

WORK EXPERIENCE FACT SHEET 2023

What is work experience?

Work experience is the short term placement of students with businesses and organisations to provide insights into the industry and the workplace in which they are located, and is unpaid. Whilst undertaking work experience, students will observe different aspects of work within their chosen industry and may assist with tasks allocated by their supervisor, but should not undertake activities which require extensive training or expertise. Work experience placements should align with the students SET (Senior Education and Training) Plan and their career pathway.

Work experience that is part of a vocational placement through a Vocational Education and Training (VET) course/qualification provided through a non-school Registered Training Organisation (RTO) is **not** covered by this procedure.

Who can participate in work experience?

Students must be 14 years old to participate in work experience but there may be some exceptions where students must be at least 15 years of age due to the nature of work experience. Students and parents need to complete all necessary agreements and documents by the strict due date for the work experience to progress*. Students commit to the preparation and workplace health and safety training prior to work experience, agreement conditions, and reflection and evaluation after work experience. Further clarification of the procedure will be communicated for those interested.

When does work experience take place at Parklands Christian College?

Students can participate in work experience, if all necessary requirements have been met, during the **Student Free Week from Monday 19 June to Friday 23 June 2023**. Students can access one to five days of work sampling during this week.

Who will pay the costs of the work experience (if any)?

Parents/Guardians are responsible for all expenses related to the student's participation in the work experience placement, and must ensure transport arrangements are made for the student to travel to and from their work experience placement.

How does the College ensure the safety of students whilst on work experience?

The College ensures all students will complete mandatory safety training before work experience placement can occur. Parents are also provided the safety training module. The College's Workplace Health and Safety Manager will conduct worksite risk assessment visits prior to work experience placements to ascertain the safety regulations will be met for students. Prior to work experience placements, students will complete white, yellow and/or blue cards if required. Students are required to purchase and wear all Personal Protective Equipment (PPE) whilst on work experience. The College will also be in communication with the employer to ensure safety inductions are completed and Worksafe regulations are met. For students interested in completing work experience in an electrical trade, please read further information and requirements below in 'Where can students undertake work experience?'

How will the College manage the sharing of personal and sensitive information between the student, College and work experience provider?

The College will manage all personal and sensitive information in accordance with the College's privacy policy.

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Where can students undertake work experience?

Students' placements should not be with someone whom they are familiar, for example, a parent or guardian or extended family member. An authentic work experience placement whereby the student is not treated with familiarity is ideal. Students cannot undertake work experience at their current paid job. Students wishing to complete work experience in an electrical trade must first have successfully passed recognised Year 10 courses in English, Math and Science prior to embarking on an electrical/electro technology work placement (as per Queensland Government requirements). Due to the extreme risk present in electrical work experience placements, students are strongly recommended to first complete a Certificate II in Electrotechnology at TAFE Qld, to ensure safe training. As per all work experience placements, a student's behaviour, work ethic, attitude, and academic performance is considered within the risk assessment process.

Students identify potential work experience placements of interest and provide this information to the work experience coordinator. The following information is required for Parklands to undertake initial workplace health and safety checks first:

- Company name
- Company address
- Nominated supervisor's name
- Phone number
- Email address
- Industry / Occupation
- Work Experience sampling dates
- Hours of work
- Student's medical and/or learning needs during work experience

For work experience to progress, the above information regarding the host employer must be communicated to the College by email to careers@parklands.qld.edu.au or hard copy to Student Services, **no later than FRIDAY 28 APRIL 2023.**

IMPORTANT: Submit the required information and forms by the due dates or the work experience placement WILL NOT BE PROCESSED/APPROVED.

Any changes to the work experience program due to COVID restrictions and Qld Government directions will be communicated to parents, students and work experience providers as soon as possible.

*Note – If the Parklands Christian College deems the workplace to not be suitable for work experience or the student unsafe, the placement will not progress.