



	<ul style="list-style-type: none"><li>• Acknowledgement of the work experience arrangement form by employer</li><li>• Student Responsibilities</li></ul>	<p>sign the form on behalf of them. The student, the parent, the employer and Principal need to sign the form. &gt; refer to the 'Department of Work Experience 'manual Section C page 2</p> <ul style="list-style-type: none"><li>• &gt; refer to the 'Department of Work Experience 'manual Section B page 1.</li><li>• If initial the agreement of work placement is varied during the placement all parties including the principal must amend and sign the arrangement form.</li><li>• The work experience arrangement form should be the current ministerial order.</li></ul>
	<ul style="list-style-type: none"><li>• Student Responsibilities</li></ul>	<ul style="list-style-type: none"><li>• The student must demonstrate <b>appropriate and exemplary behavior</b> and is expected at all times. Students must also follow the correct Islamic dress code upheld in the school. Students will be withdrawn from the placement if this not met and the school discipline policies and procedures will be applied.</li></ul>
	<ul style="list-style-type: none"><li>• Student Responsibilities</li></ul>	<p>For more info, refer to the 'Department of Work Experience 'manual Section B page 1.</p> <ul style="list-style-type: none"><li>• All students must complete the 'OHS' training set by the school, prior to commencing placement.</li><li>• Students should not use the web or electronic communication for accessing illegal,</li></ul>

	<ul style="list-style-type: none"> <li>• Travel arrangements</li> <li>• students under the age of fifteen</li> <li>• During the placement</li> </ul>	<p>offensive or inappropriate material. They should follow general workplace rules and understand protocols regarding the internet, as some work placements might use sensitive information that needs to remain confidential.</p> <ul style="list-style-type: none"> <li>• If the student is under 18 (the student or parent is responsible for transport to and from the work place). If the student is over 18 employer may require the student to undertake transport or vehicle training. For more info, refer to the 'Department of Work Experience 'manual Section B page 2.</li> <li>• For more info, refer to the 'Department of Work Experience 'manual Section C page 3. For more info, refer to the 'Department of Work Experience 'manual Section B page 2.</li> <li>• Child work permits are required for employers of students who are under 15 years of age at the time of the placement.</li> <li>• The principal must ensure payments and rates are made to students accordingly under the current</li> </ul>
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	<ul style="list-style-type: none"> <li>• After the placement</li> </ul>	<p>legislation. For more info, refer to the 'Department of Work Experience 'manual Section B page 2 and 'arrangement form' Section E 1A.</p> <ul style="list-style-type: none"> <li>• Students are not allowed to work between 10pm and 6am.</li> <li>• Students are contacted in some way either through visit, phone interview and progress forms during the placement. This is to ensure students and supervisors are upholding up their roles accordingly.</li> <li>• The employer will allow the principal and the work experience coordinator to have access to the work place at any reasonable time. Ref to page 5 ministerial order.</li> <li>• If students are accompanied by an employer in a vehicle during placement they must complete a <b>'travel &amp; accommodation form'</b>. Please refer to Section E of the 'Department of Work Manual Experience 'manual.</li> <li>• Students are not permitted to undertake placement interstate or overseas.</li> <li>• The principal should ensure that a debriefing session is held for the students and a letter of appreciation is forwarded to the employer.</li> </ul>
Work Experience coordinator	<ul style="list-style-type: none"> <li>• Prior to placement</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that students can make phone contact with the</li> </ul>

