



ORIENTATION TO WORK EXPERIENCE

STUDENT INDUCTION



PURPOSE OF WORK EXPERIENCE

- insight into what a job involves
- structured, supervised, hands-on experience
- useful work skills that are recognised in the workplace
- work/life skills, such as communicating effectively, or working in teams



- experiencing a new environment, people and challenges
- an opportunity to demonstrate commitment and reliability
- a new referee to add to their resume
- an potential employment opportunity
- **Learn from working in unfamiliar environments** - the work experience provider/business owner cannot be a parent or relative of the participating student.



START THINKING ABOUT POSSIBLE WORK EXPERIENCES

ASK YOURSELF...

- what do you want to get out of the placement?
- what activities can you legally and safely do as a student?
- what job or industry do you want to experience?




- which businesses in your local area you could approach
- what transport is available to get you to and from work
- what work days and hours are available for you to work – you will need to negotiate this

INITIAL WORK EXPERIENCE DOCUMENTS

You will receive FOUR documents:

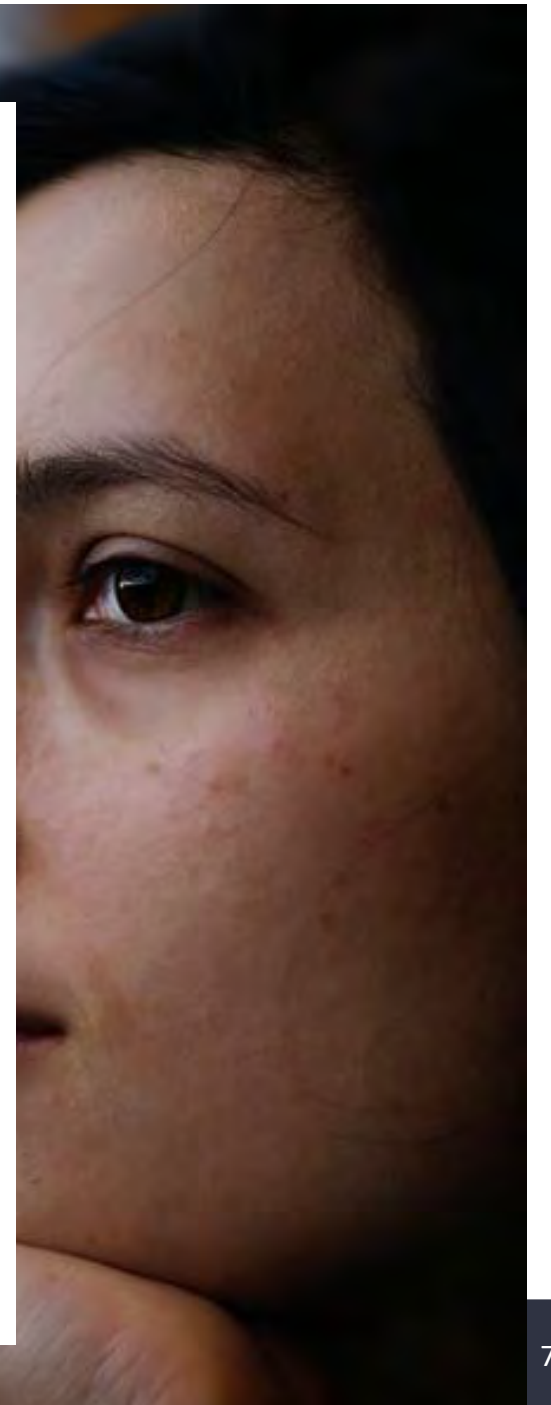
1. Application form
2. Parent and students introduction letter
3. Provider introduction letter
4. Workplace health and safety short course

 **BUNDABERG STATE HIGH SCHOOL**

Work experience placements for school students
Application

STUDENT DETAILS		YEAR / ROLL	
Student Name:		Date of Birth:	/ /
Phone:		Email:	
Address:			
Emergency Contact:		Emergency Phone:	
Medical Information: (List any pre-existing medical conditions that may impact the student's work experience placement. Please attach details of medications and health plans where relevant.)			
STUDENT EMPLOYMENT / JOB STATUS			
To support your application, please answer the following:			
1. Have you ever had a job? If yes, provide details.			
2. What tasks did you perform at work? E.g. cash register			
3. What WHS (safety) was provided at your work?			
STUDENT LEARNING GOAL			
To support your application, please answer the following:			
1. What do you hope to get out of this work experience?			
2. How is this mapped to your career pathway?			
3. What experience or skills do you have in this occupation?			
4. What safety training have you undertaken? E.g. white card			
WORKPLACE PROVIDER DETAILS			
Provider's Name:			
Provider's Address:			
Nominated Supervisor:		Contact Person:	
Phone:		Email:	
PLACEMENT DETAILS			
Industry/Occupation:			
Days of placement:		Dates of placement:	
Total number of work days:		Start work time:	Finish work time:
COVID-19 Current requirements for workplace health and safety (WHS) plans and mandatory checklists for high risk industries can be found at: https://www.business.qld.gov.au/home or https://www.business.qld.gov.au/running-business/covid-19-restrictions/easing Please attach relevant documents for your business e.g. <input type="checkbox"/> COVID SAFE business plan <input type="checkbox"/> COVID SAFE Checklist			
Proposed workplace activities and health and safety/risk assessments. Consider requirements of the Work Health and Safety Act 2011 (Qld), Child Employment Act 2006 – Qld, tasks suitable for work experience students and excluded activities listed in the insurance information. Please provide relevant copies of the workplace providers risk assessment documentation to support proposed workplace activities.			
Please list a summary of key workplace activities the student may perform (e.g. customer service, answer phone calls, use hand tools):			Office Use: Risk assessment. Telephone call Workplace visit Student induction activities School-developed documents Workplace-generated documents
Please list the special requirements for placement (e.g. uniform, personal protective clothing/equipment):			

