

10 June 2022

Dear Host Employer

**Our sincere thanks to you for accepting our student for work experience.**

Students are required to attend work experience for a **full week (5 days)**. By being involved in work experience you are participating in the education of young people and have the opportunity to promote your industry. This leads to the development of an enthusiastic and skilled workforce. It will also potentially provide staff with opportunities to develop supervisory skills.

Please complete Section 3 of the **Student Placement Record** form about you and the company and return to the student. As a Host Employer you must complete all of section 3 and **sign**. Correct contact information is very important.

For many students work experience is their **very first taste** of what it is like in the world of work. They may have little to no knowledge of what it means to be an employee. The student has a **Work Experience Diary** to complete as an assessment of their week. The diary also contains a feedback form for supervisors to complete.

Important points:

- Insurance and indemnity requirements are arranged by the NSW Department of Education (DoE) with the NSW Treasury Managed Fund Scheme. The DoE indemnifies employers participating in approved workplace activities for any amount they may be liable to pay. Please call 1300 323 232 for more information. Please see Certificate of Currency provided.
- All relevant **safety, health and welfare legislation that protects employees also protects any students**. Provide a safe and positive environment compliant with the NSW occupational Health and Safety Act 2011 and Anti-Discrimination and Equal Employment Opportunity legislation.
- Provide activities and skill development tasks appropriate to the student's skill level under supervision of a capable and trustworthy employee briefed for the task. The student cannot be directed to work on any **dangerous machinery or be used in place of regular employees**. Prohibited activities- <http://bit.ly/ProhibitedActivities>
- To participate in this program, you must provide a **safe and non-threatening** environment and comply with child protection laws. More information on working with children- 9286 7219.



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Email [Canterburg-h.School@det.nsw.edu.au](mailto:Canterburg-h.School@det.nsw.edu.au)  
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- Students are required to behave with courtesy and respect, follow all reasonable instructions and not do anything that would jeopardise the safety of themselves or others in the workplace. Please complete the **Employer Report** as student feedback. If they are absent students are required to contact the host employer and school.
- If you intend to take the student out of the regular work venue please complete the vehicle travel with host employer available at this link,

<https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms>

If you have any difficulties during this very important week please contact Rita Evangelista on 918 1805 ext. 135.

For more detailed information read, **An Employers Guide to Workplace Learning** booklet provided to you by the student.

Yours sincerely

R Evangelista



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