

YEAR 10 WORK EXPERIENCE PROGRAM

Work Placement Booklet

Work Experience dates: 22nd to 26th June 2020

Or _____

Work Experience is compulsory and it is a significant component of the Year 10 curriculum

It is an opportunity for you to:

- work alongside adults as part of a team
- develop and practice a new range of skills
- explore career options

You are advised **not** to undertake work experience at your part-time place of employment.

Take this booklet with you to your work experience.

Program Coordinators:

Ms Tracey Campion (CAM)

Ph: 8545 0387

campion.tracey.a@edumail.vic.gov.au

Ms Sarah Jolly (JOL)

Ph: 8545 0369

jolly.sarah.d@edumail.vic.gov.au



Name: _____

WORK EXPERIENCE - WHAT EMPLOYERS EXPECT

Your Work Experience Employer will expect you to:

- Be punctual – always arrives at work on time.
- Be aware of how you dress – you should set out to dress smartly in order to make a good impression (skirts/trousers and shirt. NO jeans.)
- Be keen about the work; interested in the job and in the business.
- Be prepared to do a job well and perform all duties carefully.
- Volunteer to perform duties which you know you can do well.
- Always be on time when returning from lunch, etc.
- Take notes about what you have to do when you meet with your supervisor – this will help you if you are given a number of tasks all at once.
- Be prepared to do small jobs/tasks at the start – your supervisor/manager may expect you to show your abilities before giving you a more complicated job.
- Be careful using machinery – make sure you understand exactly how to use a machine before you begin. **DO NOT USE ANY MACHINERY WHICH REQUIRES A SPECIAL LICENCE.**
- Work without distracting other employees or other work experience students.
- Be prepared to sometimes act as observer and watch what is going on. You can learn a lot about a business by seeing how it runs on a day-to-day basis.
- Ask questions about the job, the business and the industry.
- Follow the guidelines in this booklet and recommended by your employer.
- Be discreet. If you overhear or see anything private or confidential, even by accident, keep it to yourself. **BUT** if you feel uncomfortable about something, talk to your Careers Teacher or to your employer ASAP.
- Be positive. Your positive attitude is the best thing you can take with you on Work Experience. Your employer, who will incur costs in time and money to help you, will appreciate it if you make a positive contribution.
- SMILE and LOOK LIKE YOU ARE ENJOYING YOURSELF!

WORK EXPERIENCE – ADVICE FOR STUDENTS

WHAT TO DO IF....

YOU ARE GOING TO BE LATE FOR WORK:

This shouldn't happen. However, if something happens to make you late you should:

- Phone your employer/supervisor at the workplace to make him/her aware that you will be on your way very shortly.

Provided you get there as soon as possible, and your reason is genuine and unavoidable, your employer will be understanding. However, do not make this a habit.

YOU ARE SICK AND CANNOT GO TO WORK:

Make two phone calls, one to your employer and one to school:

- Phone your employer/supervisor before normal starting time and explain why you will be absent. Give your employer an indication of the length of time you think you will be absent. Ask if he/she requires you to get a doctor's certificate. If so, make a doctor's appointment.
- Either you or your parent/guardian should contact the school to explain that you are unwell and unable to attend work. This will be treated as an "explained absence" from school. (* This can be via email or phone.)

YOU ARE INJURED AT WORK:

There are specific procedures for your employer to follow if you are injured. However, no matter how trivial you think the injury is, you should REPORT IT TO YOUR EMPLOYER IMMEDIATELY. Depending on the extent of the injury, the employer will contact either your parent/guardian or the school or possibly both. You are covered for personal injury by the State Government WorkCover Act. WorkCover forms will have to be completed. However, if your Work Experience Arrangement Form is not completed, you will not be covered!

YOU ARE INVOLVED IN A SPORTS TEAM DURING YOUR WORK EXPERIENCE WEEK:

If a sporting event (school based) occurs during the time that you are at work experience and it is essential that you attend, see your Careers Teacher to discuss this. Do this BEFORE you start your placement.

If you are involved in a sports team that trains during the week, your first commitment for the week is to your Work Experience. Only ask for time off for training if you cannot make any other arrangements. Speak to your Careers Teacher if you are concerned about this.

