

WORK EXPERIENCE POLICY

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	<ul style="list-style-type: none"> Student Code of Conduct Complaints and Dispute Resolution Policy Child Protection Policy and Child Protection Risk Management Strategy Workplace Health and Safety Policy Privacy Policy Workplace Gender Equity Policy Sexual Harassment Policy Anti-Bullying and Harassment Policy
Policy Type	Public
Policy Location	College Intranet and College Website
Version	2.00
Supersedes	All previous versions
Authorised By	CARM Committee
Review Date	9 March 2015
Next Review Date	1 April 2018
Policy Owner	Leadership Team

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 sample 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

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 (sample) documents for students, parents and work placement supervisors.

Appendix – Letter to Work Experience Provider

«Employer_Contact_»
«Employer_Name»
«Employer_Address»
«Employer_Address_2»
«Employer_Address_3»

Dear «Employer_Contact_»

I am writing to express the appreciation of the College for your willingness to participate in our Work Experience Program from **26 March – 1 April 2015**. I am sure that the educational service that you are helping to provide will be of great benefit to «**Student_PREFERRED_Name**» «**Student_Surname**» and in the long term to the community at large.

I would like to take this opportunity to clarify some aspects of the work experience program for you.

1. The program operates under an act of the Queensland Parliament and has the full support of the Department of Education and the Trades and Labour Council.
2. The students receive no payment - they benefit from the experience they gain.
3. Each student has total Worker's Compensation cover and the student and work experience provider are both protected by a special Public Liability Policy.

It is hoped that as far as possible the students will perform useful and meaningful work during their time at Work Experience. This may require some on-the-job training in most cases, but I am sure you will find «**Student_PREFERRED_Name**» very willing and eager to learn. She is under your direction and is expected to follow instructions with regard to work done, working hours, dress and behaviour. Work experience providers have no obligations towards the student at the completion of the program.

During the week, myself or a representative of the College will endeavour to visit or telephone you to discuss her progress. We hope that this will not cause any inconvenience. Prior to the program, «**Student_PREFERRED_Name**» will contact you to discuss hours of work, dress etc.

Details of the student who has been placed with you are given on the attached agreement form. Please sign the agreement form and return. We also ask that you complete and return the attached Employment Safety Management form. These documents can be returned via email.

If you have any enquiries, please feel free to contact me at the College on [07] 4688 4667 at any time.

Yours faithfully

Career Pathways Counsellor

Endorsed by:
Principal

Appendix – Agreement: Principal and Work Experience Provider

Privacy Statement

The Department of Education and Training (DET) is collecting the information on this form in accordance with the Information Privacy Act 2009 (QLD) and Section 426 of the Education (General Provisions) Act 2006 (QLD) in order to arrange a work experience placement. The information will only be accessed by authorised employees within the department/school and the nominated work experience provider. Some or all of this information may be given to the Queensland Government insurance Fund and WorkCover Queensland for the purpose of processing any claims for insurance coverage as required by the Education (Work Experience) Act 1996 (QLD). Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

With respect to an agreement to place a student on a work experience organised under the auspices of the Education (Student Work Experience) Act 1996 between the principal of:

School Name:	FAIRHOLME COLLEGE
School Address:	PO Box 688 TOOWOOMBA Q 4350
Phone:	(07) 46884667
FAX:	(07) 46884694
E-Mail:	pathway.centre@fairholme.qld.edu.au
Coordinator:	

and

Contact Person:	«Employer_Contact_»
Organisation Name:	«Employer_Name»
Organisation’s Address:	«Employer_Address» «Employer_Address_2» «Employer_Address_3»
Phone:	«Employer_Phone»
Fax:	«Employer_Fax»
Email of contact:	«Employer_Email»

Name of Student:	«Student_PREFERRED_Name» «Student_Surname»	Date of Birth:	«Date_of_Birth1»
Out of College Hours Emergency Phone No:	«Emergency_Contact_No»	Year:	10

PLACEMENT DETAILS	
Industry/Occupation:	«Industry»
Type of Work:	
Dates of Placement:	26 March – 1 April 2015
Number of Days:	5

