



# **VIEWBANK COLLEGE**

**Year 10**

**Work Experience Handbook**

**2020**



## **Work Experience Dates for 2020**

**Dates: Monday 22 June to Friday 26 June**

**Student Name**

.....



### **What does a student do while on Work Experience?**

You are encouraged to observe the work routine of people with whom you are working.

Occupational Health & Safety regulations may restrict you to watching in some work places. Be sure to use the opportunity fully to learn as much as possible.

You will be expected to ask questions and make observations concerning your particular job. You learn more if you are actively involved. The employer may see being quiet and withdrawn as lack of interest or boredom.

You will be expected to follow instructions and abide by all rules that apply to other employees. It is your responsibility to ensure you understand the regulations that apply to your place of employment. Ask your supervisor if anything is unclear.

You will be expected to perform to the best of your ability the tasks and duties that your supervisor asks of you.

You are expected to behave in a manner that supports the good reputation of the school; that way your employer will be happy to take another student from our school in the future.

You are expected to thank the employer in writing for giving you this learning opportunity.

### **Finding a Work Experience Placement is like finding a job...Keep trying!**

Work Experience is not choosing a career but rather testing out a career interest area. Work Experience places can be very competitive in some areas. Remember many other schools have work experience programs that use the same time of year. Hospitals, newspapers, sporting organisations, animal shelters and vet clinics and the law courts fill their work experiences places early some even in the year before. The longer you wait to arrange your placement the more limited your options are likely to become.

Remember that a student **MUST** be at least 15 before you can do work experience without there being much more paperwork for employers to make such a placement legal. Therefore Viewbank College will allow Year 10 students younger than 15 in late June 2019 to wait until they turn 15 before doing their week of Work Experience.

### **Obtaining a Placement**

Each student is to seek their own placement which should be in an occupation that he/she is considering as a career after leaving school. You should look at a range of careers. As this is your only scheduled time for work experience this opportunity should not be wasted on an occupation that is not being considered as a future employment option.

Whilst some will find contacting an employer difficult, it is a skill that will be of great future benefit. You should enlist help from parents and friends but it is your work experience and most responsibility for obtaining a placement and keeping to the timeline is yours. Speaking with the Work Experience Coordinator and Careers Coordinator at school is welcome.

During the Work Experience week a staff member will try to make a visit to your work place and complete a progress sheet. The employer is required to fill in a Report form on you and this will be photocopied and put on your school file.

### **Recommendations for Placements**

Students should locate a work experience placement within Victoria. Interstate placements are possible in certain circumstances but involve difficult negotiations and run the risk of being undertaken without the normal insurance cover operating. The following guidelines are not considered as suitable Work Experience placements.

- Working where you are currently employed in a casual or part time job.
- Working under the direct supervision of a parent or older sibling.
- Working in a Primary school that the student attended as a student.



### **Finalising Placement Arrangements**

All placements should be finalised well in advance and students, parents and employers are required to complete & sign their sections of the Work Experience Arrangement Form. Parents are asked to disclose any medical information that the prospective employer should be advised of, in order to provide a safe working environment for a student. If students will be travelling in a vehicle with the employer, or staying in alternate accommodation then a Work Experience Travel and Accommodation Form should also be completed

### **OH&S Requirements**

Students are required to complete the Safe@Work modules and achieve the appropriate certificates as evidence of doing this. All must complete the General Module and the second one is dependent on the industry area under which the work experience is to be done. The introduction of the Safe@Work tests will be done late in 2019 school year. Students away from the school when this tuition takes place will be expected to complete these tasks at home.

### **Advice for Parents**

The Work Experience Arrangement Form is an official legal document which must be fully completed with clarity and signed by student/parent and employer as well as one of the Principal Class of the College. This person, usually the Principal in most cases will be the final signature added to the document.



### **Placements involving animals**

Special rules apply to students wishing to work with animals. A document indicating a student's experience with animals and confidence in their company is required to be filled in and assessed by the College's Work Experience Coordinator.

### **FAQs**

#### **(1) Age of Students & Hours of Work Experience**

Students on Work Experience are not permitted to work between 11pm & 6am.

#### **(2) Payment and Taxation:** The minimum rate of payment is \$5 a day. Students being paid during the period of work experience are not required to have a tax file number or complete an income tax return. Employers do not have to issue a Payment Summary at the end of the financial year for a Work Experience student.

If a placement is with an organisation linked to an educational, charitable or community welfare service not conducted for profit then payment will not necessarily occur. This is often the situation for placements done at Austin Health & local Primary Schools.