- take your documents home and review them with your parent
- think about **which** businesses you will approach
- **how** will you approach them?
- fill out the student information sections on the application (see the following slide)



Work experience placements for school students

Application

FRONT OF FORM

STUDENT DETAILS		YEAR / ROLL	
Student Name:		Date of Birth:	/ /
Phone:		Email:	
Address:			
Emergency Contact:		Emergency Phone:	
Medical information: (List any pre-existing medical conditions that may impact the student's work experience placement. Please attach details of medications and health plans where relevant.)			

List medical conditions that may impact your placement.

e.g. Asthma

TELEPHONE OR FACE TO FACE

- **telephone approach—**
suitable for tradespersons who
are mobile operators and work
in various locations

e.g. electrician

**APPROACHING
SUITABLE
BUSINESSES**

- **face to face approach** – workplaces who have a physical store/office
e.g. law firm, retail shop
- **hospitals and teaching** – express your interest to the Pathways Officer in D09.



Phoning first to make an appointment

Hello, my name is and I am a student from Bundaberg State High School. Could I speak to the business owner about work experience?

THE OWNER COMES ON THE LINE.

Hello, my name is and I was wondering if it was possible to make an appointment to come and speak to you about the possibility of doing work experience with your organisation?



FIRST IMPRESSIONS

- the business wants to meet you not your family or friends
- approach the workplace staff by yourself
- consider how you present yourself – your image and attitude e.g. hat off, phone out of sight and a pleasant smile



**If you aren't
sure what to
wear - play it
safe. Dress up
rather than
down.**

PERSONAL PRESENTATION

- Clothes – clean, ironed & appropriate
- neat and clean hair
- deodorant and perfume (not overpowering)
- brush your teeth
- clean and trim your finger nails
- footwear to be clean and in good condition



- **positive body language** – smile, make eye contact, stand straight, remove earbuds, turn off your mobile phone and put it out of sight.
- **voice tone** – friendly, clear and confident

- **manners** – introduce yourself, using the words ‘please’, ‘thank you’
- **school expectations** – ensure you comply with the school uniform policy e.g. jewellery – no facial piercing, keep earrings to a minimum, make-up to be natural looking



WHAT TO SAY

“Hello, my name is John Smith.

I am a student from Bundaberg State High School.

Could I please speak to the manager or owner
about a work experience opportunity with your
business?”

Practice in front of a mirror



WHEN A BUSINESS SAYS 'YES'

- give the business the 'Provider Introduction' letter
- have a conversation with the provider and discuss the details of the work experience. This information is what **you** will use to complete the Application form



WHEN A BUSINESS SAYS 'YES'

- **YOU** must complete the Application form
- **DO NOT** give the form to the employer for them to complete it
- complete the sections 'Workplace Provider Details' and 'Placement Details' (see following slide)



Ask questions like:

WORKPLACE PROVIDER DETAILS

- Who will be my supervisor?
- Who is the contact person for the school to communicate with?
- What is the best contact phone number?
- What is the best contact email address?

WORKPLACE PROVIDER DETAILS				
Provider's Name:				
Provider's Address:				
Nominated Supervisor:		Contact Person:		
Phone:		Email:		
PLACEMENT DETAILS				
Industry/Occupation:				
Days of placement:		Dates of placement:		
Total number of work days:		Start work time:	Finish work time:	
COVID-19 Current requirements for workplace health and safety (WHS) plans and mandatory checklists for high risk industries can be found at:- https://www.business.qld.gov.au/home or https://www.business.qld.gov.au/running-business/covid-19-restrictions/easing Please attach relevant documents for your business e.g. <input type="checkbox"/> COVID SAFE business plan <input type="checkbox"/> COVID SAFE Checklist				
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Please list the special requirements for placement (e.g. uniform, personal protective clothing/equipment):				

PLACEMENT DETAILS

- Industry e.g. Retail
- What days of the week will I come to work?
- Confirm the dates you will work
- What time will I start and finish work each day?

FRONT OF FORM

WORKPLACE PROVIDER DETAILS				
Provider's Name:				
Provider's Address:				
Nominated Supervisor:		Contact Person:		
Phone:		Email:		
PLACEMENT DETAILS				
Industry/Occupation:				
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Please list the special requirements for placement (e.g. uniform, personal protective clothing/equipment).				

FRONT OF FORM

- Write the total number of days you will work
- Does the business have any risk assessments?
- What tasks will I be doing? e.g. cleaning, observations, filing, stocktake,
- What do I need to bring or wear ?

