

4th February 2020

Dear Parent/Guardian

In Week 9 of Term 1 students will be required to participate in Work Experience as part of their Certificate II Skills for Work and Vocational Pathways. This is a requirement of the Unit FSKLRG06 - Participate in work placement.

Dates of placement are the 23rd to 27th March 2020. This will be the only school time scheduled for Work Experience.

Work Experience is non-paid work in which the student samples their chosen career/s. Whilst on Work Experience students will complete a log book, that will be signed at the end of the placement by the employer if the student has demonstrated the ability to participate in structured workplace learning.

Students are required to call or approach businesses to secure a placement for the Term 1 block and complete the attached form. If students require assistance please see Alarna Wills or call 49882280. Forms are to be returned to Resource Centre by Monday the **24th February**. Once the forms are returned, Alarna Wills, our Work Placement Officer will then be able to complete the Insurance agreements needed to attend work experience.

If you have any queries please do not hesitate to contact me at the school.

Regards



Annette Carter
Head of Department – VET/SATs



Sean Maher
Principal

EMERALD STATE HIGH SCHOOL
Year 10
Work Experience Form

Student Name:
Skills for work Teacher:

PC:

Finding an Employer - Research suitable organisations in your career goal area and write down some local employers who you might like to work with. Remember that you will be phoning some of these employers later to try to secure a work experience placement, so consider any foreseeable transport issues you may have in getting to the workplace, you might also like to think about family or friends who are employers and who may be able to assist you. In addition, try searching the internet, looking through the yellow pages and even the local paper to find suitable employers. The Yellow Pages internet directory can help you to sort by industry area and location: <http://www.yellowpages.com.au/>

Workplace Health and Safety – When you are in the workplace it is essential that you are aware that you must behave in a safe manner. As an employee you must follow instructions while in the workplace, act in a responsible manner and wear appropriate protective equipment if necessary. The employer should provide you with a basic induction so you feel confident and safe. If at any time you are uncertain about how to perform a set task, please ask your supervisor.

Log Book - While on work experience you will be required to complete a Log Book which asks you to record and describe your job description, your daily tasks, any work place health and safety issues, who your supervisor is and your overall experiences while in the workplace. A lot of this information can be used later in your Resume. The log book will be handed out in week 8.

Employer Feedback – In order to ensure a successful working experience, the school will contact the employer during the work experience week.

EMERALD STATE HIGH SCHOOL
Year 10
Work Experience Form

Student Name:

Placement Dates: From: 23/03/20
To: 27/03/20

Skills for work Teacher:

PC:

Please complete the details of the employer you have contacted to secure your work experience:

Employer

Contact Name

Phone	Fax	Email
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Address

Student Details:	
Date of Birth	
Emergency Contact	Name:
	Phone Number:
	Relationship:
Medical Information	

☐ I give permission for a copy of my child's Medical Information to be given to the Employer.

☐ I do not give permission for my child's Medical information to be given to the Employer

Parent Name

Signature

Date