



WORK EXPERIENCE

At North Bundaberg State High School we encourage students to engage in work experience opportunities. Participating in work experience can give a student the chance to try a profession; make contacts for further employment/ traineeships and promotes focus on school results for future career aspirations.

We encourage students to actively seek positions during weekends and school holidays. Work experience students are not paid but gain real life workforce experience.



Steps to follow are:

- See the work experience Co-ordinator, L Block Staffroom for a “Work Placement Information Sheet”
- Refer to, and complete requirement’s “Policy for Work Place Engagement”
- Return signed, completed “Work Experience Agreement” to the Co-ordinator



If you are an Employer, seeking to support a Work Experience Student, please do not hesitate to contact the school on:- Phone 41300222 and ask for the Work Experience Co-ordinator.



North Bundaberg State High School
Work placement Information sheet



Student Name: _____

Year Level: _____

Date of Birth: _____

Out of School Hours Emergency Phone no of Parent/Guardian:

Work Experience Provider Name:

Address: _____

Phone: _____

Mobile: _____

Fax: _____

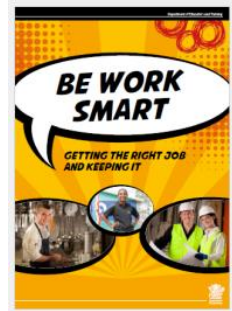
E-mail: _____

Contact Person: _____

Dates and times of placement.

Policy for Work Place Engagement

All work experience students wishing to undertake Work Experience **MUST** complete the “Be Work Smart Booklet” **AND** produce their Certificate, as evidence, before any work experience agreements will be issued.



Students wishing to participate in Work Placement opportunities must:

- Be at least 14 years of age, before commencing placement.
- Explore options available to them, take the initiative; contact businesses of interest to you, to see if they are willing to take you for a work experience placement.
- Contact people you know or a relative who may be able to place you in a work experience environment.
- See the Work Experience Co-ordinator for further assistance.

TO DO LIST:-

- Complete a Work Placement Information Sheet, detailing your personal details and contact details for employer.
- Work Experience Agreement Forms **MUST** be signed by all parties – that is, Student, Parent/Guardian, Employer and Principal.
- Student must enter work placement details on their: ONESCHOOL- Set plan.
 - ❖ Using a school computer - In Student profile – Career - Career & Courses tab - bottom of screen Apprenticeships, Traineeships & Work experience - Click on the ADD tab - enter your work experience/traineeship details.
 - ❖ Using your own device – google oisp - sign/log in - click on my education plan – tab Career & Courses tab - bottom of screen Apprenticeships, Traineeships & Work experience Click on the ADD tab enter your work experience/traineeship details.

These completed forms need to be returned to the school **before** work placement can commence. (This is to ensure students are covered by insurance).

If a student has arranged work placement in the construction industry, students must have a general construction induction card (white card). This is a requirement under Queensland’s workplace health and safety legislation. See online for white card courses and fees.

For applications/forms and further information please see VET HOD or Work Experience Co-ordinator in L Block Staffroom.

Aims of Work Experience Placements

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
- 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 self-reliance
- provide a link between school and local community
- provide opportunities for students to become more informed about the current labour market issues
- provide students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- provide an opportunity to extend the learnings of the classroom into practical applications in the