**ACTIVITIES
EXCLUDED
FROM WORK
EXPERIENCE**

- driving of any watercraft exceeding 8 metres in length
- the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the Insured Agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times



- air traffic control, except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times
- underground mining
- abseiling



- oil and/or gas fields and oil and/or gas refineries; except for the participation by work experience and/or vocational placement students of the Insured Agency at Coal Seam Gas (CSG) industry and Liquefied Natural Gas (LNG) industry workplace sites where those work experience and/or vocational placement students must be under the direct supervision of a qualified and experienced CSG or LNG industry employee at all times



- the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac



- activities associated with railway track laying, track upgrading or track maintenance


- construction or maintenance of railway locomotives or railway stock, except for the participation by work experience students of the Insured Agency at Queensland Rail workshops and Rollingstock Maintenance Depots, Aurizon workshops or Downer EDI Rail workshops where those work experience students must be under the direct supervision of a qualified and experienced Queensland Rail, Aurizon or Downer EDI Rail employee at all times



- rock and/or mountain climbing (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the *Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling*)

- white water rafting and canoeing



- 
- bungee jumping and its associated activities
 - underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.
 - the use, handling and storage of firearms and explosive devices

WHAT PART OF
NO
DON'T YOU UNDERSTAND?

PARENT/GUARDIAN DETAILS AND CONSENT

Parent/Guardian Name:

Relationship to student:

Emergency phone:

Disclose personal information that may impact work experience.

A workplace can have various 'risks' that a school may not, so it is essential that parents/guardians understand the type of work environments their child will engage in at work experience and the potential risks that environment may have based on their child's personal information, and industry health concerns.

Is there any relevant personal information to disclose? No ☐ Yes ☐ If YES, please provide details below:

Additional Information:

- I confirm the work experience provider/business owner is not a parent or relative of the participating student
- I have updated my student's medical file at school
- I understand this is an application and a risk assessment and approval process will be undertaken by the school
- I understand there may be additional requirements and documentation that must be completed prior to my student attending work experience
- I understand work experience will not commence until an Agreement has been signed by all parties and copies provided to students, parents/guardians and workplace providers
- I can access additional work experience resources on the school website www.bundabergshs.eq.edu.au

Parent/Guardian signature: X

Date: / /

Parent/guardian
completes this section

- All relevant information that may impact work experience is to be disclosed
- Read additional information
- Sign & date

BACK OF FORM

DISCLOSURE

Under the Education (General Provisions) Act 2006 (Qld), the sharing of information by the student and/or the parent/guardian (if the student is under 18 years of age) is required, **if it is necessary in averting a serious risk to the life, health or safety of the student or the safety of others.** The school will not provide this information to any other person or agency unless the student and/or parent have given the school permission or the Department of Education is required by law to do so.

YOU read and
action this section:

- **Tick the boxes**
- **Sign & date the form**
- **Attach evidence of meeting WHS & COVID 19 requirements**

STUDENT ACKNOWLEDGEMENT

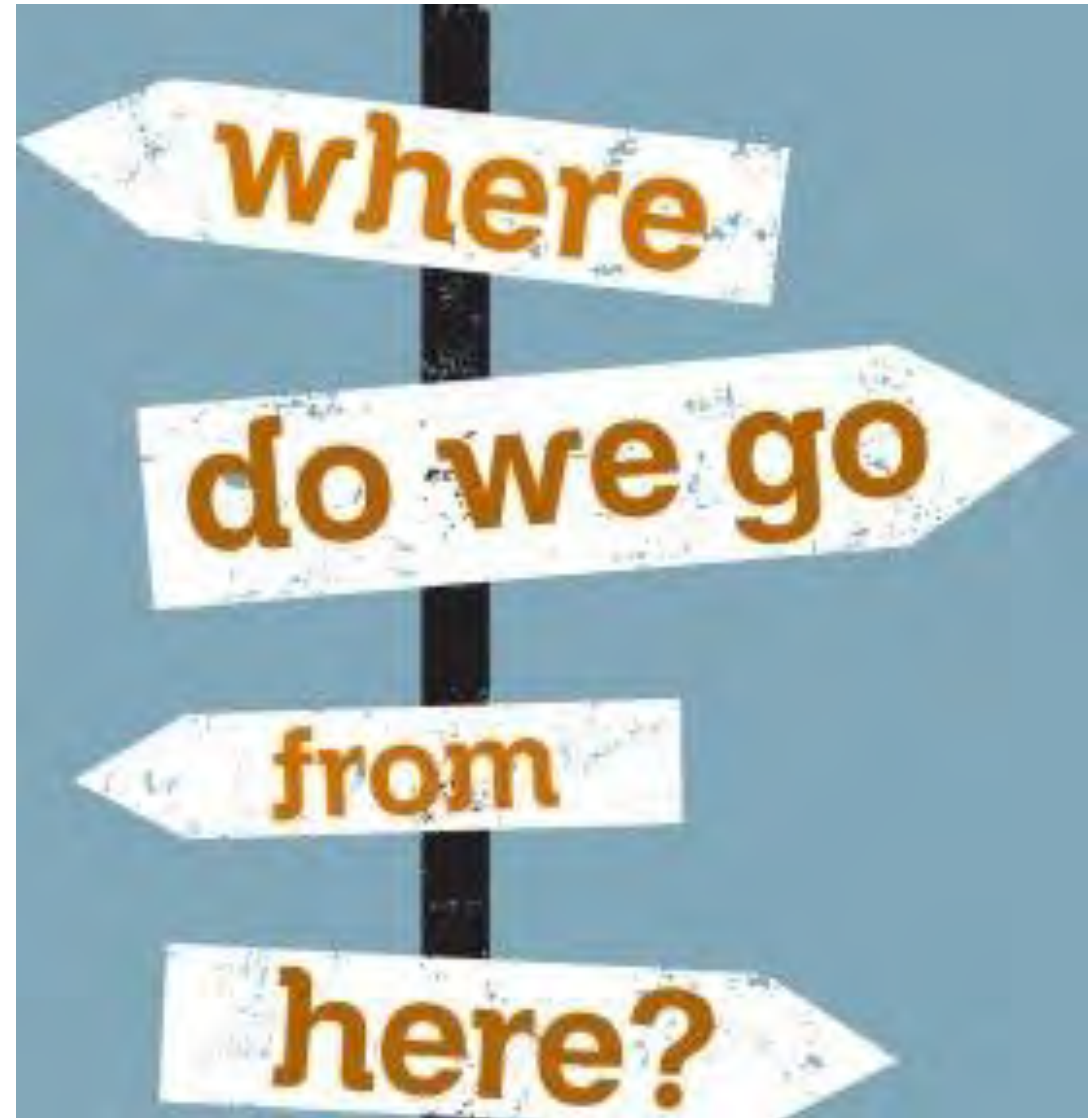
- ☐ I have completed the **Orientation to work experience student induction**
- ☐ I have completed the **Workplace health and safety short course** requirements and attached the certificate
- ☐ I have completed **COVID-19 Infection Control training** requirements and attached the certificate
- ☐ I have attached a copy of the workplace providers COVID SAFE business plan if applicable
- ☐ I have attached a copy of the workplace providers COVID SAFE Checklist if applicable

