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Additional Handout

Parent's Guide to Workplace Learning to Students & Parents Supplement



STUDENTS' COMMENTS WORK EXPERIENCE

"Did you enjoy your Work Experience?"

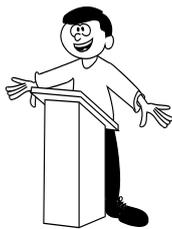
- "Yes, it was new and different and a challenge, I liked doing it." (Solicitor's office)
- "Yes, I learnt a lot about some children that have special needs and problems and I have come to have a better understanding and tolerance of them."
(Paediatric Occupational Therapy)
- "Yes, I enjoyed it. I like working with and around other people and I found my Work Experience fun."
(Gym Instructor)
- "Yes, it was very educational and there was more to it than what I expected."
(Park Ranger)
- "Yes, I saw what went on in a motel and got to see what it was like to have a job and work."
(Motel Receptionist)
- "Yes, it was fun and interesting. I learnt how to answer a phone properly. They also let me do jobs myself in the store. It was great."
(Real Estate Office)
- "The kids were wonderful, I loved being with them and the other teaches were great."
(Teaching Assistant)
- "Yes. It gave me an opportunity to see inside the profession and I learnt to do many new things."
(Accountancy)
- "Yes! The staff were friendly and I learnt new things!"
(Florist)

PARENT / CARER COMMENTS ON THEIR CHILD'S WORK EXPERIENCE

- "Enjoyed the week there and learnt some new skills, but probably would have learnt more if she had been there two weeks."
- "Was treated very well by his employer and I am sure he taught him a great deal about his business."
- "Seemed to thoroughly enjoy it."
- "My daughter enjoyed the experience."
- "Good, worthwhile opportunity to experience something he was interested in doing."
- "I was very proud of her attitude towards her Work Experience - she was very mature and responsible."
- "Work Experience will benefit him in the future."



To Students



In recent years Career Education has assumed an increasingly important role in the High School Curriculum. Careers and Transition Advisors have been appointed to all government High Schools to organise Careers Programs within the school, and to liaise with employers and tertiary institutions.

One of the most successful and popular features of the Careers Program in this school has always been Work Experience. It's all very well to talk to you about the nature of various occupations and the world of work in general, but nothing is quite as revealing as firsthand experience.

Work Experience not only allows you this new experience, but also gives you the opportunity to gain from the experience of those people with whom you are working. Many of you will also return from Work Experience with a better appreciation of the connection between school and your future ambitions.

All Year 10 will be able to participate in Work Experience for one week as part of your Year 10 Career Education Program. The purpose of this manual is to explain Work Experience to you and your parents, and to show you how to go about organising your placement for that one week.

In addition, you can do another week of Work Experience in Year 10 at a time suitable to the school, home and employer, if you consult with Mrs Morrissey (Stage 5 co-ordinator) first.

A Work Experience Program is also available to Year 11 and Year 12 students at Parkes High School, in consultation with Mr Duncan (Stage 6 co-ordinator), your teachers and home.

You are provided with three separate weeks to choose from, which have been set down for Work Experience this year. If you wish to take part in the Work Experience Program, it is **YOUR RESPONSIBILITY** to select one of the three weeks offered.

You must then have your position finalised according to the procedures set out in this Handbook. Please note, if you do not follow the procedures set out in this Handbook, including submitting your Career Assessment Task 1, you will not be permitted to take part in the Work Experience Program.

By following the procedures in this Handbook you will not only secure yourself a placement for Work Experience, but you will also gain valuable experience in the skills you will need to actually find yourself full time employment.

Regardless of which job you choose, the main thing you will learn from Work Experience is how it feels to be at work rather than at school. You will learn what employers generally want from their workers, deepen your awareness of your own interests and abilities, strengths and weaknesses, gain in confidence and self- esteem and discover your career likes and maybe dislikes.

Remember, too, that when you are on Work Experience you are representing not only yourself and your family, but your school.

A reminder, that you can organise another week of Work Experience in Year 10 with the assistance of Mrs Morrissey.

If you have any difficulties at any stage don't hesitate to consult with your Transition Adviser

To Parents / Carers

Dear Parents / Carers,

Year 10 students will have the opportunity to take part in a one week Work Experience Program during 2021.

Students may select a one week block which best suits them from the three, one week blocks offered throughout Terms 2, 3 & 4.

These one week blocks are:

Term 2	Week 8	7 June	11 June, 2021
Term 3	Week 5	9 August	13 August, 2021
Term 4	Week 8	22 November	26 November, 2021

The purpose of Work Experience is to assist the students through the transition from school to post school life. It also helps students to understand the relationship between school studies and the world of work, and to develop a greater awareness of their abilities and interests.

Many students also gain more immediate and practical advantages from Work Experience. The employer completes a report on each student which can be used by the student as a reference in their future job search. A few students may even return from Work Experience with job offers. Others are often given recommendations which result in employment.

Work Experience is part of a broader Career Education Program within the school. During the year there will be Guest Speaker visits, a Careers Market and Career Lessons.

How do students benefit? They receive:

- Employer's Evaluation
- Work Experience Certificate on completion of the Work Experience Program
- Completed Resume, Cover Letter and Criteria Statement: (Careers Portfolio)
- Valuable experience in the skills needed to find employment
- Deeper awareness of their own strengths, abilities, career likes and dislikes

This hand book is designed to assist you and your son / daughter to gain the maximum benefit from the Work Experience Program. It sets out the steps your son / daughter needs to follow to find and secure a Work Experience placement. All students are covered by the 'Work Experience Insurance & Indemnity Provisions for Government Schools'.

The students are not to be withdrawn from Work Experience, or change Work Experience placements, without prior consultation with the Principal and Careers or Transition Advisor.

While you are urged to provide every direction and guidance to your son / daughter it must be stressed that to gain maximum benefit from this program they should be encouraged to follow each step through for themselves.

It must also be stressed that Work Experience should not be seen as an extension of a part time job. Nor is it desirable for the students to do Work Experience with parents or close relatives.

Please feel free to contact the Careers or Transition Advisor about this program, or in fact any other careers matter.

