

# MURRAY HIGH SCHOOL

## **Guide to Work Experience**



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Phone 02 6025 4711

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Workplace learning programs form part of the NSW secondary school curriculum. They enable students to spend a planned period of time – usually a week – in a workplace of their choice, and undertake supervised tasks appropriate to their skill level. Work experience provides a general introduction to the ‘world of work’. Work experience builds on the career planning and transition activities in the school, and can assist students in their course and subject choices in senior high school.

Work Experience is **one** of the programs at Murray High School which supports career education.

Students are able to take up to 2 weeks work experience during Year 10, with some opportunities for students in Year 11 or 12, with the Principal’s approval. Work experience is not compulsory but is encouraged due to the wide range of recognised benefits. Students and parents need to be aware that if a placement is sought in any industry where they will be required on a building site, students must have their construction induction qualification (also known as the White Card).

Students may need to locate their own positions **with support** from the school and their parents or carers. These positions need to be submitted to the school for approval. The school will provide introductory letters and guidelines to the employer. Some host employers are very popular and students will need to book their work experience dates well in advance.

There are set procedures that need to be followed for the work experience placement to go ahead and these are outlined in this guide. Part of this is for the student to take responsibility for passing on paperwork, organising their resume and letter of introduction, completing the WHS guide, and following up with the careers adviser at the end of their placement.

Parents are encouraged to support their child in the process by reading the information and assisting them in the following ways:

- Discuss occupations and industries your child may be interested in.
- Help them to find a suitable placement by identifying possible employers in the chosen field of work, contact numbers etc.
- Discuss with your child the expectations of a workplace and how that fits in with the school’s core values of being ready, respectful, and responsible.
- Complete the work experience forms promptly. This paperwork is essential and no student will be able to start their placement until all sections of the form are completed and signed off by the Principal or Careers Adviser.
- Organise suitable travel arrangements to and from the placement.

The aim is for a positive and enriching placement. Please contact me at the school on 60254711 with any questions you may have about work experience.

John Stead

Careers Adviser

## FREQUENTLY ASKED QUESTIONS

### **Is work experience compulsory?**

No it is not. We recognise that many students are gaining work experience through part time and casual work, holiday jobs and volunteering. We do hope that a large number of students recognise the benefits to be gained through the program and take advantage of the opportunities provided.

### **When can I do work experience?**

Work experience can be organised at any time in the school year where it best suits the employer and the student. Students should be aware of the school calendar and any commitments that they have.

### **Are students insured whilst on work experience?**

Yes they are, all students are covered while on work experience as well as being insured against damage to an employer's workplace. This is why completing paperwork and the WHS activities are mandatory prior to the placement. Additional information for parents regarding this can be found at the end of this guide.

### **How long does it take to organise a placement?**

It takes a **minimum** of 3 weeks to organise a placement. These time limitations result from our legal obligations to employers, students and parents/guardians, and will be strictly enforced.

### **Will my son/daughter get the placement they want?**

There are no guarantees that this will occur. There are some occupations that do not lend themselves to involvement in work experience programs due to confidentiality or the complexity of the work. There are some businesses that are under pressure to provide placements to university and TAFE students. There are some employers who do not wish to be involved or accept work experience students at all and we must respect their right to make that decision. Much time and every effort is made to organise a placement.

### **Are students paid while on work experience?**

No, as it voids the NSW DET Insurance.

# WORK EXPERIENCE APPLICATION FORM



## 1. Personal Details

Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Electives: \_\_\_\_\_

## 2. Occupational Request

I would like to apply for work experience in the following occupation:

\_\_\_\_\_

## 3. Location

I would like to do work experience in the following locations (please circle):

Albury

Lavington / North Albury

Other:

NB students requesting placements away from home MUST have their own transport and accommodation arrangements organised.

## 4. Specific Employer Request:

Should there be a specific employer where you would like to do work experience, please provide the details here:

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Requested Dates: \_\_\_\_\_

## 5. Parent and Student declaration

My son/daughter and I have read the 'Workplace Learning Guide for Parents and Carers. We have discussed the work experience program and look forward to participating. We are aware that students must catch up with learning activities from classes that have been missed whilst on work experience. We are aware that expenses relating to travel and/or accommodation will not be met by the school.

Parent signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_