

## **Work Experience Information 2010**

**Please Retain This Document For Reference**

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### **Dates:**

#### **Week Allocated**

**Monday 22 – Friday 26 March (Last week of Term 1)**

**Monday 12 – Friday 17 September (Last week of Term 3)**

**All Year 10 students do a minimum of one week during 2010.**

NB: Cadets or students on tours during the last week of Term 3, may choose the Term 1 option or use a week during the Term 1 or Term 2 holidays.

During these weeks the students not on work experience will be attending outdoor education camps.

Due to camp accommodation numbers, 40 per cent of the year level will be doing work experience at the end of Term 1.

### **Forms Are Due:**

**Monday 1 March 2010 for Term 1 placement**

**Monday 23 August 2010 for Term 3 placement**

**Failure to meet the above deadlines will lead to detentions from the Head of Year.**

## **Reminder Of School Attendance Policy**

It is School policy that all students are in full attendance for the last week of each Term. This includes Outdoor Education Camps and Work Experience Week.

Leave of absence may be granted by the Principal only, for illness or urgent family matters.

## **Placements**

**Students organise their own placements** – it is an opportunity to learn about networking and communicating on the telephone.

Many employers will not accept students who do not make the initial contact themselves.

Mrs McCormick has a data bank of contact details for previous employers but students make the initial approach for a placement.

- **Placements are to be undertaken in Victoria**

Work Experience is covered by Public Liability Insurance from the Victorian government. **This means work experience must be done in victoria.**

If a student chooses to go interstate, they are not covered by this insurance if there is an accident or insurance claim against the student.

- Parents will need to write to the Principal to ask permission for the student to leave School during the week.

This means that The Peninsula School is not liable for any claims.

## **Occupational Health & Safety**

All students must pass two OH&S tests - one general and one related to the type of work to be undertaken.

Copies of the Certificates are held at School for five years.

## **Public Liability Insurance**

The School has Insurance cover of \$50 million for students on Work Experience to comply with State Government regulations. If an employer wishes to have this confirmed, please ring Mrs McCormick and she will forward a copy of the Certificate of Currency.

## Documentation

The Work Experience Arrangement Form is completed and signed by

- The student
- A parent
- The employer

Mrs McCormick arranges for the Principal to sign the form. A copy is sent to the employer and one is given to the student. The original is retained at School for five years.

## Faxed Arrangement Forms Are Not Accepted

This is a Victorian Workcover Authority rule for any insurance claims- therefore allow sufficient time to **complete the paperwork with original signatures.**

**Any faxed forms will be returned, unsigned by the School.**

## Hard To Find Work Experience Positions

You are strongly advised to **start looking now** for these positions:

- Medical/Nursing
- Journalism
- Veterinary Clinics and any work with animals
- Accounting
- Legal
- Graphic Design
- Physiotherapy
- Outdoor Education
- Television
- Aviation
- Sports Administration
- Stock Broking

## Building & Construction Industry

Students planning to undertake work experience in the Construction/Building Industry please note the following:

Under the new Occupational Health & Safety Regulations 2007 (5.1.2) any student completing work experience in the Construction/Building Industry (including cabinet making, plumbing etc) **must undertake Construction Induction Training by a Registered Training Organisation (commonly referred to as Red Card Training).**

The School will organise and cover the cost for ONE training session in early 2010. More details relating to this training will be forwarded with your end of semester report.

**These Regulations relate to any building and construction employer, even a student's immediate family (eg. father, uncle etc). Therefore it is very important that students plan well in advance to do this training. Students who have been unsuccessful in finding timely work experience will not be able to opt to 'work with Dad' at the last minute without the appropriate training.**

This covers:

- Carpentry
- General Labouring
- Landscape Gardening
- Electrical
- Plumbing/Gas Fitting
- Cabinet Making/Installation
- Painting/Plastering
- i.e. any work on a building site