		<p>coordinator easily should they have any problems while on their placement.</p> <ul style="list-style-type: none"><li>• obtains details of the workplace supervisor(s) who will have responsibility for the student</li><li>• organizes a database of employers with contact details for school reference</li><li>• ensures that employer guidelines are provided to every employer</li><li>• assists in making work experience a meaningful activity for students, teachers and employers</li><li>• is responsible for the accurate dissemination, completion and archiving for seven years of the Work Experience Arrangement Form</li><li>• In case of an accident during work experience, facilitates the completion of the necessary Work Safe documents.</li><li>• prepare the student to be aware of occupational health and safety (OH&amp;S) issues and requirements by ensuring the student has successfully completed the requisite DEECD OH&amp;S program prior to the work experience (A Job Well Done for students with disabilities and <b>safe@work</b> for all other students)</li><li>• where possible, prepare the students to be conscious of potential risks and give them strategies to deal with these risks, such as the need to report perceived hazards or concerns to their supervisor without delay</li><li>• ensure students are aware of equal opportunity and unlawful harassment and discrimination and have been given strategies to deal with these, e.g. discuss with teacher who contacts them or with</li></ul>
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	<ul style="list-style-type: none"> <li>• During the Placement</li>   <li>• After the Placement</li> </ul>	<p>the work experience coordinator</p> <ul style="list-style-type: none"> <li>• ensure that workplace supervisors have been allocated for each student and that there are adequate levels of supervision of the student to ensure their welfare and safety in a non-discriminatory and harassment free working environment</li> <li>• ensure the Work Experience Arrangement Form for each student is completed correctly and signed by all relevant parties, and that copies of the form have been given to the employer and to the student and, if the student is under 18 years of age, to the parent</li> <li>• ensure the student and the workplace supervisor are aware of the "school tasks" the student has to undertake while on work experience, for example, completion of a journal</li> <li>• ensure that student knows what to do in case of lateness at work, absence and/or an accident</li> <li>• make contact with the student during the placement or ensure the student is contacted by one of the teachers from school</li> <li>• provide ongoing support to the employer/workplace supervisor if required</li> </ul> <ul style="list-style-type: none"> <li>• Conduct a debriefing session.</li> <li>• Assist students to evaluate and reflect on the placement</li> <li>• Follow up with employer and review the program and report</li> </ul>
The employer	<ul style="list-style-type: none"> <li>• Before the Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Child employment permit must be obtained from employer or assessment notice for five years for student to undertake work</li> </ul>

	<ul style="list-style-type: none"> <li>• During the Placement</li> </ul>	<p>experience if under the age of 15.</p> <ul style="list-style-type: none"> <li>• familiarizes them with the running of the organization and introduces key staff involved</li> <li>• adhere to pay the student a minimum of \$5 a day gift cards or vouchers should not be used to pay students.</li> <li>• No payment is to be made to a student that is engaged in a work experience placement with the commonwealth department (Education department).</li> <li>• inducts the student in the correct occupational health and safety (OH&amp;S) rules for their designated workplace on the first day of placement( includes PPE required for the placement)</li> <li>• Familiarizes them with the “school tasks” the student has to undertake while on work experience, e.g. completion of a journal.</li> <li>• The employer is aware of any medical condition or special needs of the student</li> </ul> <ul style="list-style-type: none"> <li>• Make a positive contribution to the education and development of the upcoming working team.</li> <li>• Provide and contribute to the development of workplace skills of students</li> <li>• Encourage students to be involved in the businesses of their local community</li> <li>• Pave a way for the building of an ongoing relationship with the students and the school</li> <li>• Students are provided with appropriate clothing and protective equipment</li> <li>• Will not use a students’ placement as a substitution for employment. Ref to</li> </ul>
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	<ul style="list-style-type: none"> <li>• After the placement</li> </ul>	<ul style="list-style-type: none"> <li>• page 5 , part E. Provide proper instruction including safety always.</li> <li>• An employer or a Principal may cancel employment at anytime without any given time. This can be due to safety or in competencies by the student and a written notice will be prepared by the employer or Principal.</li> <li>• a copy of the employer evaluation is completed and forwarded to the work experience coordinator at the student's school</li> <li>• The work experience is discussed with the student to find out if the student was satisfied with the placement. For more info, refer to the 'Department of Work Experience 'manual Section B page 2 and 'arrangement form' Section B page 6-7.</li> </ul>
Student	<ul style="list-style-type: none"> <li>• Before the placement</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the DEECD occupational health and safety (OH&amp;S) safe@work general and industry specific module. Students with disabilities should complete A Job Well Done</li> <li>• complete and sign the Work Experience Arrangement Form with the guidance of the work experience coordinator</li> <li>• Meet with the employer to discuss the tasks they will undertake. This will provide the opportunity for the employer and student to express their expectations of what the work experience will involve</li> <li>• remind the employer at least two weeks</li> </ul>