Closing Date for applications :

- All paperwork must be handed in by **Week 8 the term before** the desire Work experience session.
- PLEASE NOTE: Out of town applications will need to be submitted before Week 8 due to increased organisation requirements

Please ensure that you read the hand book carefully and familiarise yourself with the general provisions and regulations of Work Experience.

Justine Morrissey - Transition Adviser

Kieran Duncan - Careers Adviser

Work Experience Procedures

You should follow the steps set out in this section:

*** YOU MUST COMPLETE AND SUBMIT YOUR YR 10 CAREER ASSESSMENT TASK1***

- STEP 1 Attend Year 10 Career interview to discuss Work Experience
- STEP 2 Attend Year 10 Work Experience Meeting to collect Work Experience Handbook and Application form. Application form will also be located on the Google Classroom.
- STEP 3 Show this Handbook to your parents.
- STEP 4 Choose an occupation.
- STEP 5 Fill in Application form and hand in to Transition Adviser by due date
- STEP 6 When your Work Experience employer has been confirmed, attend the Work Experience Induction 1 meeting for your session and collect your Work Experience Package from Mrs Morrissey.
- STEP 7 Give all Yellow Forms and relevant paper work to the Employer. Once they have completed the Work Experience Student Record, collect it back off them.
- STEP 8 Have your parents complete and sign the Yellow Form then return this to the Mrs Morrissey at least two weeks before you attend your Work Experience.
- STEP 9 Attend the Work Experience Induction 2 meeting for your session and collect your final Work Experience Package from Mrs Morrissey, 1 week before your Work Experience session.
- STEP 10 Make contact with your employer either by phone or in person one week prior to ask about arrival / departure times, attire, lunch arrangements etc.
- STEP 11 Attend Work Experience every day. (if you are unable to attend Work Experience YOU MUST contact your employer before your starting time and then you must also contact the school. Only in extreme circumstances are you to miss any days of your work experience).
- STEP 12 You must give your employer relevant paper work from your Work Experience package on your first day. Remember to wear your badge if applicable and always carry your emergency card. Get your employer to sign her attendance sheet in your diary every day
- STEP 13 Complete student diary (during Work Experience) and student evaluation form (after Work Experience) as well as getting your employer to complete your employer assessment report and make sure your employer has signed all your attendance days (last day of Work Experience). Give employer thank you card or note on your last day.
- STEP 14 Return Student Diary, Student Evaluation form and Employer Assessment to Mrs Morrissey after your week at Work Experience

It is important that:

You complete these steps and hand in the correct form/s by the due date or you will not take part in the program.

Choosing a Work Experience Job

When thinking about Work Experience consider your interests and abilities. They should give you an idea of the general area which would suit you. Do not select a job just because your best friend has decided that they would like to do that job. Who wants to spend a week in a job that they have no interest in?

You can:

- i) refer to your Year 10 Careers /Action Plan
- ii) make up your own list
- iii) talk to your family and friends
- iv) talk to your Careers or Transition Advisor
- v) look at employer data base on school website

Try to find out as much about as many jobs that fit into these areas as possible.

- speak to the Careers or Transition Advisor
- visit the Careers page on schools website
- use www.mhscareers.com Log In Parkes, Password (Currajong).
- use <https://www.jobjump.com.au/> password (yak)
- visit <http://www.myfuture.edu.au/> career bullseye to research occupations

Once you have made up this list, put the jobs into a priority order, that is, the job you would most like to do goes first, the job you would like to do second most goes second and so on. This is the order in which you should try to get jobs for Work Experience.

You should not restrict yourself to a narrow range of jobs. Both girls and boys should think about non-traditional jobs. Non-traditional jobs for boys would be jobs like, nurse, kindergarten teacher or data input operator. Non-traditional jobs for girls would be jobs like accountant, ranger, jeweller or landscape gardener.

If you are interested in Work Experience in a non-traditional area come and talk to the Careers or Transition Advisor.

Work Experience in most fields is extremely competitive; therefore you should apply as soon as possible: **THAT MEANS TODAY.**

Where to Look For Jobs

- 1 Check the Parkes High School Website – Supporting Our Students – Careers – Year 10 career Education - Work Experience for a readymade list of employers. Students can also google the profession they like along with “Parkes” and a list of businesses will be displayed
- 2 Your friends, family and other students may be able to suggest employers: TALK TO THEM!
- 3 Walk around the local area after school or on the weekend. Talk to the owner or manager and ask if they participate in Work Experience Programs.

Work Experience Dates 2021

Who organises Work Experience? Mrs Morrissey is responsible for approving ALL Work Experience placements in Year 10 in 2021. You, your parents, and employers must seek approval through Mrs Morrissey. Ultimately, the Principal and Regional Office approve all applications and all must satisfy industrial safety regulations.

Choose the session you would like to apply for.

When is Work Experience? (Work Experience excludes weekends, unless specifically required.)	Term 2 Week 8	7 - 11 June, 2021
	Term 3 Week 5	9 - 13 August, 2021
	Term 4 Week 8	22 - 26 November, 2021

How To Apply For Work Experience

Placements within the Parkes region?

Students will be required to complete a Work Experience Application form. The application form will be assigned to the students Year 10 Google classroom and in person at the Year 10 Work Experience meeting held in school hours and will be expected to be handed in BY WEEK 8 the term before your selected session. Late applications will not be accepted. **Please DO NOT approach** a local employer at this stage unless you have approval from Mrs Morrissey.

A list of possible placements can be found on the Careers Website Page under Year 10 Work Experience

Application Forms Due: *Week 8 the term before the Work Experience session.*

Placements out of Parkes?

If you wish to gain a placement out of the Parkes region, you are required to make all the necessary arrangements under Mrs Morrissey's supervision. You cannot leave NSW and all arrangements **must be approved 8 weeks prior** to the commencement of Work Experience.

See Mrs Morrissey IMMEDIATELY if you are considering Leaving Parkes for Work Experience.