Student signature: *x*

Date:

/ /

- thank the business for giving you the opportunity to do work experience with them
- give them your phone number and school email address so you can keep in contact with each other
- inform the business that you will submit your application to the school for processing



❖ **tell the business the school will telephone them to:**

- discuss the placement
- conduct a risk assessment
- discuss further documentation requirements, e.g. Agreement to be signed



❖ **conclude with a positive closing statement, e.g.**

“I am looking forward to this opportunity and
I will be in touch with you soon”

YOU NOW NEED TO MEET YOUR WORKPLACE HEALTH AND SAFETY OBLIGATIONS



WORKPLACE HEALTH AND SAFETY SHORT COURSE

Work experience placements for school students

Workplace health and safety short course

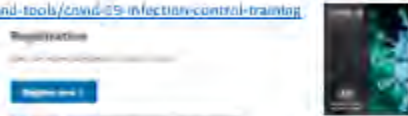
It is mandatory for all students participating in work experience to understand their obligations relating to workplace health and safety (WHS) prior to commencing work experience.

Students must achieve qualifications in both COVID-19 training and WHS training and provide evidence of successfully completing these courses that are relevant to their intended work experience placement industry.

COVID-19 training

Complete COVID-19 training requirements

- Step 1. Visit <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Step 2. Register by clicking on the Register now button
- Step 3. Follow the prompts to complete the training
- Step 4. Print the certificate



Workplace Health & Safety training

Choose one option below to meet your WHS training requirements

Option 1. WorkSafe SmartMove online WH&S training

WorkSafe SmartMove provides knowledge of WHS to enable you to recognise potential dangers, hazards and risks in the workplace and provides you with the tools to stay safe at work.



Complete the General Module and at least one Industry Module to achieve your SmartMove Certificate.

- Step 1. Go to <https://smartmove.safetyline.wa.gov.au/>
- Step 2. Select Login/Register and follow the prompts
- Step 3. General Module - Click on the Enter button and follow the prompts
- Step 4. Industry Module - Click on the module that matches your work experience placement and follow the prompts
- Step 5. Print your certificate



Option 2. Statement of Attainment

If you have completed WHS training relevant to your work experience placement, you can provide a copy of your Statement of Attainment for WHS competencies completed. Provide a copy.

Option 3. Construction White Card

Required for work experience in Construction, Plumbing, Electrical or occupations where you will be entering an operational construction zone. Provide a copy.



**Attach certificates and evidence of your WHS & COVID-19 training
to your work experience application**

**This must be completed before your
application is processed**

- access the course information at

<https://bundabergshs.eq.edu.au/curriculum/subjects-and-programs/work-experience-program>

DOCUMENTS TO RETURN

- **Application Form - fully completed**
- **Workplace Health and Safety Short Course certificate requirements**
- **COVID19 Certificate**
- **Evidence you have completed the Work Experience Orientation program (printed declaration)**



