

10 June 2022

Year 10 Work Experience 2022

Work experience is an essential part of your Career development and it is a compulsory school activity.

Work experience at CGHS runs for two weeks. This can be two single weeks of work experience at two different locations (you will need two Student placement forms) or two weeks at one location.

All year 10 students are receiving information on how to fulfill their work experience requirements. Today you will get the following:

1. This instruction handout.
2. The Student placement form
3. Hard copy emergency card

You will receive these in your **emails** as attachments. These will be found in Google classrooms.

1. *Information booklet for your parents.*
2. *Information booklet for your Work Experience employer- send to employer*
3. *Letter to the employer- send to employer*
4. *Work experience form for student, parent and employer to fill in- electronic version*
5. Certificate of Currency- insurance (this document updates in July)
6. Emergency card
7. An electronic Student Placement form.

It is recommended that you find a work place for work experience as soon as you can.

Work Experience must occur within normal business week which is Monday to Friday. Hours of work may slightly vary according to employer expectations but 9-5pm are the most common hours for a business to run. If you work in a school it will be around 3 pm.

Important Note:

Average work week is 40 hours

No weekends

No evenings

If you find more than one placement in the week you need a separate placement form for each.

Work experience must take part in allocated week unless it is an approved specialty work experience eg Taronga Zoo, Opera House.



Church Street
Canterbury NSW 2193
Phone 02 9718 1805
Fax 02 9718 3501

Email Canterburg-h.School@det.nsw.edu.au

Web www.Canterburg-h.Schools.nsw.edu.au

Students who do not do work experience are to attend school. There will be work provided for the week.

Attendance at school will be checked each day.

The Work Placement Form: the form has 5 sections.

Section 1:

You fill in the relevant information. Make sure you fill in all sections! (see page 2)

Section 2:

The school details go here.

Section 3:

Host employer details are completed by the place of employment you are going to. **Check it is completed correctly and SIGNED before taking it.**

Section 4:

Parent/carer permission is completed by parent/carer (obviously). Ignore details for 11-12 and out of business hours. Your work experience is Monday to Friday, business hours.

Section 5:

School approval is given by me, Ms Evangelista.

School details:

School: Canterbury Girls High School

Address: 44 Church Street, Canterbury 2193

Email: canterburg-h.school@det.nsw.edu.au

School phone: 9718 1805

Office hours: 8.30-3.30

School's nominated contact: Rita Evangelista, phone 9718 1805 ext 135

Please Note:

If you leave the form with the employer make sure you return to the workplace to get it. Give the employer 1-2 days to fill it in. Without this form you CANNOT do work experience. Before you take the form quickly check that they have filled in the relevant section of the form- Section 4. Thank them for accepting your application.

You MUST return the form, completed, by **Wednesday of week 2, Term 4** to the Careers office. **Make sure the form is complete and has all current phone numbers necessary included!**



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THE DATES YOU ARE ON WORK EXPERIENCE MUST BE CORRECT.

The Work Experience Diary. Coming to you later in term 4

- The Diary is a booklet you MUST fill in whilst at work experience. DO NOT LOSE IT!
- The Diary will also assist you in learning essential information about your work placement.
- The Diary is due back to Ms Evangelista in Week 10 in Term 4. The diary is a compulsory part of work experience and must be completed.
- The Diary contains an employer feedback form, ensure this is done.

Suggestions on Finding Work Experience.

- ☺ Find a suitable business/provider online.
- ☺ Approach local businesses in person or phone them.
- ☺ If you are nervous about approaching a business try writing down what you want to say and have your Work Placement form and Employer booklet ready.
- ☺ Speak to family and friends for job ideas.
- ☺ Don't just do work experience with a friend because that's what they want to do. Make this experience work for you and what you really want to do.
- ☺ Do a work experience that is related to a career in which you have some interest this way it is relevant to you and you get more out of the experience. Think outside box.
- ☺ **You CANNOT do work experience with family.**

Time Line of Important Work Experience Dates:

Term	Date	To Do
1	Week 5, May 26	Receive Work Experience information booklets, work placement form and other necessary information.
1	Week 5	Start looking for a place of employment to complete work experience in. Give yourself plenty of time.
4	Week 2, October 21	Your Work Placement form is to be returned by Friday of this week. Check that all sections are completed and that the employer has provided their correct contact details. <u>YOU CANNOT DO WORK EXPERIENCE WITHOUT COMPLETING THIS FORM!</u>
4	Term 4 Week 3-7,	Employers will receive a phone call or email from Ms. Evangelista regarding your work placement. So, it's important the employer fills in the correct phone number and email on the Work Placement form.
4	Week 6-7	Ring and confirm your work placement with your employer. Check suitable clothes to wear, where to meet the first day and what time you need to start.



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4	Week 8-9 Work experience October	Work Experience. Enjoy and be careful. Be respectful and courteous! You MUST go every day!
4	Week 10	Hand in your <u>completed</u> Work Experience Diary to the Careers office. You will receive a Work Experience Certificate.

Important things to remember!

-If you have more than one placement you need a form for each placement.

-Check the location of the work place and how to get there. Make sure you get there on time. Keep the work place phone number handy in case you are late and need to call them.

-Dress appropriately. You might want to check with the employer if they have a preference for the type of clothing you should wear.

-Follow your supervisor's instructions carefully. If you are unsure what to do don't be afraid to ask for clarification from the supervisor. Stick to the break times you are told. You are there to learn not be the boss!

-Teachers from school will be dropping in or phoning the workplace to check how you are going. They will speak to the employer/supervisor.

-You must attend for the whole week! If you are sick you need to contact the work place that morning, FIRST THING. You will need to get a Doctors Certificate for school records. You must also contact Ms Evangelista.

-Enjoy yourself and the learning experience!

Alternative work experience weeks will only be approved for SPECIAL work experience opportunities eg Taronga Zoo or the Opera House, that have restricted work experience options.

Principal

Careers Adviser

Belinda Conway

Rita Evangelista



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