To apply for these positions you must have submitted your Year 10 Work Ready Assessment Task

- b. Resume
- c. Criteria Statement
- d. Cover Letter

Conditions

While on Work Experience you will be expected to:

- 1 follows instructions and directions given to you by the employer. Don't be afraid to ask for help or advice. If you make a mistake, report it immediately. If you don't understand any instructions ask for clearer explanations.
- 2 attend work during normal BUSINESS hours NOT school hours.
You must clock on and off.
- 3 be co-operative, interested and enthusiastic, if you finish a task ask what other things you can do.
- 4 dress appropriately for the position

You will also have certain obligations and responsibilities:

- * complete all the activities in this handbook
- * report absences to both the employer and the school
- * advise the employer and the school IMMEDIATELY if you have an accident and are injured
- * send a thank you letter to the employer at the end of Work Experience

Finally, there are some particular points that need to be emphasised:

- 1 Work Experience is a privilege, not a right. Any student may be refused permission to attend Work Experience by the Principal and / or Careers Advisor.
- 2 Students will be expected to travel to and from their place of work without supervision, at their own expense and by the most direct route.
- 3 Once all forms for Work Experience have been given to the Transition Advisor the placement becomes FINAL. Changes will only be considered in exceptional circumstances.
- 4 Students must carry their emergency card at all times
- 5 Don't expect to get paid, Work Experience is VOLUNTARY.
- 6 A very high standard of behaviour will be expected.
- 7 **Students not doing Work Experience MUST attend school as usual.**

General Provisions & Regulations For Work Experience

Payment

- As students involved in Work Experience are volunteers, no payment is required.

Travel

- Students are responsible for all travel arrangements.
- Students will be issued with a Work Experience Identification Card to enable them to obtain concession fares on public transport.

Student Insurance Cover

- The Department of School Education has arranged a Personal Accident Insurance Policy with the G.I.O. providing a cover for students on Work Experience. Details are attached.

Reporting Accidents

- Any accident should be reported to the school immediately. A full report of the accident should be obtained from the student, the employer and any witnesses. These should be signed, dated and forwarded to the school as soon as possible.

Prohibited & Restricted Activities

- As in educational activities, the welfare of students participating in a Work Experience Program is paramount. Special care needs to be taken to ensure that students will not be involved in hazardous activities or placed in a work environment that exposes them to physical or moral danger.

The following activities are specifically prohibited:

- | | |
|--|---|
| * Travel by helicopter | * Scuba diving and deep sea diving |
| * Air travel on unrecognised airlines | * Attendance at abattoirs |
| * Travel outside the 12 mile limit at sea | * Work on a roof |
| * Use of prescribed and dangerous machinery | |

- Other Work Experience activities may also be considered unsuitable due to geographic location, operation of dangerous machinery, unsuitable hours of employment, inability to be adequately supervised by school staff. If in doubt, please check with the Careers Advisor.

Times of Operation

- Work Experience can only be conducted during school terms. Students under the age of 15 years cannot participate in a Work Experience Program outside the hours of 7.00 am and 6.00 pm. Work Experience on weekends is permissible only with the permission of the Principal and Assistant Director General (Region).

For more info go to <https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>

Employer Assessment

The report you receive from the employer is a very valuable document to have in your "Portfolio Folder" and can make the difference between gaining and missing out on a position in the future.

Below is a summary of the areas on which you will be assessed.

Evaluation of Student:

- 1 Interest shown in job
- 2 Persistence at tasks given
- 3 Skill level compared to job requirements
- 4 Volume of work
- 5 Ability to work unsupervised
- 6 Response to directions from supervisors
- 7 Dress and appearance compared to job requirements
- 8 Attendance and punctuality (including lunch breaks)
- 9 Communication with others
- 10 Personality for the job
- 11 Overall "fitting in" to the working environment during the session

Students must collect the employer evaluation report at the completion of Work Experience from their employer and return it to Mrs Morrissey.

Student Evaluation

Student's Diary

Each student will be provided with a diary which sets tasks to be completed each day, questions must be completed and returned to Mrs Morrissey at the completion of Work Experience

Student Evaluation

Each Student will be provided with an evaluation form to be completed on the completion of Work Experience. Students must return their completed evaluation to Mrs Morrissey.

If you have any problems with Work Experience contact School as soon as possible.

Your Work Experience Guidelines:

- * At this early stage, your **expectations of Work Experience** and your employer's expectations are uncertain. This may be a new venture on both sides and it is hard to know what will be expected of you.
- * I expect you will be treated with sympathy and **will probably have little to do**, rather than being overwhelmed with directions, duties and requests. As an inexperienced beginner, know your place - don't expect the world to fall at your feet.
- * Most **people will expect** you to show your abilities in fairly easy tasks before giving you more demanding duties.
- * Perform **all** duties carefully, **volunteer** to do small duties which you know you can do well. It would be far better to perform a series of smaller tasks than to sit around waiting for the 'big job'.
- * Don't be **afraid** to ask for help or advice.
- * **The way you look** may be taken as **the way you feel** about your position and your employer. Take care with your **personal appearance**.
- * **Arrive on time or early on all days. If you cannot attend work for a day, ring your employer and me at school.**
- * If there is a **tea money** fund, offer to pay for your own. Bring your own cup.
- * Should you see **private or confidential material** (even by accident) keep these matters to yourself. **Never make unfavourable comments** (including about people) outside your work situation. This leaves a bad impression.
- * It will **help you** if you can be seen as a **co-operative, interested and enthusiastic** person, doing your best for the employer. Show you are **willing to learn** and that you want to **gain the most** out of your Work Experience.
- * **Ask questions**, but don't demand too many answers or information from any one person. Spread them out over the time you will be there.
- * If you make a mistake, **report it immediately**. It is a greater mistake to leave some problem to be fixed later.
- * Don't be afraid to ask for **clearer explanations** of some task or job you are given which you don't fully understand.
- * As you finish the week, be sure to **thank** your employer and people who have helped you during the week. You will write a thank you letter on your return to school.
- * If you have trouble or think differently about some matter, **you** give in, as you are the **guest** in their work area.
- * Act in such a way that you can **be proud of yourself** and that your employer would be happy to have you back again, possibly as an apprentice or for a future job.
- * **Finally**, remember your behaviour also affects your school's public image and what your employer feels about it and Work Experience. If the employer is left with a favourable opinion of you, the school's chances of using that employer for future Work Experience programs will be greater.

**ENJOY
YOUR WORK EXPERIENCE!!!**

Helpful Hints for a Successful Work Experience!



Observing the following points should help make the week most beneficial for you!