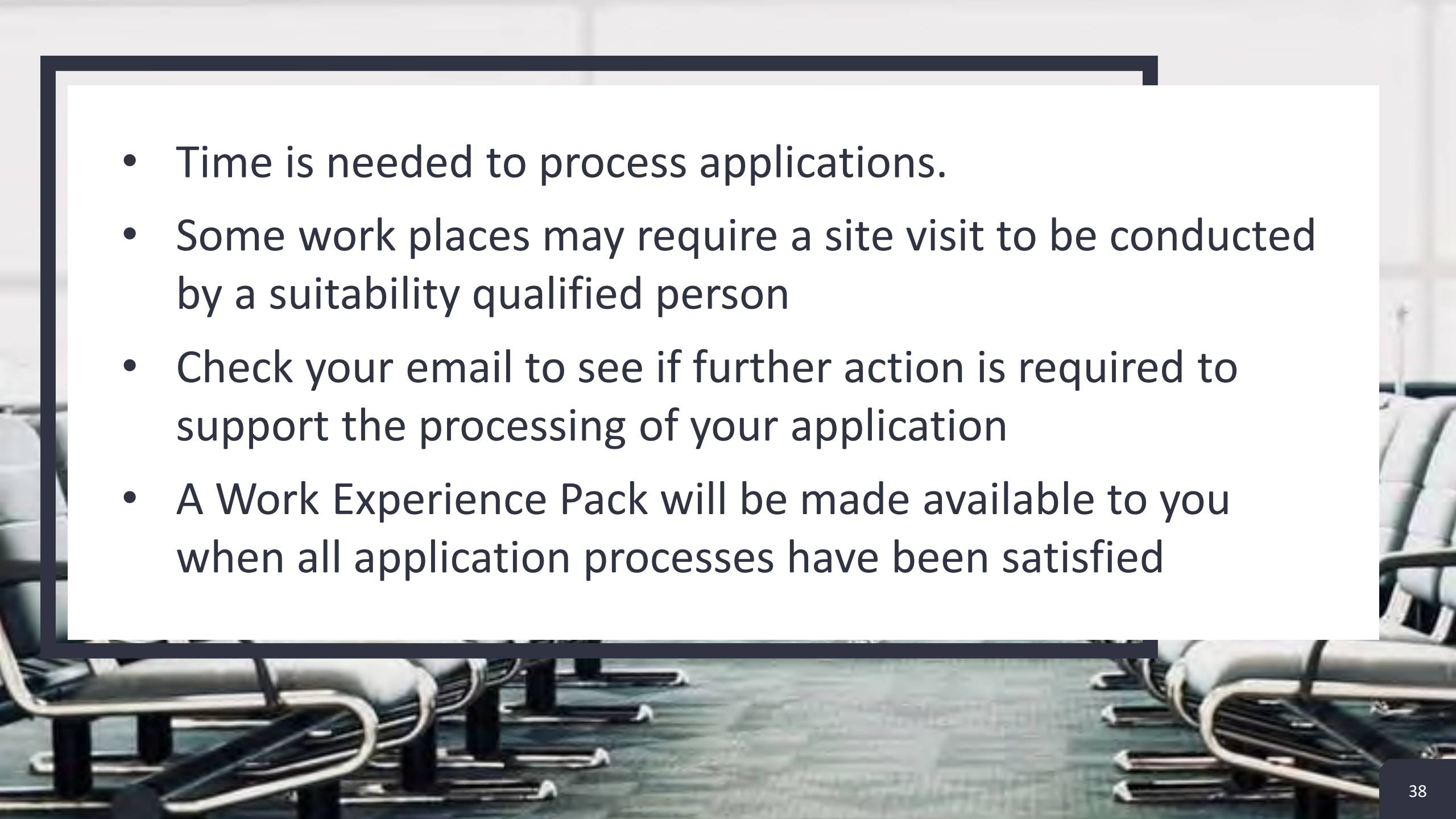
RISK ASSESSMENT

The school conducts risk assessments on:

- the student – e.g. medical, behaviour, adjustments required
- the activity – e.g. the tasks the student will be doing
- the Provider – e.g. awareness of responsibilities relating to work placements, health and safety under the Work Health and Safety Act 2011 (Qld), and supervision of students

All work placements are subject to Principal approval.

Where risks cannot be managed safely,
alternative placements may be recommended.

- 
- The background of the slide is a photograph of a waiting area. It shows several rows of empty, modern airport-style chairs with light-colored upholstery and dark metal frames. The chairs are arranged in a perspective that leads towards the back of the room. The floor is covered with a green and grey patterned carpet. The overall lighting is soft and even.
- Time is needed to process applications.
 - Some work places may require a site visit to be conducted by a suitability qualified person
 - Check your email to see if further action is required to support the processing of your application
 - A Work Experience Pack will be made available to you when all application processes have been satisfied

WORK EXPERIENCE PACK

- **Agreement** - obtain signatures confirming agreement of each party's responsibilities. The student, parent and the provider is to sign
- **Confirmation Letter** – give to the provider
- **Student Evidence Handbook** – student completes induction checklist on the first day and emails to principal@eq.edu.au

student to complete during placement and obtain relevant signatures



Contact the provider and say:

“Could I make an appointment to see you? I need to finalise my work experience placement and get my agreement signed”



WORK EXPERIENCE PACK

Student to return the fully signed Agreement and WHS & COVID19 Certificates to your Program Coordinator or Pathways Officer (as instructed)

Principal endorsed Agreements are emailed to employers, parents and students. **No placements can proceed without receipt of the endorsed agreement by all parties**



STUDENT EVIDENCE HANDBOOK

The Student Evidence Handbook is like a log book which documents information and experiences from your work experience.

This information can be useful when addressing criteria for future job applications.

STUDENT EVIDENCE HANDBOOK

- **Induction checklist** must be completed before commencing placement (provider also has a copy). A copy of the completed induction form is to be emailed to Principal@bundabergshs@eq.edu.au on the first day of placement
- **Reflection and feedback** sections to be completed by the student and the provider at the end of the placement and returned to the school for review

WHAT IS EXPECTED OF YOU AT WORK?

ATTENDANCE

- arrive 10 minutes before your start time
- attend for the agreed hours as stated on your Agreement
- if you are going to be late - phone your employer
immediately, apologise, provide a reason and let them know
you will be arriving soon

WHAT IS EXPECTED OF YOU AT WORK?

ATTENDANCE

Sick and unable to go to work?

