

ST Thomas More College

WORK EXPERIENCE PROCEDURES

St Thomas More College is committed to assisting with the provision of Work Experience for students as part of their education. Work Experience is designed to assist students to develop appropriate knowledge, skills and attitudes concerning both paid and unpaid work. Where possible we are willing to assist interested students to undertake a placement in a work environment that may help them to develop an understanding of a particular career or field and that encourages them to explore their career goals.

Students may undertake different types of unpaid work experience; including sampling, work shadowing, research work experience and structured work placement. At all times, the educational value of the program for any student should be the prime consideration.

Work Experience requests will be considered for approval against the following criteria:

- capacity of the provider to provide work experience
- arrangements made in writing, between the College, the student, her parent/carer and the provider before the placement commences
- the Application for Work Experience Form (i.e., the expression of interest) must be submitted by the student in sufficient time to allow for at least five (5) weeks of notice (in school term times) prior to the intended date for the commencement of a work experience placement
- the student is at least 14 years of age
- the work experience is completed in the same calendar year
- the work experience does not interrupt the student's academic assessment schedules or inconvenience pre-existing commitments to College activities

St Thomas More College will enter into a suitable contract of insurance, indemnifying the student and the work experience provider against liability for personal injury or property damage arising out of the work experience.

Should you have any questions regarding this information or any other aspect of work experience please contact the College Vocational Pathways Leader Ms. Karen Daly.

Process and requirements for applying for a Work Experience Placement:

1. The student completes the Application for Work Experience (Expression of Interest), available at the file link below and returns this to the Student Services Office, at **least five (5) weeks** before the intended date for commencing the placement. This five-week period must fall in school terms.
2. Once the details of the placement are determined, the VET Pathways Leader provides the student, parent/guardian and the work experience provider with a copy of the Work Experience Agreement for their signatures and also provides copies of relevant information pertaining to insurance.
3. The completed, signed Work Experience Agreement Form is retained by the College and copies are provided to the student and to the provider prior to the commencement of the placement.
4. The student completes a Workplace Health and Safety Induction provided by the work experience provider.
5. Student undertakes the Work Experience placement.

6. Upon completion of the placement, the student must write a card or a letter of thanks to the employer, by not later than the end of the week following the final day of the Work Experience placement.

7. The student forwards the Work Experience Journal - a summary of learning and reflections about the Work Experience placement - to the VET Pathways Leader, preferably by email, by not later than the end of the week following the final day of the placement.

Note: Year 12 students may not undertake a placement that commences on or after the final day of their Year 12 studies.

The Vocational Education & Training Program Leader is responsible for ensuring that:

- Work experience is no longer than 30 days a year, except in the case of a student with a disability.
- Written consent to the arrangement is obtained from the student's parents on the Work Experience Agreement.
- Written acceptance to the arrangement is obtained from the Employer on the Work Experience Agreement and Induction Information given to them.
- Written acceptance to the arrangement is signed by the CEO (Principal) of St Thomas More College
- Only activities covered by the insurance policy are undertaken by students.
- Reasonable provision is made for a teacher or other nominated person to visit students on work experience.

The student is required to:

- Sight all forms about work experience placements.
- Coordinate and work with the Vocational Education Office to organise the placement.
- Maintain a record of tasks demonstrated on the job in the form of a logbook.
- Attend all work placements as per the contract.