1. **L**isten carefully to any work instructions you are given and carry them out carefully and **fully**.
2. **I**f you do not understand any instruction you are given ASK for a clearer explanation. They will be more impressed with your willingness to get it right than having to correct your mistake. Ask questions - show them you are keen to learn.
3. **W**hen you complete a task inform your supervisor - do not sit around doing nothing, waiting to be told what to do next. You can probably always find something to tidy up. **Better still, ask for some more work to do or offer to help someone.**
4. **B**e polite at all times with fellow employees and members of the public.
5. **I**f you are going to be late for work, or cannot make it to work, (it had better be an exceptionally good reason) ring both the employer and the school (68621844). The school needs to know if you are going to be absent so we can make alternative arrangements for supervision. Your employer needs to know so as to make alternative arrangements about the work you are doing.
6. **U**nless you know otherwise, it would be wise to take lunch on the first day of Work Experience.
7. **D**o not forget to ask your employer to complete your Employer's Assessment Report. It will act as your Reference and you can use it when you go for job interviews. **And work hard to ensure it is a beauty!**
8. **A**s a final gesture of appreciation you should write a letter at the end of the Program to your employer thanking them for participation and giving you the opportunity to experience working life. Keep a copy to show your Careers Advisor.
9. **I**t must be stressed that students are NOT ENTITLED TO PAYMENT for Work Experience - so don't expect anything. Your reward is the experience and Reference. It costs them time, effort and worry to give you this.
10. **B**e on time, enthusiastic and Work the FULL DAY - do not ask for early marks because you won't get them when you start work.

Each night think about what happened during the day that was good and bad.

Think about how you can do better the next day.

Discuss your experiences with your parents.

By observing all of these points you should create an impression of being willing, hard-working and observant, able to get along with fellow workers.

Expectations:

Work Experience is great if you like it

Work Experience is great if you don't like it

It is all about the experience and helping you to find out what career you will like to do in the future

In the past many Parkes High School students have not fully benefited from Work Experience for three reasons.

1. Some were disappointed because they were hoping for things that could not possibly be obtained through Work Experience. For example, in one week you cannot expect to learn or perform all the duties of an accountant, chef or engineer - it takes years of training and study to learn the skills needed for these jobs. However, you can learn by observation just what skills are needed, and can find out some of the rewards and disadvantages of the job at first hand.
2. They didn't like the job they were at. But that is OK, you will be expected to see out your week with your employer and then reflect why that job is not for you.
3. Students who were thinking of leaving school at the end of Year 10 believed that, through Work Experience, they would get an offer of a fulltime job. Only a very small number of students get jobs in this manner.
4. Many students have clung to unrealistic ideas about the type of Work Experience jobs available, refused to consider alternatives and made unreasonable demands on the Careers/ Transition Advisor. In order that students gain practice in the skills of job seeking, have the opportunity to look for the job they would prefer, and experience for themselves the realities of a labour market in which some jobs are much more difficult to obtain than others, students are expected to research their own Work Experience jobs.

**let's all have realistic expectations of
our work experience session**

Expectations

It will be impossible to do all aspects of a job during one week. If you begin Work Experience with unrealistic expectations of what you will be doing, you will probably be disappointed and bored

If you treat Work Experience just as you would your first job (and that is the aim of the program) then you would ideally need more time to determine if this is really the sort of work for you. If you are really having problems with the work you are doing, then discuss the problem with your teacher when he/she calls to see you at the work site. On the other hand, you may feel that the problem is best discussed with your supervisor at work. Bear in mind, that as in full-time work situation, we cannot always get our own way and we must learn to compromise to a degree.

The benefits you obtain from the Program are dependent on the efforts you put into work. Because of the downturn in the economy you may find that there are times when there is less work for you to do. Use these occasions to ask other employees plenty of questions to demonstrate your interest in the job. You may also have a job where, because of your lack of experience, you will be spending much of your time observing or doing simple tasks. REMEMBER NO-ONE STARTS AT THE TOP. The Program can still be beneficial even if at the end of the period you have only learned you do not like that type of work.

IF YOU HAVE ANY CONCERNS ABOUT YOUR SAFETY IN THE WORK PLACE YOU SHOULD CONTACT THE SCHOOL AS SOON AS YOU CAN. SOMEONE WILL COME AND CHECK THINGS OUT AND MAKE ALTERNATIVE ARRANGEMENTS FOR YOU WHERE NECESSARY. Apart from this, there are not other reasons for you to terminate your Work Experience. ONLY THE PRINCIPAL, CAREERS ADVISOR AND EMPLOYER CAN CANCEL A WORK EXPERIENCE PLACEMENT. If you do not complete the full week for an unsatisfactory reason (safety concerns are YOUR only reason) the matter will be harshly dealt with on your return to school. Any other reason needs to be discussed with the Careers Advisor before you decide to leave.

Please show courtesy to your Employer who has donated their time and energy for your benefit!

Employers have every right to send you back to school if you fail to behave appropriately or to do what is expected, If this happens (and it does happen), a poor Work Experience candidate causes employers to withdraw from the Program and this makes it difficult for student in following years to obtain Work Experience. Many employers not do not accept students from certain schools while, some do not accept any at all!

Above all, we hope you enjoy yourself and learn something valuable from your Work Experience.

Good Luck!

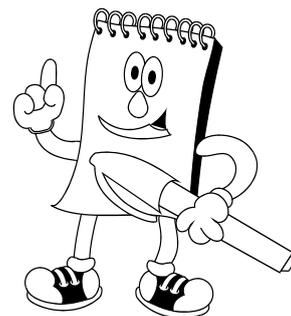
Mrs Justine Morrissey

Transition Advisor

FINAL WORK EXPERIENCE CHECKLIST

Keep this Checklist in a safe place
and refer to it regularly!

Week 8 the term before your session – Have you submitted your Work Experience application!



Completion date: 1-2 Weeks before.

Have you contacted the employer to remind them you are coming next week?

Do you know the following information about your placement:

- | | |
|---|---|
| a. where to go and who to report to on day one? | d. how you will get to work? |
| b. starting and finishing times? | e. what to do about lunch? |
| c. what to wear? | f. 3 copies of student placement record |

Have you collected your special Bus Pass for concession travel on private buses (where needed - see Careers Adviser)? Do you need a travel form to be in the same car as your employer.

