisor commences work with students as they explore placement opportunities, supports the effective management of all documentation, communicates with student families and provides education around workplace and safety. Parents play a vital role in the program by assisting their daughter to make initial contacts for placement.

Year 10 students undertake an official work experience placement as part of their academic program. Work Experience offers valuable opportunities to students outside the school environment and, additionally, it provides a first-hand opportunity for students to experience work in a career area in which they might be interested. The Work Experience program at Fairholme College allows students to test their confidence as contributing members of the community and to have a taste of work-related responsibilities and experiences. The program also enables students to appreciate what is expected of them when they leave school and are better equipped to make effective career choices. As a direct result, students often experience greater motivation to do school work.

College protocol includes collaborating with the host work experience provider regarding aspects of duty of care and workplace health and safety. Where possible, the Specialist Careers Advisor and other staff will contact the Work Experience Provider and/or visit the girls during their work experience placement – see below.

Refer to Appendices for associated documentation.

Three Phases of the Work Experience Program

Preparation Phase – Prior to Work Experience

The following must occur well before work placement can commence:

- Parent Permission form must be completed and returned to the Pathway Centre for storage.
- Principal/Work Experience Provider agreement form must be completed and returned to the Pathway Centre for storage.
- Employment Safety Management Form must be completed by the Work Experience Provider and returned to the Pathway Centre for storage.

- Work Experience information sheets outlining work experience regulations to be sent to the Work Experience Provider with work experience paperwork.
- Girls attend an address by Pathways Centre Staff and a member of the Leadership Team – briefing to include aspects of College and workplace expectations, person and workplace safety, communication during the experience

Work Phase – During the Work Placement

During the work placement phase, the following will occur:

- All students are required to complete a Work Journal during the placement
- Pastoral Care Teachers from Fairholme College to contact Work Experience Placement for feedback on student progress - via telephone, email or in person
- Work Experience Placement Supervisor to complete Work Experience Evaluation document and return to the College for student feedback

Final Phase - After Work Experience

The following aspects are initiated after the work placement has concluded:

- Students can debrief their work experience placement within a classroom setting
- A work experience participation certificate will be given to each student after they have submitted their completed work experience journal
- A work experience certificate of appreciation will be sent to the work experience provider after the work experience placement has been completed

Student and Family Responsibilities

- Initiate the Work Experience placement and complete all documentation in a timely manner
- Arrange their own transport
- Must comply with the Workplace Health and safety regulations of the work place, in conjunction with College expectations, Student Code of Conduct and child protection consideration
- Not engage in any activities that are outside the scope of the work experience placement
- Report any concerns to key staff in the Pathway Centre immediately
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Resources

To ensure students are offered a safe and effective placement experience, students are encouraged to use the following resources:

- ACTU Worksite
- ACTU Worksite Diary feature
- Workplace Health and Safety Sense Program
- ACTU Worksite hints for preparation
- Careers and Transition Employability Skills

Appendices

Associated documents for students, parents and work placement supervisors