



My Rock and My Fortress

MASADA COLLEGE

Early Learning Centre
Kindergarten to Year 12

9-15 Link Road St Ives NSW 2075

PO Box 235 St Ives NSW 2075

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[ATTACHMENT C] WORK EXPERIENCE PLACEMENT INFORMATION FOR PARENTS AND STUDENTS

Work Experience is considered to be part of our total education program and as such is a compulsory component of the Masada College program. It is intended to help students develop:

- **Self Knowledge and Understanding:** awareness of their abilities, interests and values and constraints and applying this understanding to make appropriate, realistic career decisions.
- **Self Management skills:** An integral part of the program is for students to arrange the work experience themselves. For students to take responsibility for themselves, have a personal vision and career goals. It is also about following through on their commitments and managing the activities in their life, both and school and extracurricular activities.
- **Career Management skills:** Learning how to proactively manage their own career and education. To be aware of what career opportunities exist and how to pursue them. To conduct themselves in a professional and appropriate way for the work context and exposure to the culture of a workplace.

Your child will be undertaking work experience for 1 week - **Monday 20th November to Friday November 24th 2017.**

Israel Study Tour (IST)

If your child intends to participate in IST, this year the departure is planned for 26 November 2017 so students should be able to participate in the work experience program dates outlined above. If students need to make alternative arrangements for work experience, it should preferably be undertaken in the July or September school holidays or at a time negotiated with Mr Cook.

As this may be the first time your child has been in a work environment there are a number of important obligations of which both you and your child need to be aware.

Supervision

In the work place your child will be supervised. However, the level of supervision may be less than your child is accustomed to and it is important that your child follow directions from the supervisor or other representative of the host employer.

The School is not able to directly supervise the student during the work experience placement. It is therefore vital that the student advise the Work Experience Coordinator and their parents, as soon as possible, if any of the following occur:

- (a) feels uncomfortable with an instruction given to them;
- (b) feels unsafe in the workplace; or
- (c) is being harassed or bullied or is uncomfortable with how a particular person is treating them,

If the student is concerned about a particular activity the student should refuse to undertake the activity.

Duty of Care

1. The School has a common law duty of care to take reasonable steps to ensure the safety of its students.

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2. The School requires that **all parents' consent to their child attending work experience (by completing Attachment B: Parent Consent Form)** and **all host employers complete the Host Employer Consent and Acknowledgement Form (Attachment A)** before the work experience placement commences.
3. The School will not conduct a work place visit to each host employer and relies on the student, parents or host employer to advise the School if there are any problems during the work experience placement.

Workplace Health & Safety

4. The host employer has obligations under Workplace Health and Safety ('WHS') legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the host employers place of work this includes work experience students
5. The host employer should conduct an WHS induction on the student's first day and during this induction should explain to the student:
 - (a) the host employer's WHS policy;
 - (b) what to do if they need first aid and the location of the first aid facilities;
 - (c) security and emergency evacuation procedures;
 - (d) any restricted work areas, risks or hazards in the workplace;
 - (e) the tasks, equipment and material the student will be expected to use and who they should see for assistance;
 - (f) to whom the student should report any incidents or accidents.
6. You should advise the Work Experience Coordinator if such an induction does not take place or if the student has any concerns about safety in the workplace.

Anti-discrimination

7. The host employer must comply with applicable anti-discrimination legislation.
8. The student should immediately report any concern about discrimination, harassment or bullying directly to the host employer supervisor or work experience co-ordinator.

Responsibilities of the Student

9. The student will also have responsibilities in the workplace including responsibilities to:
 - (g) listen carefully and follow any instructions given in regarding the performance of work;
 - (h) comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
 - (i) inform the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
 - (j) report all accidents in the workplace to the host employer and the work experience co-ordinator;
 - (k) report any concerns in relation to discrimination, harassment, bullying or any grievances to the Work Experience Coordinator;
 - (l) undertake the activities set by the host employer in the workplace; and
 - (m) keep contact numbers of their parents, Work Experience Coordinator and host employer supervisor with them at all times during their work experience placement.



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Responsibilities of the Parents

10. It is very important for a successful work experience placement for parents to be involved and:
 - (a) discuss suitable work experience placements with the student and assist the student in finding a work experience placement;
 - (b) assist the student in finding out about clothing requirements, starting and finishing times, meals and first day arrangements eg who to contact; and
 - (c) assist the student in organising safe travel to and from the host employer.

11. As a parent you will be in the best position to monitor at the end of each day how your child's work experience placement is progressing and you should:
 - (a) discuss the day's activity with your child at the end of each day.
 - (b) contact the Work Experience Coordinator immediately if you have concerns about the work experience placement including concerns about supervision, safety, discrimination, harassment or bullying.

CHECKLIST- Important Requirements

To satisfactorily meet the requirements for Work Experience you and your child must:

PRIOR TO WORK EXPERIENCE PLACEMENT: (by Term 3 Week 9, Friday 15th September 2017)

- Book an appointment with the Careers Adviser (if necessary) to discuss the program and options
- Contact potential host employers and negotiate a placement
- Inform the Careers Adviser when you have secured Work Experience
- Read ATTACHMENT C: INFORMATION FOR PARENTS AND STUDENTS
- Submit to Careers Adviser a completed and signed:
 - ATTACHMENT B: PARENT CONSENT FORM
 - ATTACHMENT A : HOST EMPLOYER CONSENT AND ACKNOWLEDGMENT FORM with details of supervisor and host organisation

DURING WORK EXPERIENCE PLACEMENT (Monday 20th - Friday 24th November 2017)

- Attend the work experience at agreed dates and times
- Complete learning activities as per ATTACHMENT E: STUDENT WORK EXPERIENCE LEARNING JOURNAL
- Notify the Careers Adviser of any change in circumstances

POST WORK EXPERIENCE PLACEMENT (by end of Term 4, 2017)

- Submit to Careers Adviser completed and signed:
 - ATTACHMENT D: HOST EMPLOYER STUDENT APPRAISAL
 - ATTACHMENT E: STUDENT WORK EXPERIENCE LEARNING JOURNAL