Have you collected your Work Experience package to take with you?

Check to see it contains the following items.....

- | | |
|--|---|
| a. Work Experience Diary | d. A Student Evaluation Sheet |
| b. Employer Letter re: Assessment Report | e. Name Tag / Emergency Contact Card |
| c. Employer's Assessment Report | f. 3 copies of Student Placement Record |

completion date: On Work Experience

Leave only items b, c and 1 copy of f (from the list above), in the envelope and hand them to your Employer on arrival.

Get your Attendance Card (from the front of your Diary) signed by your supervisor at the start of each day (this is important because it is your proof of attendance at work).

Complete your diary each day. Wear Your Name Tag (If applicable) and carry your emergency card at all times

A teacher will visit you and your employer where possible to see how you are going. They will complete a brief report. Where a visit is not possible, some other attempt at supervision will be made.

Completion date: Your Last Day of Work

Make sure you have attempted ALL questions in your diary.

Make sure your Attendance Card is signed for every day.

Early in the day politely ask your supervisor to complete the Employer's Assessment Report sometime that day if possible.

Just before leaving

- a. **A written thank you** for your employer
- b. **collect** your Employer's Assessment Report if it has been completed (or make arrangements to collect it or have it mailed to the school).
THIS WILL BE YOUR WORK EXPERIENCE REFERENCE SO DON'T FORGET - IT IS A MOST IMPORTANT DOCUMENT FOR YOU.

Completion date: Back At School

Hand in to your Transition Advisor the following items in the envelope you were given or a similar one.....

- a. Your COMPLETED diary.
- b. Your Employer's Assessment Report (if given to you on your last day) or a note saying your employer is mailing it.
- c. Your COMPLETED Student Evaluation Sheet.

It is most important you follow the last step - you will receive your paperwork back after the Transition Adviser checks your work to put in your Career Portfolio. You will also receive a Work Experience Certificate and School Assessment Report.

Parke's High School
'Safe - Respectful - Responsible'

Career Education

Diary

This Work Experience Diary belongs to

Date of Work Experience:

From: _____ To: _____

Name of Company / Firm:

Address:

Contact Person: _____

Phone: _____ Mob: _____

Job Description:

Hours: _____ To: _____

Lunch: _____ To: _____

Transport:



All students must complete the Year 10 Careers Assessment Task 1 to be eligible to attend Work Experience

NB: Assessment Task 1 can be located on Year 10 Careers Google Classroom. Students must submit assessment on Google Classroom by Term 2 Week 2.

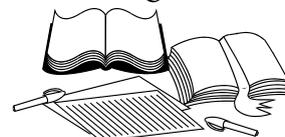
Writing a Job Application

Your Job Application is often the first contact you will have with an employer.

An employer will use it to help decide whether you seem suitable for a job and whether or not to give you an interview.

It's important to take time and care with your application to make it look good and provide all relevant information in a clear manner.

On Pages 20, 21 & 22 you will find an example of a Resume (pronounced rez-you-may) an Introductory Letter, and a Criteria Statement proforma.



These examples should give you some idea of what type of information to put in your application and how to go about it for your assessment task.

INTRODUCTORY LETTER

It is important to write a covering letter saying that you would like to apply for a job, and to attach a Resume.

Date	☞ 22 February 2019
Get the address right	☞ Mr L Glow Globox Industries 2 Buckle Road PARKES N.S.W. 2870
You should put the person's Name. Use 'Sir / Madam' only if you don't know the person's name	☞ Dear Mr Glow,
Refer to the job and where and when you first saw it advertised	☞ I would like to apply for the Work Experience position of Clerk as advertised on the Parkes High School's Careers Web Page, March, 2019. I wish to undertake this during Term 3, Week 5. (19 -23 August)
Promote your suitability for the job	☞ I consider myself to be a most suitable applicant for the job because of my previous work experience in this field and my relevant school and TAFE studies. I am an honest, trustworthy and reliable young person who has the capacity to adapt to any work environment.
Include details of relevant work experience, including vacation work	☞ In December 2017, I worked as a Sales Assistant in Manson's Hardware Store for a period of two months. Mansons employed me again in December 2018 for a month as an Accounts Clerk. Having completed a 10 week Office Administration Course and a month's clerical experience, I am very interested to learn more about office and business administration.
Direct the employer to your Resume	☞ A Resume giving my personal details, qualifications and work experience is enclosed. I would be pleased to attend an interview at a time convenient to you.
Use "Yours sincerely" if you start with the person's name. or "Yours faithfully" if you start with Dear Sir/Madam	☞ Yours Sincerely, <i>Victoria Tryer</i>
Sign and print your name.	☞ (Ms) VICTORIA TRYER
Your address, phone number	☞ 45 Fern Street PARKES N.S.W. 2870 Phone: (02) 6862 7779 Encls.

RESUME: also known as Curriculum Vitae (C.V.)

A Resume is written on a separate piece of paper to your introductory letter. On it, you should put all the information an employer needs to know about you. Please note you should space your resume over at least 2-3 pages.

Name: Victoria Marie Tryer
Date of Birth: 17 May 2002
Address: 45 Fern Street, PARKES N.S.W. 2870
Telephone: (02) 6862 7779
E-Mail: Victoria1.Tryer@education.nsw.gov.au

Educational Background:

2013 – 2016 Year 10 (Stage 5 Education)
 Parkes High School.
 Albert St, Parkes NSW 2870

SUBJECTS:	RESULT (optional)
English
Mathematics
Science
PDHPE
Geography
Visual Arts
Food Technology
Careers

List any relevant part-time Course or training.

OTHER INFORMATION:

2019 Certificate 1 Peer Tutoring:
 Parkes High School/ TAFE

2018 10 Week Office Admin Course:
 Parkes TAFE College
 use of computers in Business Administration
 Keyboard Skills - 60 words per minute.

2017 St John's Senior First Aid Course

EMPLOYMENT HISTORY:

December 2016 – Present McDonald's Family Restaurant
Duties / Work Skills: Customer service, trustworthy, working as a team, good appearance and catering.