	<ul style="list-style-type: none"> <li>• During the Placement</li> </ul>	<p>prior to commencement, of the upcoming placement</p> <ul style="list-style-type: none"> <li>• ensure they have the details of</li> <li>• The designated contact person from the school if work experience is being undertaken during term holidays or after hours.</li> </ul> <ul style="list-style-type: none"> <li>• inform the school and employer of expected absences from work, or late arrivals</li> <li>• report all accidents, 'near misses' and hazardous situations in the workplace to their supervisor and work experience coordinator</li> <li>• seek advice from their supervisor immediately when unfamiliar with workplace procedures in regard to occupational health and safety, or how any job should be done</li> <li>• maintain a diary or log book and/or complete work experience assignment and other tasks which have been set by the school</li> <li>• reflect their school rules and procedures in regard to courtesy and politeness while on work experience</li> <li>• Keep contact numbers of their parents/guardians, school and employer with them at all times during their placement. This is to allow students the opportunity to notify either of the parties above regarding any changes to working times or other issues which may arise. For more info refer to SECTION C page 6-15 of the manual.</li> </ul>
	<ul style="list-style-type: none"> <li>• After the placement</li> </ul>	<ul style="list-style-type: none"> <li>• evaluate and reflect on the effectiveness of</li> </ul>

		<p>the workplace, and inform the work experience coordinator as to the suitability of the placement</p> <ul style="list-style-type: none"> <li>complete a letter of thanks to the employer, detailing skills they have learned</li> </ul>
Parent	<ul style="list-style-type: none"> <li>Before the placement</li> <li>During the Placement</li> <li>After the Placement</li> </ul>	<ul style="list-style-type: none"> <li>assist in finding a work experience placement</li> <li>sign the Work Experience Arrangement Form</li> <li>assist their child in organizing safe travel to and from work experience</li> <li>provide the school with contact details of a person designated with supervision of the student after hours, if the work experience placement requires overnight accommodation</li> <li>Provide necessary medical information relating to the student, including any condition that could require treatment.</li> <li>discuss the day's activities with the student and, if any problems are identified, encourage the student to follow correct procedures to deal with the problem</li> <li>Keep details of the workplace with them in case they need to contact their child.</li> <li>assist in the debriefing process on completion of work experience and encourage the student to reflect upon his/her experiences in the workplace</li> <li>Encourage the student to continue their exploration of careers and occupations.</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>Teacher contact during placement</li> </ul>	<ul style="list-style-type: none"> <li>contact the employer to arrange a suitable date and time for the work experience visit once students are assigned</li> <li>Complete a report on</li> </ul>

		<p>the work experience visit and ensure that both the student and supervisor are spoken to during the contact. The teacher should ask to speak to the student in private (refer to Section E for a Sample Record of Contact Form)</p> <ul style="list-style-type: none"><li>• ensure there is suitable supervision and appropriate tasks for the student to undertake</li><li>• ensure the work experience guidelines are being complied with, such as the appropriate ratio of staff to students (one work experience student for every three employees or part thereof at the workplace)</li><li>• contact the work experience coordinator on return to school</li><li>• seek the employer's permission to take photos of students in the workplace, to be used for school displays or school and community publications</li><li>• ensure students have the details of the designated school contact person for emergencies, especially if work experience is undertaken during term holidays( refer to section B page 10-12 of the manual)</li></ul>