- **YOU MUST** phone your employer and let them know
- **PARENTS MUST** notify the school on the day of any absence



BEHAVIOUR

- your behaviour at work should reflect the school's Responsible Behaviour Plan
- put away mobile phones and ear buds
- while some tasks may seem boring or repetitive, it is important to accept all tasks willingly and perform them to the best of your ability



BEHAVIOUR

- listen to and follow instructions
- be polite, courteous and well-mannered throughout the placement with all staff members, customers and members of the public
- dress appropriately to industry standards in the work place



EFFORT

- show enthusiasm and initiative
- complete duties as planned by the workplace supervisor to the best of your ability
- ask questions when you are unsure!! It shows you are interested in their business and prevents mistakes and accidents as a result of poor communication



EFFORT

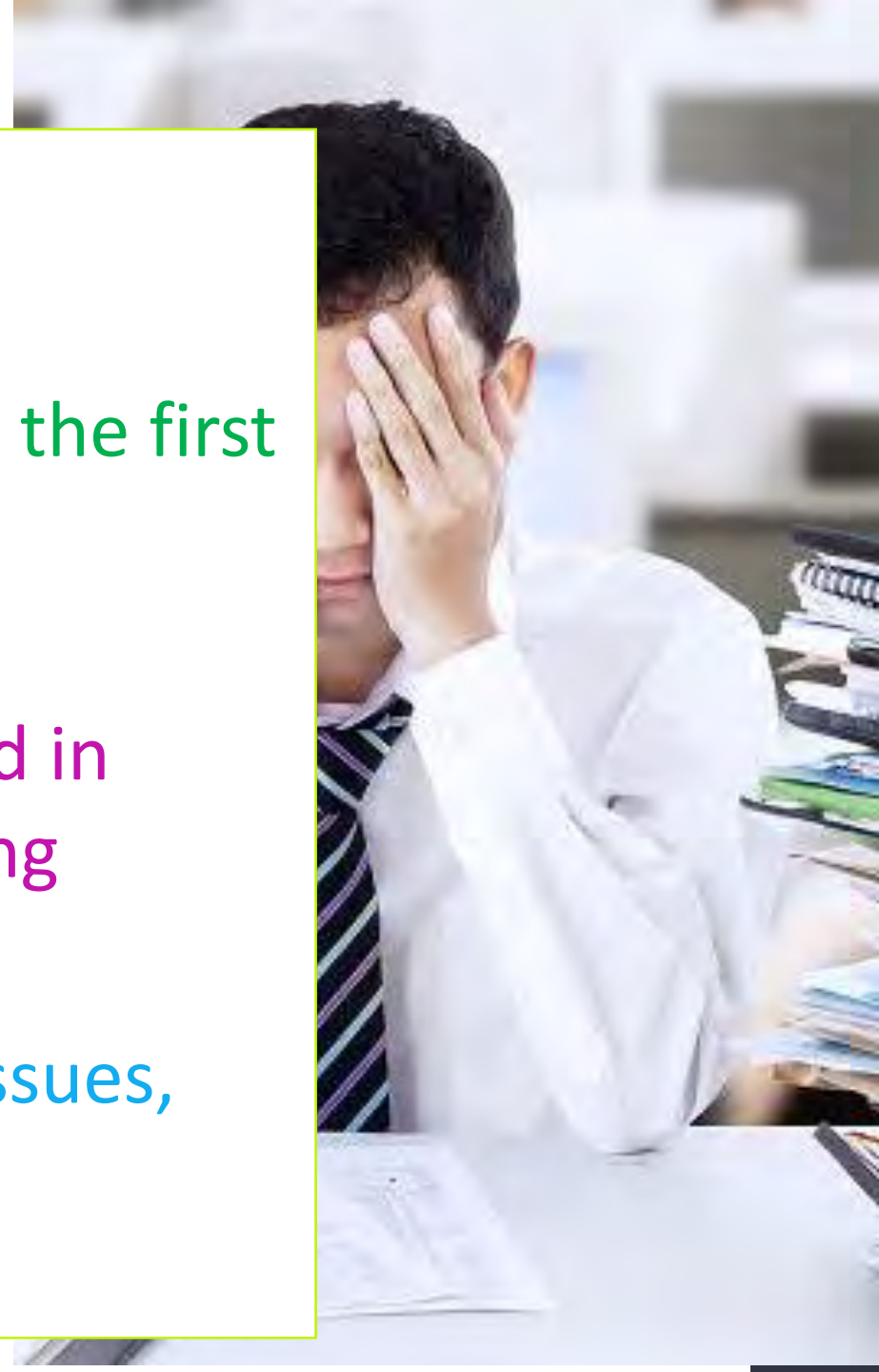
- ask for jobs when you have nothing to do – show that you want to keep busy!
- actively observe tasks like an apprentice or junior would do when at work
- you can learn a lot about a job by just watching people and their interactions



