



YEAR 10 WORK EXPERIENCE PROGRAM - 2012

Work experience in 2012 will be in the same format as we used in 2011. All Year 10 students will have the opportunity to participate in **one week** of work experience during 2012. The focus of the program will be to provide all students with an understanding of the world of work. If a student already has a part time job it will not be a compulsory activity. In order that we maximise student opportunities they will be able to complete their placements **throughout the year**.

Students will be prepared for their work experience through their Personal Development classes which are part of their core program. They will complete certificates in Occupational Health & Safety that are a compulsory component prior to any work placement. There will also be a range of follow up activities when they return to school. This experience is designed to assist students to develop an enhanced understanding of the world of work, their place in it and to give them an introduction to the skills required to enter it. Students should explore their future career options during the placements.

Students must collect a preliminary arrangement form as soon as possible from the Careers Room and then return it so the official form can be produced and taken to the work place for signing in a timely manner, namely at least two weeks prior to the commencement of the work experience. Early contact with an employer will ensure a better placement. There is great competition for the best places so students are advised to **make their plans early**.

GUIDELINES FOR WORK EXPERIENCE PLACEMENTS:

- Students should spend their week with the one employer.
- Students should not arrange Work Experience where they will be supervised by a family member because the experience may not be a realistic one.
- Students who currently hold part time jobs **must not** do their Work Experience at the same place and are not required to complete additional work experience.
- Students are encouraged to make the arrangements themselves. This is an important part of the experience. If students have trouble finding a suitable placement, please contact the Structured Workplace Learning Coordinator at the relevant campus as early as possible to get assistance. However, students must seek help well before the starting date.

WHY DO WORK EXPERIENCE?

- It will increase your understanding of different work environments.
- You are able to explore possible career options.
- You are able to find out what skills are needed in certain career areas.
- It will help you to learn about yourself and the kind of work that you are suited to.
- You could find out if you would be happy in certain occupations.
- It will give you increased confidence to work in an adult environment.
- You will gain experience in applying for jobs, writing applications, going for interviews and using the telephone to contact possible employers.
- You will receive a report from your employer that you can use as a reference in the future when you are applying for a job or a course.
- You are able to find out what further education and training you need to gain entry to certain occupations.

Please contact the college if you have further questions.