December 2018 Masons Hardware Store - Accounts Clerk

December 2017 – January 2018 Mason Hardware Store - Sales Assistant
Duties / Work Skills: Accounts work, preparing and mailing out invoices, sorting incoming mail, entering payment details on computer

Volunteer Work:

2016-2017 Salvation Army Red Shield Appeal
Duties / Work Skills: Collecting Donations, counting money,

Work Experience:

June 2019 Administration Assistant
 Parkes Shire Council
Duties / Work Skills: Filing, Customer Service, Sorting Mail

Include all Work Experience (even unpaid voluntary, part-time casual or vacation work)

<p>Employment Related Skills. List the work skills that you are capable of achieving</p>	<p>☛ EMPLOYMENT RELATED SKILLS:</p> <p>Communication:</p> <ul style="list-style-type: none"> • I can speak confidently in front of large audiences. • I have had experience participating in classroom debates as well as representing the school at competitions. <p>Numerical:</p> <ul style="list-style-type: none"> • I am able to apply mathematic equations. • I am able to handle money. <p>Team work:</p> <ul style="list-style-type: none"> • I have had experience working as a part of a team in both classroom experiences and through my participation in school sport. • I have been a member of the local community soccer team since 2010. <p>Learning:</p> <ul style="list-style-type: none"> • I am interested in office administration and business services. • My career plan is to find out the range of occupations available in this Industry. <p>Planning and organising:</p> <ul style="list-style-type: none"> • I am a member of the SRC and was responsible for booking the date and venue for the school socials. <p>Technology:</p> <ul style="list-style-type: none"> • I am able to use the following software programs: <ul style="list-style-type: none"> - Microsoft Office Word - Microsoft Office Excel - Photoshop. 						
<p>Highlight other information that you think would be important</p>	<p>SPECIAL ACHIEVEMENTS and AWARDS:</p> <table border="0"> <tr> <td>2016 – 2019</td> <td>Member of SRC</td> </tr> <tr> <td>2019</td> <td>Rural Fire Service Cadet</td> </tr> <tr> <td>2016 – 2018</td> <td>Awarded Certificate of Merit in English</td> </tr> </table>	2016 – 2019	Member of SRC	2019	Rural Fire Service Cadet	2016 – 2018	Awarded Certificate of Merit in English
2016 – 2019	Member of SRC						
2019	Rural Fire Service Cadet						
2016 – 2018	Awarded Certificate of Merit in English						
<p>Includes hobbies, skills and interests, especially if they are relevant to the job.</p>	<p>☛ HOBBIES AND INTERESTS:</p> <table border="0"> <tr> <td>2016 – 2019</td> <td>Parkes Pumas Touch Football Team</td> </tr> <tr> <td>2016 – Present</td> <td>School Netball Team</td> </tr> <tr> <td>2013– Present</td> <td>Member of Parkes Music and Dramatic Society</td> </tr> </table>	2016 – 2019	Parkes Pumas Touch Football Team	2016 – Present	School Netball Team	2013– Present	Member of Parkes Music and Dramatic Society
2016 – 2019	Parkes Pumas Touch Football Team						
2016 – Present	School Netball Team						
2013– Present	Member of Parkes Music and Dramatic Society						
<p>Ask your referees first before giving their names.</p>	<p>☛ REFEREES:</p> <table border="0"> <tr> <td>Mr K. DUNCAN Careers Adviser Parkes High School Albert Street PARKES NSW 2870 (02) 68621844</td> <td>Mrs J MORRISSEY Transition Adviser Parkes High School Albert St PARKES NSW 2870 (02) 6862 1844</td> </tr> </table>	Mr K. DUNCAN Careers Adviser Parkes High School Albert Street PARKES NSW 2870 (02) 68621844	Mrs J MORRISSEY Transition Adviser Parkes High School Albert St PARKES NSW 2870 (02) 6862 1844				
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<p>ADDITIONAL Criteria Statement</p>	<p>☛ CRITERIA STATEMENT - (separate page) A written statement addressing specific criteria about your abilities, work skills and potential as a person entering the work force.</p>						

Writing a Criteria Statement

Often when writing job applications you may be asked to address a selection criteria connected to the position that you are applying for, as well as submitting an application letter and your résumé.

Selection Criteria

Candidates for interview will be selected based on the following selection criteria:

Essential:

- Stage 5 Education
- Ability to effectively communicate both verbally and orally
- Demonstrated literacy and numeracy skills
- Demonstrated ability to work in a team environment
- Demonstrated ability to set and achieve targets

Desirable Criteria:

- Previous employment experience would be an advantage
- Demonstrated attributes and work values to become a valuable team member
- Demonstrated commitment to ongoing training

You should try to complete the following criteria by writing a minimum of three to five sentences for each statement. (Be sure to set out neatly)

Essential Criteria:

Stage 5 Education

I am currently undertaking Year 10 at Parkes High School. My subjects include (list your subjects)

Ability to effectively communicate both verbally and orally

Provide examples of how you are able to communicate both verbally, non-verbally and orally. This could be in the classroom, at a part-time job, playing sport or any other activity that you may participate in.

Demonstrated literacy and numeracy skills

Comment on your ability to read and write. Also mention something about your ability to do maths.

Demonstrated ability to work in a team environment

Write about how you have involved yourself in a team situation, e.g. sport, school groups, church groups, etc. Be sure to show how you demonstrated this.

Demonstrated ability to set and achieve targets

Think of something that you have done which involved you setting goals and working towards a positive result, e.g. completing an assessment task, saving up to purchase something, working hard at school to get good grades.

Desirable Criteria:

Previous employment experience would be an advantage

Provide information about your work history. This could be volunteer work, paid or unpaid work.

Demonstrated attributes and work values to become a valuable team member

How can you show that you have a good work ethic? Write down something about your skills and abilities and explain how these would make you a good employee, e.g. following instructions, showing initiative.

Demonstrated commitment to ongoing training

Write down any training you may have undertaken or are in the process of doing. This could be things like coaching courses, Work Health and Safety training, first aid etc. You could also indicate that you are prepared to complete any training that is required while attending work, e.g. induction courses.

