

WORK EXPERIENCE 2017

Policy and Procedure

Our school's formal Work Experience program takes place in Term 3 and involves all Year 11 students. However, sometimes an opportunity will arise for a Year 10–12 student to complete a few days with a local employer **during a school term** to gain knowledge of that vocation and/or as a trial for an employment offer (eg an apprenticeship).

In the first instance, parents are to decide if their child engaging in Work Experience instead of attending classes, is an appropriate course of action. If so, **parents must email the School Principal to request a release**. This email should contain the relevant dates, and the reason why this work experience cannot be undertaken during the term break. The student's school attendance record will then be checked to determine if there is latitude for permission to be granted.

On gaining the Principal's approval, students will then need to **collect the Work Experience documents from the Careers Office** and ensure ALL sections are accurately completed and signed. The document contains sections for the parents, the school, the employer and the student themselves. The entire process can take more time than you think. Start the application process early.

Insurance for the student also needs to be arranged and paid for. The Careers Office can assist with all of this, including arranging enrolment in Whitecard courses which is often required by employers entering building sites.

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