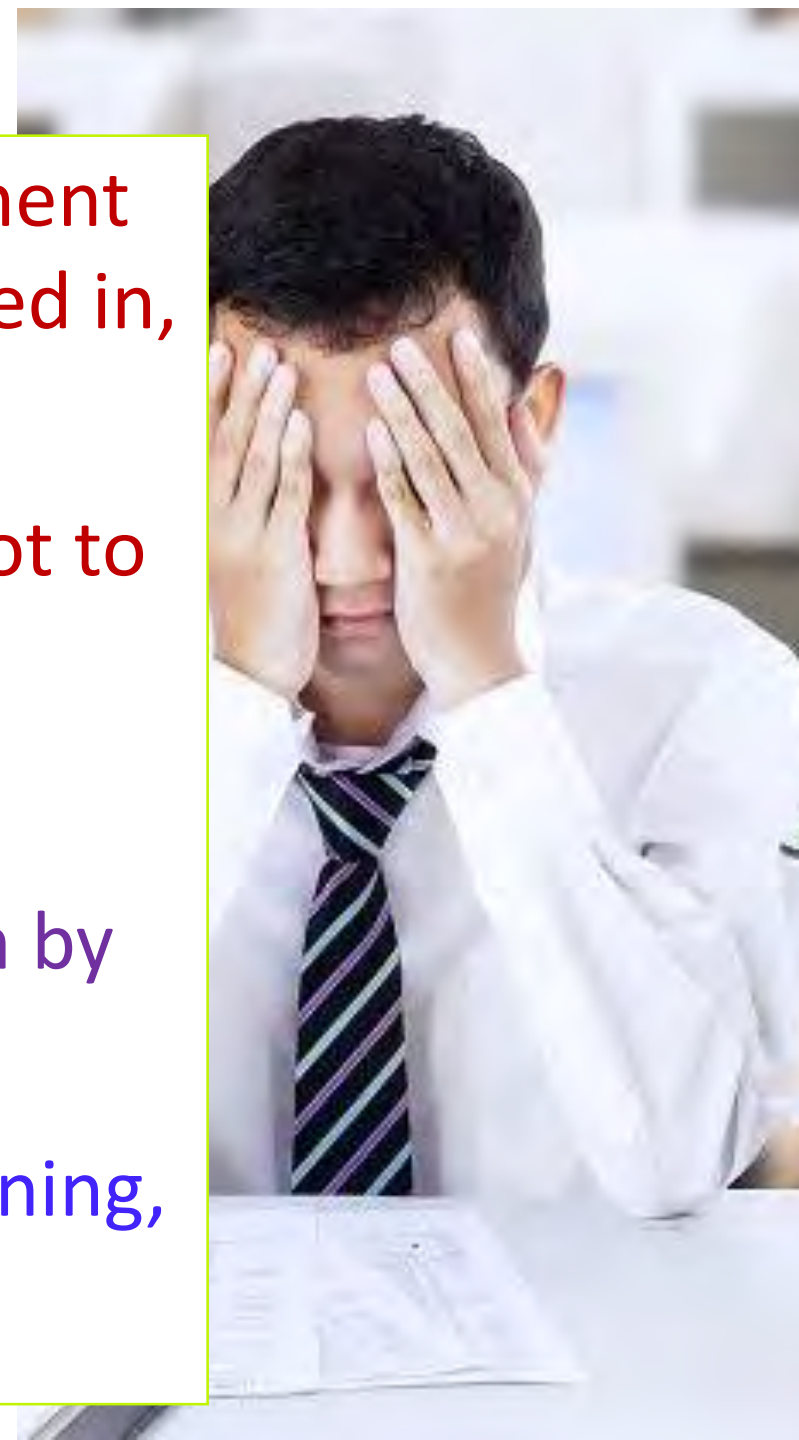
WORKING SAFELY

INDUCTION CHECKLIST to be emailed to Principal@bundabergshs@eq.edu.au on the first day of work

- follow all workplace health and safety procedures in the workplace as outlined in induction and any other relevant training undertaken
- report to the school and provider any issues, concerns, incidents or accidents in the workplace you are involved in



- report to the Pathways Officer any harassment and unlawful discrimination you are involved in, and:
 - tell the offending person immediately not to behave in that way
 - inform your supervisor and parent
- comply with all reasonable directions given by the workplace supervisor
- participate in relevant and appropriate training, where required



- have a clear understanding of the work being carried out in your workplace
- use personal protective equipment (PPE) according to standard operating procedures
- if you feel that additional PPE is required, consult with your supervisor



- work under direct supervision at all times while undertaking work-related activities
- report hazards to your supervisor immediately



CONFIDENTIALITY

- you may be exposed to information about the business and/or clients that will be confidential
- you will be expected to maintain privacy by not repeating any of this information
- in some cases employers may want you to sign a confidentiality agreement
- find out from your work place supervisor what is considered confidential



WORKPLACE VISITS

- students to remind the provider that a school representative will visit or call the business to obtain feedback from the workplace supervisor and the student