**“WOOHOO, I LANDED
MY DREAM JOB.”**



Remember

- **Before writing an Application, find out as much information about the job as you can**
- **Plan what you want to put in your Application**
- **Write a rough draft first**
- **Watch out for spelling and grammatical errors**
- **If References, or your Birth Certificate are required, send photocopies, NOT the originals**
- **When you give someone's name as a Referee, always let that person know before an Interview**
- **Always keep a copy of the Application**
- **Make a number of copies of your Resume and send one off each time you apply for a job**
- **When applying for jobs which require a more detailed Application, consult Job Centres or Career Reference Centres. Staff, are available at these offices to help you with your Job Applications .**

Supplement Material Samples:

Work Experience Application form

Student's Package 1

**Employer's Letter
Student Placement Record
Employer's Guide to Workplace Learning
Travel in Employers Car Form (If Applicable)
Living away from home WWCC (Working with Children Check)
for people other than family.**

Student's Package 2

**Employer's Assessment Report and explanation letter
Work Experience Student Evaluation
Student Work Experience Diary
Name Tag/Emergency Contact Card
3 copies of signed Student Placement Record**



WORK EXPERIENCE APPLICATION FORM



Student Name: _____ AGE: _____ YRS _____ Mths

SESSION 1

Start: Date: **Term 2 Week 8: 7th June – 11th June 2021:**

Number of School Days on WorkPlace Learning: **5**

Employers / Business Name: _____

Employer Location _____

Outline what you have done to find information about this Career: eg: discussed with Careers Adviser, Parents, Used career resources.

Outline what you already know about the Career.

Discuss why you want to go on Work Experience with this Employer and what you hope to gain from the Work Placement.

Student Signature: _____

Parent / Carer Signature: _____

PLEASE RETURN THIS FORM BY TERM 1 WEEK 8 FRIDAY 19th MARCH 2021



Parkes High School
'Safe-Respectful-Responsible'

Career Education

Dear Work Experience Employer,

Thank you for the interest shown in offering a Work Experience placement to one of our students, «First» «Surname» of Parkes High School. They have applied for a Work Experience placement with your firm.

It is a great responsibility to take on such a commitment, and to assist you in making the finer details clearer we provide a copy of the *An Employer's Guide to Workplace Learning* which outlines your rights and responsibilities.

Please read it carefully, as it contains some important and useful information which will help maximise the mutual benefits to be gained by you both during the work placement.

You will also receive a Student Placement Record (an information card) which needs to be completed by employer, parent and student. This card provides important student work experience details, as well as confirmation of your placement offer. The completed card needs to be forwarded to me by either yourself or the student as soon as possible.

You will receive a copy of the Student Placement Record when the student commences Work Experience with your organisation.

Students will be encouraged to contact you again closer to the Work Experience dates to confirm any minor details.

If you have any queries please do not hesitate to contact me at school on 6862 1844.

Thank you once again and I trust the experience will be as rewarding for you as it is for the students and Parkes High School.

Yours sincerely,

Justine Morrissey

Mrs Justine Morrissey
Transition Advisor / Parkes High School



Student placement record

The student placement record must be completed and signed by the student, host employer, parent or carer and school before workplace learning can start. A completed copy must be provided to the host employer, parent or carer and student. The original is to be held by the school.

Section 1: Student information

- STEP Skills Training and Employment Program _____ Work experience
 Accommodation away from home is required.

Student's name _____ School _____ Year (eg. 10, 11) _____
 Date of birth _____ Student's mobile number _____
 Email _____ Medicare number _____

Provide details of **any** medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy. _____

Provide details of any support or adjustments to make the placement successful. _____

If more space is needed, please attach the information. Student to read and sign declaration.

- I have completed all preparation activities before attending placement.**

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Inform the school and the host employer if I am unable to attend the placement
- Follow all reasonable directions and will not share host business or personal information with others
- Work safely and only in areas that I am allowed
- Stop work if I feel unsafe and report any issues or accidents to my supervisor and school as soon as possible
- Not use my mobile phone for any reason without permission
- Contact school or my emergency contact if I feel unsafe or have any concerns.

Student signature _____ Date _____

Section 2: School details

School **Parkes High School** Email **Justine.finn@det.nsw.edu.au**
 Contact number **68621844** Nominated contact **Justine Morrissey**
 Contact position **Transition Adviser** Contact number **02 6862 1844**

The school undertakes to ensure that:

- the student has been prepared for the workplace prior to the placement
- contact during business hours has been provided
- the host employer has been provided a copy of The Workplace Learning Guide for Employers
- student's parents/carers have been provided a copy of The Workplace Learning Guide for Parents and Carers.



Section 3: Host employer details

If more space is needed please attach the information.

Host Business _____ Contact person _____

Address _____ Position _____

Provide details of workplace learning location if different to the address above

Contact number _____ Mobile _____

Email _____ Website _____

Type of industry _____ Main activity _____

Approx. years in current operation _____ Approx. number of employees _____

Tick if you have hosted students for work experience or work placement in the last 12 months

Tick if you require contact from the school or student prior to placement commencement

Supervision and student hours

Name of experienced supervisor, must not to be a trainee or apprentice _____

Position _____ Contact number _____

Start date _____ Finish date _____ Total number of days _____ Total hours _____

Students start time _____ Finish time _____ Break _____ If one day per week list day _____

For split shifts: Shift 1 start time _____ finish time _____ Shift 2 start time _____ finish time _____

Activities and risk management

Please note: These sections cannot be left blank

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage its duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's standards](#).

For a list of activities that students are **not to undertake** select the link : [Prohibited activities and activities that need special consideration](#)

List the activities to be undertaken by the student. _____

List activities that the student is **not to undertake**. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles.

List any risks to the student in planned activities, please be specific. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.

How will the listed risks be eliminated or controlled, eg. WHS induction first day, close supervision.

List any special conditions such as clothing, footwear, pre-training, vaccinations or transport.

Host employer to read the following declaration and sign the document.

- I have read the [Workplace Learning Guide for Employers](#) and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee (not apprentice/trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011 (NSW).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan.

Host employer signature _____ Date _____

Print name _____

Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal. Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning. The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected. You may correct any personal information by contacting the student's school.

Section 4: Parent/carer permission

Name _____ Relation to student _____

- Tick if the placement includes out of normal business hours.** If ticked, please respond to either 1 or 2 below:

1. Years 11-12: I agree to be the contact for the student in the event an emergency or:

I nominate _____ contact number _____ to be the reliable contact out of normal business hours. Their relationship to my child is _____ and they have accepted this responsibility.

