

THE PROCESS

1. Discuss work experience options with the Work Experience Coordinator or HOD Senior Schooling.
2. Complete the required paperwork requesting a work experience placement (students can have their own employer organised for placement or the school will organise a suitable employer).
3. A work experience contract is raised and students **MUST** have this completed prior to placement. This contract has the names of all parties stated, the dates and times of placement, the type of work industry and work experience model being done.
4. Students are required to contact the employer to organise an interview. The contract will need to be signed at this interview and it is an opportunity for the employer and student to meet.
5. Return the contract to the Work Experience Coordinator for completion.
6. Students attend the placement and complete the Student Log Book.
7. Return the Log Book to the Work Experience Coordinator when finished.
8. A work experience certificate is awarded.



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ALBANY CREEK STATE HIGH SCHOOL



Knowledge Pride Tolerance

WORK EXPERIENCE



WORK EXPERIENCE forms a compulsory component of some Certificate courses in Year 11 and 12. It is also part of the Certificate I that all Year 10 students participate in. Opportunities are also available for students at Albany Creek High to become involved in the work experience program. Work experience is offered in four models. These include:

1. Structured work placement - involves students participating in specific tasks in the workplace, as described in their Vocational Education (VET) subjects. These placements also involved the signing off of competencies studied in the National Training Qualification studied within the subject.
2. Work Sampling - is where students have the opportunity to test personal placements according to future occupational aspirations.
3. Work Shadowing - provides students with the opportunity to learn actively about people at work and to examine the work role they perform. Students gain access to occupational areas that may not be suited to work sampling e.g. Lawyer, dentist, and chemist. The focus of work shadowing is the role of the worker being shadowed, rather than the performance of work tasks or the investigation of the workplace.
4. Research Work Experience - this involves students or groups of students assuming the role of researchers in the workplace. The students have a topic of inquiry and a work experience placement is obtained to allow students the opportunity to research the topic.



BENEFITS OF THE PROGRAM

- Develop realistic career path alternatives
- Gain knowledge of employer's expectations
- Gain knowledge, skills and attitudes that are relevant to and valued in the workplace
- Gain confidence and better communication skills through learning in an adult environment
- Make contacts that may lead to future job prospects
- Gain skills in the workplace which may help other areas of study
- Receive nationally recognised industry credentials (VET)
- Complete year 11 & 12 with credit towards future vocational education and training programs, apprenticeships and traineeships
- Apply the knowledge they learn in the classroom to the workplace situation
- Show evidence of their workplace learning and achievements in the form of a Student Log Book

LEGISLATION

The Education (Work Experience) Act enables students to obtain work experience as part of their education. Students must be 14 years of age to be eligible for the work experience program. Education Queensland provide students with work place cover during the placement times. Placement times are clearly stated in the Work experience contract, which is signed by all parties before placement occurs. Students are able to have 30 days (8 hr days) of placement throughout a school calendar year.

EMPLOYER EXPECTATIONS

Work experience is a two-way process. Employers provide students with work and training opportunities and students are expected, as a team member, to make a valuable contribution during the time of their work placement.

This includes:

- Arrive at work on required days and at the agreed time
- Observe the rules and regulations of the workplace
- Cooperate with the employer in meeting the Occupational Health and Safety (OH&S) procedures and practices
- Notify the employer and school of any absence from the workplace
- Adhere to school rules regarding appropriate conduct