



WORK EXPERIENCE – 2009

The Work Experience dates for 2009 are:

- 30th March – 3rd April – Yr 11 students **ONLY** (last week term 1)
- 29th June – 3rd July - Yrs 10, 11, 12 (1st week mid-year holidays)

**** Note: These dates have been booked for Ballarat placements. Students wishing to undertake Work Experience in other locations may do so during any school holiday weeks during the school year provided all appropriate paper work is completed well ahead of the placement.**

Legislation does not allow students to undertake work experience between final school day and the commencement of the following school year.

Current School policy is that over the course of Years 10 and 11, all students are expected to complete at least one Work Experience to be recorded on their IDEALS Certificate.

All Ballarat Grammar students must be over 15 years of age to undertake Work Experience.

Steps to follow:

(Note: All documents available from the BG Portal: <https://portal.bgs.vic.edu.au/> Go to Document Libraries > Careers > Work Experience, or collect hardcopy from the Careers Room.)

- Select occupation** of interest
- Select a workplace.** Ask friends/family for contacts and or search the lists of previous employers (available on the BG portal or hardcopy in the Careers Room.)
- Contact workplace to request a placement** (NB: All placements at Ballarat Hospitals, City of Ballarat and Sovereign Hill **MUST** be organised through Careers Advisors. See Mrs Miller or Ms Robertson early in the year to arrange this)
- Successfully complete safe@work OH&S program (General & Industry Module).** All students must complete the General Module & relevant Industry Module for each Placement (Valid 12mths.) – See the safe@work document on the portal for guidance and web address.
- Download & Complete Pupil Details, Pupil & Parent/Guardian sections of the *Work Experience Arrangement Form*.** (Completion of this Arrangement Form, together with the appropriate OH&S Certificates, provides **Work Cover** for students while on work experience, so time needs to be allowed in order to have these finalised in a timely manner.)
- Students working with animals** must also download/collect and **complete a *Guidelines for Students Working with Animals*** document
- Download or collect the *Work Experience Guidelines, Safety Tips for Young Workers and Prohibited Equipment & Activities List*.** A copy of each of these documents must be given to your employer before commencing your Work Experience.
- Ask your employer to complete the Employer Details & Employer Acknowledgement sections **AND sign** their section** on the second page of the ***Work Experience Arrangement Form***.
- Return the completed *Work Experience Arrangement Form*, your two *safe@work Certificates* and completed *Working with Animals* form (if necessary) to the Careers Room.** We will ensure the Principal's Agreement is signed and copies of completed forms are made for both employer and student. This **MUST be completed** before the placement **to ensure insurance cover for all parties.**
- Collect copies of finalised forms and *Employer Evaluation* form** from the Careers Room to give to your employer at the start of the placement.
- Contact your employer again to check details** such as work times, clothing/uniform requirements, lunch arrangements, who to report to on the first day etc.
- Enjoy your placement**, remember to 'have a go' at any task, keep safety of yourself and other employees in mind and ask questions about the career.
- After placement **write a brief thank you letter** to your employer.
- Any *Employer Evaluation* forms handed directly to students need to be dropped into the box in the Careers Room**, in order that copies can be made for School Records and Tutors, before returning the original for you to keep in your folder of certificates, resume and other records.