2. Years 9 -10: Contact arrangements must be negotiated with the principal by the parent/carer and student. The arrangements are: _____

- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
- I understand if the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the student for the placement.
- The student has a current ASCIA Action Plan or individual health care plan and I consent to a copy being provided by the school to host employer eg. health care plan or cover sheet.
- The placement includes **overnight accommodation away from home**. I understand this will need special approval and additional documentation.
- I have read [The Workplace Learning Guide for Parents/Carers](#) and understand my role and responsibilities. I will immediately notify the school if I have any concerns and the school will follow up.
- I am aware of the contents of the Privacy Notice on Page 3.

By signing I consent to the student undertaking the placement outlined on this student placement record.

Signature of parent/carer

Date

Signature of student (if over 18)

Section 5: School approval of the placement

- The school will report any student incidents within 24 hours including near misses, in accordance with the Incident Reporting Policy and Procedures.
- Documentation of medical information, vaccinations, support or adjustments will be provided and shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector to the student.
- The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per parent/carers consent (see above).
- General construction induction card (white card) has been sighted where applicable.
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- The school has contacted the host employer where applicable. See check box page 2.
- Arrangements are in place for a teacher to phone or visit the student or host employer to check on the progress of the placement.

- I am satisfied that all the above have been completed and all parts of this student placement record are complete and signed as required and the placement is suitable for this student.

Signature of principal/nominee school

Justine Morrissey

Print name

Date

Transiiton Adviser
Nominee position in



Parkes High School
'Safe-Respectful-Responsible'

Career Education

Re: Employer's Assessment Report

«FIRST» «SURNAME» of Parkes High School, will be spending 5 days of Work Experience with your firm / organisation as organised with your firm previously.

In your envelope you will find a copy of an Employer's Assessment Report which should be used to assess the student's participation in the Work Experience Program.

On the final day of the Work Experience program, could you please complete the Employer's Assessment report and place it back in the envelope. The envelope should then be returned to the student who will use this feedback to complete their Work Experience assignment when they return to school.

You will also find in the package a copy of the Student Placement Record. Please note the contact procedures in the event of any problems which may arise.

Students have also been provided with an emergency contact card which they have been advised to carry at all times. The emergency card contains contact numbers and the student's Medicare number, which will help to minimise any problems that may arise.

Thank you again for your participation in our program. We hope the student's disruption to your work routine will be kept to a minimum. If there are any problems concerning the placement, please do not hesitate to contact me on (02) 6862 1844.

Yours sincerely,

Justine Morrissey

Mrs Justine Morrissey
Transition Advisor / Parkes High School





Career Education Work Experience

Employer's Assessment Report - 2021

STUDENT'S NAME: _____

CAREER BEING EXPERIENCED: _____

DATES OF WORK EXPERIENCE: _____ DAYS ABSENT: _____

- 1 **WORK ATTITUDE**
- Poor attitude to work
 - Reasonable interest
 - Above average interest
 - Exceptionally enthusiastic

- 2 **CONDUCT**
- Poor
 - Satisfactory
 - Very Good
 - Excellent

3. **APPEARANCE**
- Inappropriate
 - Appropriate

- 4 **PUNCTUALITY**
- Unsatisfactory
 - Satisfactory

- 5 **PERSISTENCE**
- Gives up easily
 - Satisfactory
 - Never discouraged by difficulties

- 6 **CO-OPERATION**
- Reluctantly given
 - Satisfactory
 - Outstanding

- 7 **SOCIAL PERSONALITY**
- Cannot get along with others
 - Quiet
 - Acceptable
 - Creates a pleasing impression

- 8 **INITIATIVE**
- Completely lacking
 - Requires assistance
 - Satisfactory
 - Seeks additional work



Parkes High School
'Safe, Respectful, Responsible'

Career Education

EMPLOYER DETAILS

COMPANY ORGANISATION: _____

ADDRESS: _____

PHONE: _____

NAME: _____

POSITION: _____ DATE: _____

ADDITIONAL REMARKS:

SIGNATURE: _____

Please return this form to the STUDENT or TRANSITION Advisor at the conclusion of Work Experience.

TRANSITION ADVISER: Mrs Justine Morrissey

SCHOOL: Parkes High School

SIGNATURE: _____ DATE: _____



Career Education

WORK EXPERIENCE - Student Evaluation

SEX: M / F (Circle One)

YEAR: 9 10 11 12

OCCUPATION OR TYPE OF WORK : _____

How long did it take for you travel to work? 15mins. 30mins. 45mins. 1hr. +1hr.

What time did you get up in the morning to go to work? _____

At night before work I felt: HAPPY TIRE D EXCITED ANGRY OTHER
.....

I found most days went: TOO QUICK TOO SLOW O.K.

Total hours for the week: _____ Transport Costs: \$ _____

Did you learn to do something you have never done before? YES / NO

If so, detail: _____

Were you interested in this type of work before? YES / NO / MAYBE

Are you interested now? YES / NO / MAYBE

Will you have to make changes to your schoolwork and your study habits to get into this job?

Did you enjoy your Work Experience? WHY / WHY NOT?

Did you find your work supervisor - helpful YES / NO

- gave you sufficient to do YES / NO

- gave you interesting work YES / NO

- was easy to talk with YES / NO

- made you feel a nuisance YES / NO

- never talked to you YES / NO

- made you feel good YES / NO

Did a teacher contact the worksite?

YES / NO

Did you like your workmates?
If there were some you did not like, why not?

YES / NO / SOME

If so, how did you deal with this problem?

Did you have any problems or complaints?

Any accidents / sickness (to you)?

Were you ever late or absent?(Details)

Did you try to learn as much as possible?

YES / NO

Did you ask questions if you did not understand?

YES / NO

Did you say GOODBYE and THANK everyone on the last day?

YES / NO

Overall how do you feel about it your work experience?

Did you have problems organising your Work Experience?

How could your Careers Adviser have improved Work Experience for you in terms of organisation and preparation before going?

Parent's comment on your work experience:

PLEASE RETURN YOUR WORK EXPERIENCE EVALUATION TO

MRS MORRISSEY WHEN YOU RETURN TO SCHOOL