YOU HAVE A PART TIME JOB WHICH CLASHES WITH YOUR WORK EXPERIENCE:

Your Work Experience takes priority. You should have already discussed this with your regular employer and arranged your roster to fit in with your Work Experience Placement. If there is a problem, see your Careers Teacher.

YOU FEEL YOU ARE BEING HARASSED AT WORK:

Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your family or from the school. If necessary, the school may need to act on your behalf. If you feel uncomfortable, tell someone about it.

PHONE THE SCHOOL, IF YOU HAVE ANY PROBLEMS YOU CAN'T DEAL WITH DURING YOUR WEEK AT WORK. YOUR CAREERS TEACHER WILL BE AVAILABLE TO HELP YOU.

School Contact Details

School – 8545 - 0300

Ms Champion – 8545 - 0387

Ms Jolly - 8545 - 0369

Mrs Olson – 8545 - 0393

DURING WORK EXPERIENCE:

The student should:

- Complete task 1 Business Analysis (p. 6)
- Complete task 2 Record of Work Activities (p. 7)
- Get your two Record of Work Activities signed by your supervisor
- Give your supervisor the evaluation form (p. 10 & 11)

AFTER WORK EXPERIENCE:

The student should:

- Write a letter of thanks to the employer and detail skills they have learned during the placement. (See p. 8 for an example)
- Complete the reflection survey on your Compass newsfeed
- If your employer gave you the Evaluation Form, return it to the Pathways Office as soon as you return to Brentwood.

Task 1: Business Analysis

Reflect on the work place you are in.

1. What does the business/organisation do?

2. When was the business established? _____

3. Is this business part of a larger company? _____

If so, what is the name of the parent company? _____

4. How many employees does this company have locally and/or nationally?

5. Do people work as a team or as individuals in your workplace?

How does this appear to affect the relationships between staff?

6. Is there much communication between sections/departments in your workplace?
What is the main form of communication throughout the organization?

7. How important are communication skills in the type of work you have been experiencing? Give examples of effective workplace communication patterns in this organization.

Task 2: Record of Work Activities (2 of the 5 Days)

Record your work activities daily on these diary sheets.

Ask your supervisor to confirm by signing your entries.

Day	Tasks [in point form only]
Arrival Time: Departure Time:	
Supervisor Signature:	
Arrival Time: Departure Time:	
Supervisor Signature:	

WORK EXPERIENCE – A SAMPLE THANK YOU LETTER TO AN EMPLOYER

This sample thank you letter is intended as a guide only, you are required to send your employer a thank you letter within 2 weeks of completing your Work Experience.

Your Name
Street Address
City, Postcode
Phone Number

DATE

Employer Name
Company Name
Company Address
City, Postcode

Dear Mr/Mrs _____,

I am writing to thank you for the opportunity to undertake work experience with your organisation (name of company/business).

I thoroughly enjoyed my experience and feel that this has opened my eyes to the many roles and responsibilities involved in being a (name position i.e. Automotive Electrician).

Some of the activities I particularly enjoyed during my experience included (insert activities i.e. filling, customer service, observing the operation of a piece of machinery).

I believe that the experience I gained from working with your organisation will help me to make future decisions in regard to my career path.

I would definitely be interested in pursuing work with you in the future, please keep me in mind should you have any (casual, part-time or full time) positions become available.

Once again I appreciate the time and effort that you put in to provide me with such a valuable experience.

Kind Regards,

Your Name

ATTENTION

Please cut out the Student Evaluation Form
and present it to your supervisor for completion.

This form needs to be faxed/mailed/emailed back to
Brentwood Secondary College.

Tracey Campion
Sarah Jolly
Student Pathways Managers

**BRENTWOOD SECONDARY COLLEGE
WORK EXPERIENCE STUDENT EVALUATION FORM**

Student Name: _____ Phone: 8545 0300
 School Contact: Tracey Campion/Sarah Jolly Fax: 8545 0355
 Address: 65-71 Watsons Rd, Glen Waverley, Email: campion.tracey.a@edumail.vic.gov.au
 3150 jolly.sarah.d@edumail.vic.gov.au
 Employer's Name: _____ Signature: _____
 Address: _____
 Type of Work: _____ Assessed by: _____
 Dates of W/E: 22nd June to 26th June, 2020 or _____

DEMONSTRATED COMPETENCIES

When assessing each attribute, choose the point on the scale that most closely describes the student being assessed and mark it with a tick in the box under the descriptor.