#### **(3) Arrangement Forms:** Once you have an Arrangement Form you must take it home for parent signatures. You & your parents MUST sign the Work Experience arrangements form; then ask your employer to complete and sign their section. Return the signed form to the Work Experience Coordinator, Ms Peck, in the Careers Office. Then she will arrange for the Principal to sign the form and will forward one copy of the form to the Employer with a thankyou note.

#### **(4) Further Concerns:** If the school has any concerns about the safety of the work or suitability of the employer for a work placement you will be contacted and may need to find an alternative placement if not approved. A number of types of work are NOT ALLOWED, these include tattoo parlours and abattoirs but there are also a number of others. Once the placement has been approved you will receive one copy of the signed work experience arrangement form. The school will keep the original. Your copy will be returned close to the Work Experience Week. You will also receive A Work Experience Journal which you must complete and return for marking after the placement. You will receive further detail about the Journal and the Employer Evaluation Form closer to the Work Experience Week.

If you have any questions regarding work experience please contact the Work Experience Coordinator Ms Wendy Peck

Phone: 8458 2816

Email: [peck.wendy.j@edumail.vic.gov.au](mailto:peck.wendy.j@edumail.vic.gov.au)

## PLANNING FOR WORK EXPERIENCE

If you have completed the Morrisby Profiling you can refer to your Morrisby report for Career suggestions. You can also log in to Morrisby to find out more about the careers that have been suggested to you.

Alternatively you can learn about various jobs by viewing the Myfuture website at <https://myfuture.edu.au>

Make a list of possible work experience placements after talking with your parents and other students, teachers, friends etc. Using the wider family and friends network is necessary as it is this network that is most likely to lead to a useful placement.

### List of possible Work Experience Options:

[illegible]

## Steps to Arrange Your Work Experience

Once you have done your research and have a range of placements in mind...

- Contact potential employers as soon as possible – This can be done in person, by phone, or email.
- You can visit businesses in person to introduce yourself and hand in your resume. This is often a difficult way to start but it is more likely to bring you success than sending off emails.
- With large organisations a preliminary phone call or email to identify whether there is a staff member who is in charge of Work Experience or in fact whether Work Experience is offered is a sensible approach.
- Competition – Remember many students are seeking work experience over the same week so there is strong competition for placements. Some employers will only take one or two students a year. So start approaches early and be persistent. – don't give up!
- Travel – always check how you would get to a work experience location. Is public transport possible or is a family member available to take you? Estimate how long it will take you to get there and even closer to the actual time you may wish to do a trial run to make sure you can get to the placement on time.

**Start Time:** Consider what times you may be expected to start. Some trades start work at 7am but finish at 3pm and with hospitality many workers often start much later.

**How to Apply:** Some employers such as the Court System including local Magistrates Courts, major hospitals, Museums Victoria and local councils have a formal process for approving work experience. Check the website of the organisation to see if there is an application form to complete and a due date. If there is no sign of such a form then a direct approach is required.

- Call potential employers and ask to speak to the work experience coordinator or the person who handles work experience enquiries, jot down their name and use it when you speak to them. A few organisations may insist that you put an application in writing.
- If required to do this then a covering letter introducing yourself and requesting work experience between June 22 -26, 2020 would be expected to accompany your resume. A guide & sample letter included in this handbook can be used to help you.



- When speaking on the telephone be polite and make sure you create a good impression. Ensure you sound enthusiastic, interested and that you are organised. Identify yourself and the reason for your call. Example: "My name is \_\_\_\_\_ and I am a student in Year 10 at Viewbank College. I am enquiring about a work experience placement with your business. Do you take work experience students?"
- Austin Health including the Austin hospital and Repat hospital do offer work experience. The Application Form is available on the Austin Hospital website or it can be collected from the College Careers Room. A resume has to be also sent in with the application form.
- **A Resume** only needs to be a one or two page summary including your contact details, school studies, skills and any experience in volunteer or paid work, interests and two referees. If you have completed the tasks outlined by Ms Perkins using the **viewbank college careers website** then a simple resume should already be available to you.

**YOU MAY HAVE TO MAKE MANY APPROACHES OR PHONE CALLS AND WRITE MANY EMAILS BEFORE YOU ARE ACCEPTED BY AN EMPLOYER. DON'T TAKE REJECTION PERSONALLY. KEEP TRYING!**

**More suggestions about making telephone calls and writing emails.**

- Have your resume and this handbook with you when you make a call as well as a pen. Make notes as required. Be prepared to answer questions about your interests, your experiences, skills, availability etc.