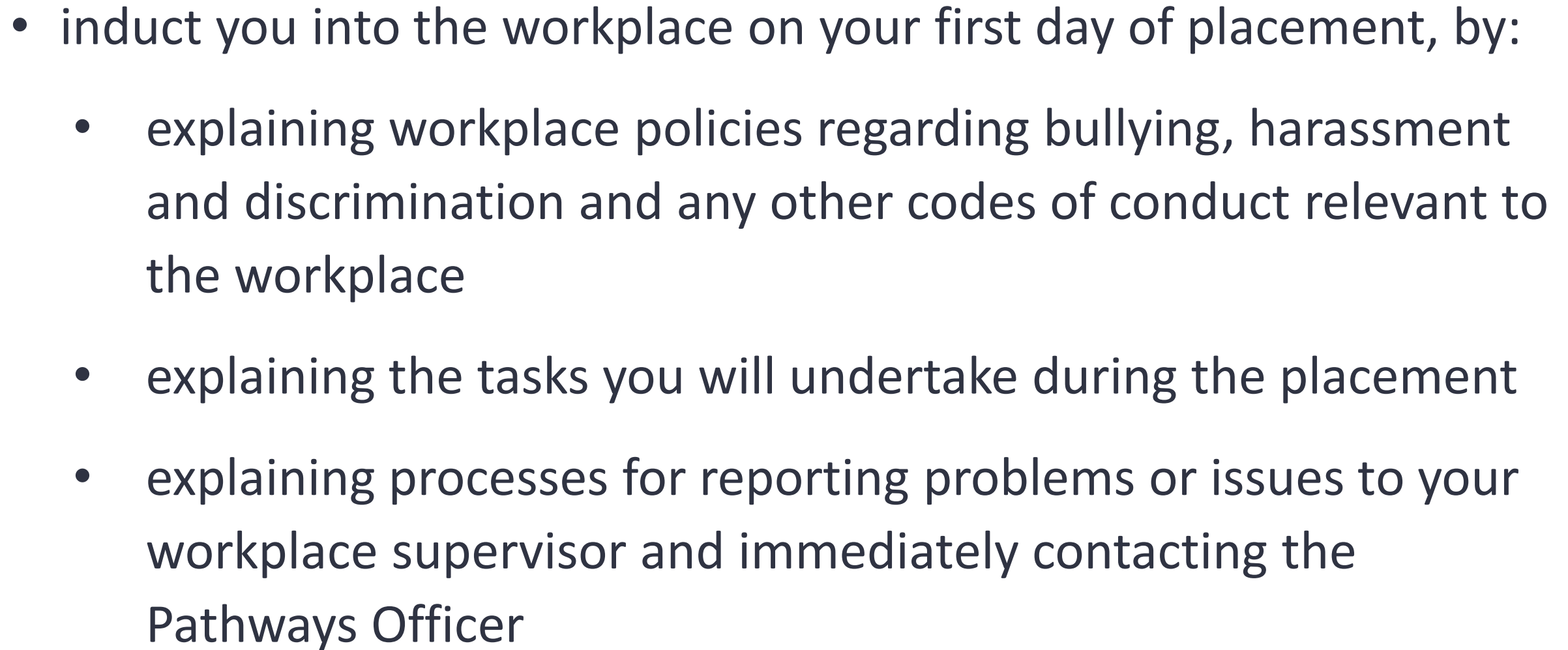
POTENTIAL OPPORTUNITIES



- students should:
 - build positive relationships with the business and staff
 - ask if there are any opportunities e.g. school based apprenticeships, traineeships or employment

WHAT IS EXPECTED OF PROVIDERS?

- provide you with a safe working environment by understanding their responsibilities under the Work Health and Safety Act 2011 (Qld)
- provide the school with a summary of the main activities the student will undertake whilst on work experience and details of special requirements for placement, eg. PPE
- explain work tasks clearly and implement reasonable adjustments where appropriate for students with additional educational needs

- understand the level of liability and excluded activities to ensure the student will not undertake activities which are prohibited by law, excluded under the department's liability cover, or unsuitable for a student placed in work experience environment
- ensure the hours worked do not exceed the normal hours worked in the industry
- complete and return all required school documentation and return the Induction Checklist to Principal@bundabergshs@eq.edu.au on the first day of work
- ensure the supervisor has the contact details of the Pathways Officer in case an issue arises

- 
- induct you into the workplace on your first day of placement, by:
 - explaining workplace policies regarding bullying, harassment and discrimination and any other codes of conduct relevant to the workplace
 - explaining the tasks you will undertake during the placement
 - explaining processes for reporting problems or issues to your workplace supervisor and immediately contacting the Pathways Officer

- 
- provide you with relevant and appropriate training, where required, and direct supervision at all times while undertaking work-related activities
 - meet with school staff who visit the workplace to discuss the student's progress
 - ensure the student is not paid whilst undertaking work experience
- 

- inform students of particular WHS requirements of the workplace including personal protective clothing and equipment
- ensure the permitted number of students accepted for work experience does not exceed the number of full time employees
- provide support for you in the work place and encourage you to participate in a range of activities which do not require extensive training or expertise
- allocate a workplace supervisor to you and ensure this person is aware of their responsibilities during the placement

- contact the school to notify of any absence
- notify the school immediately of any incident or accident involving you, any action undertaken and damages to property involving you during the placement
- make sure you receive adequate breaks throughout the day
- understand that the arrangement may be terminated at any time by the school principal or provider

WHAT IS EXPECTED OF THE PARENT?



- sign the Agreement and return it to the school to confirm their agreement and acknowledge their responsibilities relating to the placement of their student
- provide any information about medical conditions and/or medication relating to the student for inclusion on the work experience agreement which may impact on the safety of the student or the safety of others in the workplace

WHAT IS EXPECTED OF THE PARENT?

- understand their responsibilities regarding transportation of their student to the work experience location and notifying the school and work experience provider if the student is unable to attend work experience
- understand they are responsible for all expenses related to their student's participation in the work experience placement.
- reporting their student's absence from work experience to the school as soon as possible on the day of absence

AFTER WORK EXPERIENCE

- **return your Student Evidence Handbook** to the Pathways Officer in D09
- **be available to participate** in a debriefing about your placement
- **review and revise** your SET Plan to determine if your post school pathway and career goals remain the same
- **refer to your school email** to access and complete a survey about your work experience placement



Print and fill out this page and submit this with your work experience application form.

DECLARATION

I, (first and last name) _____ declare that I have read and understood the **Orientation to Work Experience** and I will do what is required of me to participate in the work experience program.

Signature

Date