1. **Attendance and punctuality:** The extent to which the student meets the workplace requirements for attendance at work and punctuality.

1	2	3	4	5
Comes in late and leaves early; Late from breaks; Absent without reason	Punctuality and attendance are below average	Punctuality and attendance are satisfactory	Always punctual and rarely absent; Will put in extra time occasionally if asked	Always punctual; Excellent attendance; Will arrive early and stay late to get a task done

2. **Appearance and presentation:** The extent to which the student meets the standards of dress and appearance that are expected at the work situation.

1	2	3	4	5
Poor personal hygiene and grooming; Does not follow dress standards required at work situation	Appearance, personal presentation and dress standards could be improved	Dress standard, personal presentation and appearance are acceptable for the work situation	Above average appearance and presentation; Prepared to change appearance to suit workplace	Takes pride in appearance; Sets an example for others

3. **Working with others:** How well the student gets on with and co-operates with others at the work situation.

1	2	3	4	5
Uncooperative; Resists suggestions	Could be more cooperative at times	Cooperative, gets on well with work colleagues	Works well with others to achieve agreed outcomes; Generates goodwill amongst fellow workers	Actively helps others; Can lead, take responsibility and contribute ideas

4. **Communication and interpersonal skills:** The skills that the student shows when communicating on a face-to-face basis with fellow workers, customers and suppliers.

1	2	3	4	5
Poor listener; Avoids eye contact; inarticulate	Communication and interpersonal skills need to be improved to meet normal workplace standard	Generally communicates effectively	Good communication and people skills	Excellent communication and people skills; Confident and articulate; Listens well

5. **Time management:** How well the student can manage their workload and effort so that tasks are completed to the required standard and on time.

1	2	3	4	5
Requires constant reminding	Requires prompting to meet work schedules	Generally reliable and needs average supervision	Can work independently	Works independently; Can set goals and priorities, organizes time to achieve objectives

6. **Attitude/Motivation to the job:** The level of interest and motivation that the student shows.

1	2	3	4	5
Seems uninterested; Often lazy; Lacks respect	Works with variable commitment; At times needs to be pushed; Inconsistent effort	Generally a steady worker who meets required standards for the job	Does what is required well; Is prepared to make extra effort when asked	Highly motivated; keen; consistently gives 100%

7. **Ability to follow instructions and use initiative:** How the student follows instructions and shows initiative at work.

1	2	3	4	5
Ignores or fails to understand instructions; Does not pay attention	Often needs instructions and directions to be repeated	Generally follows instructions accurately, but needs supervision	Works independently after initial instructions	Inventive; Resourceful; Problem solver

8. **Ability to learn:** The student's willingness and ability to pick up new skills

1	2	3	4	5
Does not like being trained in new skills; Has to be shown several times before catching on	Often slow to pick up new knowledge and skills but gets there eventually	Willing to be trained and learns at an acceptable rate	Learns what is required quickly and easily	Learns quickly; Seeks out new skills and knowledge

9. **Positive self-attitude:** The extent to which the student is confident and positive in their attitude and behaviour.

1	2	3	4	5
Often lacks confidence; Nervous; Gives up easily	Could show more confidence and interest	Mostly confident, self-assured and goal orientated	Always confident, achievement orientated and assured	Very confident; Enthusiastic; Persistent; Energetic

10. **Quality of work:** The accuracy, care and quality standards that the student demonstrates at work.

1	2	3	4	5
Makes a lot of mistakes; Inaccurate; Careless	Inconsistent; Occasionally inaccurate and careless	Work is acceptable and within requirements	Work is usually of a good quality	Great attention paid to detail; Work is always of high quality; Demonstrated pride in work

Any other comments: _____

Would you consider in taking a student for work experience in the future YES / NO

Please return the completed form to Brentwood by fax/mail/email and thank you for your cooperation.