- Request work experience for the dates our College has set **22-26 June 2020** but remember that you could also do your work experience in either of the weeks that follow June 29 – July 3 or July 6 -10 in which case the set week 22-26 June would become a holiday week for you.
- If they say “maybe” or “call back later” – make a note of this and ensure you follow up later.
- If they say NO – still thank them and ask if they could suggest an employer in that field of work that may be able to take you.
- If they say “send me more details” or “put your request in writing” make a note and do just that. Use the sample letter in this handbook as a guide.
- Keep contacting employers until you receive a YES!
- It is recommended that you phone employers rather than email as you will in general get a quicker response.

### Having Trouble Finding a Placement?

The Careers Staff have a data base of past work experience employers who have taken on Viewbank students. What it doesn't show is if the student was a family friend or relative of the employer and so that was why it was possible for the arrangement to be made. Even so it may be an extra help to obtain a list which shows the telephone number and location of the employer by occupation.



### Hazards!!!

If you are planning to undertake work experience in an occupation with known hazards such as the building industry or automotive industry then you need to be aware of the dangers. The Careers Room has copies of the Hazard sheet produced by the Education Department. On many building Sites you now will need a particular type of Card (White Card) before you will be allowed on the site. Such a card is evidence that you have done even more Occupational Health & Safety training but this has to be done independently of the College.

### Work Experience Arrangement Forms

When you receive a positive response from an employer you need to obtain a Work Experience Arrangement Form. This can be downloaded from the Viewbank College Careers website. ([www.viewbankcollegecareers.com](http://www.viewbankcollegecareers.com)) Once on the website use the Workplace Learning tab along the top to open a further menu which includes “Work Experience” **Required Documents. In there you will find access to both a Work Experience Arrangement Form** as well as the travel and accommodation forms if these are also needed.

An alternative is to google Victorian Work Experience Arrangement Form or visiting this website...

**<http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/WEarrangefrmamended.pdf>**

## WRITTEN APPLICATIONS (Letters or Emails)

- If you are advised to apply in writing it is wise to send many letters or emails. This will give you the greatest chances of success. Sending only one letter without having first found out what your chances are with a prior phone call will probably leave you disappointed. You also risk the placements in your preferred industry having already been allocated.
- Remember to keep a copy of every email and letter you send out and whom you have sent it to.
- If you get several “yes” replies, you must choose the one you like most and confirm your acceptance immediately. If you wish to do more than one placement you will need to reschedule the second choice or if not wishing to do any more than one placement make sure you indicate to those that you do not wish to now attend that you are declining their offer “due to changed circumstance”. If you forget to do this you may be depriving someone else of a placement.
- Type and carefully proof read your letters/emails prior to sending and addressing them. These are aspects that help create a good first impression.

### SAMPLE LETTER/EMAIL

Your Name  
Your address

Date

Work Experience Coordinator  
Company Name  
Company Address

Dear.....,

I would like to apply for Work Experience with your (firm, organisation, company, factory, shop) for the period Monday June 22 to Friday June 26 2020.

In 2020 I am in Year 10 at Viewbank College. I am interested in finding out more about the types of work opportunities in the (.....) industry and so would like the chance of working at your work place.

I am currently studying (List subjects) and participate in (List activities you do both inside school and outside school.)

I look forward to hearing from you.

Yours faithfully,

Sign your name (make it legible)  
Print your name



## Sample Letter

Mary Smythson  
13 Barry street  
Viewbank 3084

17 November 2019

Mr. Jack Jones,  
Manager,  
Murray & Associates Accountants  
65 Collins Street  
Melbourne 3000

Dear Mr. Jones,

I am writing to apply for a work experience placement at your company. I am in year 10 at Viewbank College and our work experience week in 2020 is from Monday 22 June to Friday 26 June 2020. However the school is somewhat flexible so I may be able to complete a placement if another time would be more suitable.

I am currently studying English, Maths, Science and Geography. I also have these three electives in Semester 1, Sports Science, Business Finance and Quick Cuisine. As I am most interested in business subjects I would like to find out more about what an accounting firm actually does.

My contact details appear below. Should you wish to speak with the Work Experience Coordinator at the school, her name is Wendy Peck and her email address is [peck.wendy.j@edumail.vic.gov.au](mailto:peck.wendy.j@edumail.vic.gov.au) The Careers Office direct telephone Number is (03) 8458 2816

Enclosed is a copy of my resume. Thank you for considering my request. I look forward to hearing from you.

Yours faithfully,

Mary Smythson  
Mobile 0463 576 891  
Email: [mkylsmythson18@bklaud.com.au](mailto:mkylsmythson18@bklaud.com.au)

**Record of contact with Employers**

<b>Date of contact email phone call or letter</b>	<b>Name of workplace &amp; phone number (email address)</b>	<b>Name &amp; Title of who you spoke to or received an email from</b>	<b>Summary of conversation (Yes/No) call back or email again</b>