**1. WORK EXPERIENCE PROVIDER'S AGREEMENT**

I enter into an arrangement for the named student to be placed with me for the purpose of work experience.
Conditions of placement:

1. I understand my obligation of care for the student under the Workplace Health and Safety Act 1995.
2. I agree to inform the student of particular safety requirements of this workplace.
3. I agree to notify the College of any accident involving a College student, any actions undertaken and damages to property involving the student during this placement.
4. The student will work under my supervision or my nominee.
5. The arrangement may be terminated at any time by either the College principal or myself.
6. Payment will not be made to the student participating in work experience.
7. The hours worked will not exceed the normal hours worked in my industry.
8. The student will not perform work which is prohibited by law.
9. I agree to notify the College of any unexplained absences by the student.
10. I understand the level of liability cover provided by Education Queensland.
11. Employment Safety Management procedures will be followed.

Signature of Work Experience Provider

Date

(NB Please sign both forms and return one to the School)

2. PRINCIPAL'S AGREEMENT

I enter into an agreement for the named student to be placed for the purpose of work experience with the above named work experience provider.

Principal / or Representative

Date 3 March 2015



Appendix – Employment Safety Management

Provider’s Name: «Employer_Name»

Provider Type/Industry: «Industry»

Provider’s Address: «Employer_Address» «Employer_Address_2» «Employer_Address_3»

Dates of Work: **26 March – 1 April 2015**

Student Name: «Student_PREFERRED_Name» «Student_Surname»

Agreed Activities:

.....

.....

The above are the agreed list of activities. Anything outside this list needs to be agreed to by the Career Pathways Counsellor and/or VET Coordinator at Fairholme College.

Requirement	Result	Comments
1. Training		
Will the student be provided with induction training prior to working for your organisation covering Fire Evacuation, Incident Reporting, First Aid Facilities etc?	Yes/No	
Will the student be provided formal training in the use of chemicals and equipment they are required to use during their work?	Yes/No N/A	
Will all training provided to the student be documented and recorded in a training file?	Yes/No N/A	
2. Supervision		
Will supervisors be readily available at all times whilst the student is engaged in their work?	Yes/No	
Will supervision be provided and available to the students for tasks involving the use of chemicals and equipment?	Yes/No N/A	
3. Plant/Equipment		
Will all plant or equipment required to be used by the student be serviced and maintained to the manufacturers or Australian Standards Specifications?	Yes/No	
Will all equipment be adequately guarded to prevent access to dangerous parts i.e. belts, pulleys, shear points etc.?	Yes/No	
Are operating procedures available for all items of plant required to be used by the student during their work?	Yes/No	



4. Hazardous Substances		
Are all hazardous substances used within your organisation labeled with the name and safety and risk phrases (if applicable) as required by legislation?	Yes/No	
Are material safety data sheets readily available for all hazardous substances used within your organisation?	Yes/No N/A	
If the student is required to handle hazardous substances will they be trained in the contents of the MSDS and risk assessment requirements?	Yes/No N/A	
5. Personal Protective Equipment		
If the student is required to wear personal protective equipment will it be provided to the student and the student trained in the proper use, maintenance and replacement criteria of the equipment?	Yes/No N/A	
If PPE is not provided but required, what items should the student bring with them for the work experience program?		
6. Environment		
Are there drinking fountains, toilets, dining facilities and first aid facilities readily available at the workplace as required by the Workplace Health and Safety Regulations?	Yes/No	
Is a house-keeping program in place to ensure the work area is kept clear and free of trip hazards?	Yes/No	
Are lighting levels, ventilation and noise levels compliant to the Statutory Standards?	Yes/No	
7. Administration		
Does your organisation have an incident reporting procedure to record and notify injuries as per the Workplace Health and Safety Regulations?	Yes/No	
Does your organisation have a hazard reporting system (either documented or verbal) that will allow staff members to identify and have rectified substandard conditions or practices within the workplace?	Yes/No	

Provider's Signature:

Date:

Career Pathways Counsellor:

Date: