



Pittwater House

2021

Year 10 Work Experience

Introducing and Organising Work Experience

achieve a balance
co-educational campus | single-sex education

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Secondary Stage 6 Leader and Careers, Tertiary Advisor
MBM;LSM – 25/02/2021 - Version 1

Work Experience - 2021

"Work experience has a key role in preparing young people for the adult world. It is an opportunity to bring home to them the attributes, skills and knowledge they need to succeed throughout their working lives."

Time well spent: Embedding employability in work experience, CBI (2007)

Work experience provides you the opportunity to learn about an occupation or industry by observation and participation. Students can build their knowledge, develop their skills and networks to aid them to make informed decisions about their future study and career paths.

It is the responsibility of the student to source and organise their own placement. Students will be guided through the process; however, they are accountable for the organisation and follow-up.

Work experience can provide:

- insights into what a job involves.
- structured, supervised, hands-on experience.
- useful work skills that are recognised in the workplace
- confidence in your ability to learn and become competent at new tasks
- work/life skills, such as communicating effectively, or working in teams
- a chance to demonstrate how you can contribute in a work environment
- an understanding of the world of work
- a newfound independence
- experiencing a new environment and people
- challenging yourself
- an opportunity to demonstrate commitment and reliability
- a new referee to add to your resume
- an employment opportunity

Students will have the following responsibilities in organising work experience;

- approach a business about the possibility of undertaking work experience at their company
- follow-up with prospective host employers
- return form promptly to school
- communicate with your parents about work experience
- ask if you need any help what so ever

Work Experience Process and Timeframe

Work experience is NOT compulsory.

The preference is that Work Experience occurs during the holiday breaks, however placement can occur throughout the term with the direct approval of the Year Co-ordinator. There will be weeks in which work experience will be not approved these include and are not limited to: The Year 10 camp week and the Year 10 end of year examination week.

Work experience can be one of the following options:

- A week in a formal program run by external organisations such as Universities, wildlife organisations, banks, media organisations.
- A week with an organisation
- Alternatively, it can be shadowing an individual for a few days.

The flexibility in the program allows authentic, relative and worthwhile experiences for the student and the organisation.

Item	Responsibility
Introduction to the program and preparation for a placement.	Mrs Murray
Sourcing and organising a work experience placement.	Student to organise throughout the year. Miss Burke, Mr Hine, Mrs Murray Host contact person.
Once a placement has been sourced, email your Year Co-ordinator (Miss Burke or Mr Hine) with the proposed dates for approval, even if the placement falls within the holidays.	
Once approval has been made, the student is to complete the Student Placement Record Form (attached to this booklet, and available on Year 10 Canvas page). The work experience placement cannot occur without the completed record form returned to school at least 2 weeks before the proposed commencement. These are the instructions for the completion of the form: <ol style="list-style-type: none"> 1. Students complete Section 1 2. The form is then sent/given to the employer to complete Section 3 and any specifics that could not be completed in Section 1. 3. Once completed by the employer, the form is returned back to the student, for parents to complete Section 4. 4. Form is then returned to the Year 10 Co-ordinator (Miss Burke or Mr Hine) 5. Section 5, approval of the placement is completed by the school (Mrs Murray) 6. Copies of the completed form are then sent to the employer, parent and student. 7. COVID 19 Host Employer Safe Plan is required and must be given to the School before placement can occur 	
Student is issued a safety card and is free to attend the placement.	
During placement, host contact person and student are contacted.	School Staff
Debrief on return to school.	Miss Burke, Mr Hine, Mrs Murray

Finding and Choosing Work Experience

ASK YOURSELF THE FOLLOWING:

What am I interested in?

What might I like to do when I leave school?

What do I want to find out more about?

Remember this does not have to be something that you definitely want to do when you leave school – it may be something that you are interested in and want to investigate more such as: journalism, nursing, engineering, veterinarian, television, law, hospitality.

Ways to find companies:

- Google search the type of company and area eg. Engineering Sydney North
- find companies in the yellow pages
- research company websites online
- ask friends or relatives
- many companies have work experience programs – give them a ring and ask for the HR department (Human Resources Department)
- write or email the company an introductory letter or phone (see examples on following pages)
- have a look at Work Experience on Canvas

What do I need to think about when choosing a host employer?

- Am I really interested in this?
- What activities am I going to participate in?
- Do I need specific clothing?
- How am I going to get there every day?
- Did the company seem excited about having a work experience student?
- Many companies have application closing dates. **If you are interested in television, science, radio or magazines you need to apply now.**

How to Approach Prospective Employers?

Phone, Email, by Letter or in person are the ways to approach employers.

Keep these tips in mind:

- Make sure you have done your research before making contact,
- Know who you need to make contact with
- Know about the business, know your dates,
- Where do you want to work within the business, or
- Are you happy to experience different departments?

You will need to find out who to address your correspondence to so make an initial phone call and find out who within the business deals with Work Experience placements, more often than not it is the Human Resource Department.

If you decide to email or send a letter, state that you will follow-up with a phone call in the following days. CC myself in your email correspondence.

If you do call, make sure to offer if there would be a more convenient time to talk, if they are too busy. Whomever you talk to, write down their name so you have a contact with whom you can follow-up with.

A personal phone call at some point in the organisation is the way to go. An email may initially break the ice – but you should follow that up within 48 hours with a phone call.

The following pages have information about how to make those phone calls or write emails and letters.

If you need help or want to practice a phone call, come and see Mrs Murray.

Phone Calls

You can't rehearse a whole conversation, but you can be prepared.

- **Practice** your introduction – don't rush, be clear, be concise, be your engaging self!
- **Why** have you contacted them, why do you want to go there?
- Have a **connection** – you have read about their company, your parent knows someone there, a teacher, careers advisor recommended them etc.

Hello Susan OR Mrs White.

OR

I'm sorry, I didn't get your name?

OR

I'm sorry, to whom am I speaking to?

My name is Mellissa and I am a Year 10 student at The Pittwater House Schools in Collaroy.

And I was given your details by my Careers Advisor Mrs Murray.

OR

I read about your company in the Sydney Morning Herald.

OR

I saw your CEO interviewed.

OR

I know Brian Angels in the Marketing department.

I wondered if your company offer Year 10 work experience placements.

I am very interested in pursuing a future career in _____ and am looking to experience a range of opportunities within that field, especially _____

Would you prefer I ring back at a more convenient time, I could also pop in and talk to you about the possible placement.

Mrs White or Susan, thank you for your time today and for the information you have given me.

Use their name (if they didn't give one – ASK)

Be clear and speak slowly.

*What is your connection?
If you use someone's name, they must give you permission to mention them.*

Purpose of phone call.

Give specific examples about the aspects of the business ie. Advertising, Graphic Design, Marketing, Educating Primary school age children etc.

Be polite and respectful.

Finish the conversation with thanking them for their time.

Make sure you write down people's names – you have to ring them back!

Sample Email - Requesting a Work Experience Placement

Please Note: A copy of this Sample Email will be on the Work Experience page of Canvas

To: (Email Address)

Contact person's Email Address

CC: mellissa.murray@tphs.nsw.edu.au

CC me into your Email.

Subject: Possible Work Experience Placement for Pittwater House Student

Dear (Contact person eg. Mrs Mace,)

Make sure you know the person you are emailing. Introduce yourself and where you go to school, and the purpose of the email.

My name is (Your Name) and I am a Year 10 student at The Pittwater House Schools in Collaroy.

I wanted to enquire about the possibility of a work experience placement at The State Library of New South Wales and/or the Mitchell library. I am very interested in library and information services and would like to investigate all that the State and Mitchell libraries have to offer.

Give information about any experience you have had, or your interests and subjects that you study or are going to study in Year 11.

I have already completed a work placement in my holiday time at my local library, Manly Council Library. I thoroughly enjoyed my time there and now would like to experience the varied and vast resources and experiences that the State and Mitchell Libraries undertake. I am particularly interested in the curation of historical documents in which the Mitchell Library specialises.

Mention some personal characteristics about yourself.

I am more than happy to provide a resume and my School Careers Advisor, Mrs Mellissa Murray is happy to act as a referee and answer any questions you may have concerning the placement.

Let them know they can ask questions.

Thank you for taking the time to consider my request for Work Experience. I will telephone in a week's time to find out if you are able to offer me a placement.

Thank them for their time and that you will follow-up with a phone call.

Warm regards,
(Your Name)
(Your Email Address eg. john.smith@students.tphs.nsw.edu.au)
(Your Phone Number)

Type your Name, your Email Address and your Phone number.

Sample Letter - Requesting a Work Experience Placement

Please Note: A copy of this Sample Letter will be on the Work Experience page of Canvas

(Your Name)
(Your Street Address)
(City, State, Postcode)
(Your Phone Number)

Make sure you give your contact details, including phone number.

Date (Day-Month-Year)

(Contact Person)
(Title/Position)
(Company Name)
(Street Address)
(City, State, Postcode)

Know who you are writing to.

Dear (Contact person eg, Mr Smith) or Dear Sir/Madam

Address the person who you are writing.

I am a Year 10 student at The Pittwater House Schools and I am writing to enquire if your company would be able to offer me a work experience placement. I would like the opportunity of working in the _____ industry and finding out about the types of work available.

Introduce yourself, where you go to school, and the purpose of the email.

I am (mention some of your characteristics)

Mention some of your skills and qualities.

Thank you for taking the time to consider my request for Work Experience. I will telephone in a week's time to find out if you are able to offer me a placement.

Thank them for their time and that you will follow-up with a phone call.

Yours sincerely,
(Sign your name)
(Print your name underneath)

Leave enough space for your signature.



Student Placement Record

■ Original to be held by the school
■ Copy 1: for the host employer

■ Copy 2: for the student
■ Copy 3: for the parent or carer

Student's Name: _____

School: _____

Host Business: _____

Tick more than one if applicable:

HSC VET work placement

Work experience

Other

Accommodation away from home

Section 1: Student placement summary

Start date _____ Finish date _____ Total number of days _____ Related course/activity _____

Student's starting time _____ Finishing time _____ Lunch break _____ Student's total hours _____

Tick where relevant:

Block

One day per week

Split shifts e.g. Hospitality

Shift details (times/location) _____

Host employer 'onsite' address _____

Contact person _____

Phone _____ Mobile _____

Email _____

Student details

Year (e.g. 10,11) _____

Date of birth _____

Student's mobile no. _____

Medicare no. _____

Details below (or attached) of any adjustment, medication or medical condition (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability, learning and support need or factors the school or employer should know:

Please tick where applicable:

I am at risk of an anaphylactic reaction and will carry an adrenaline auto-injector, e.g. EpiPen and relevant ASCIA Action Plan. Yes No

The host employer requires evidence of vaccination compliance. (NEW) Yes No

The placement includes out of normal business hours, e.g. 6-9pm Yes No

If yes, name of student's emergency contact out of normal business hours _____

Parent/carer/other _____ Home Phone _____

Mobile _____ Work Phone (if relevant) _____

- I have completed all pre-placement activities.
- I have been issued with a **Student Safety & Emergency Contact Card**.
- I know who to contact in case of emergency.
- I will inform both the host employer & my teacher as soon as possible, if I am unable to attend the workplace.
- I am aware of my rights and responsibilities.
- I am aware of the contents of the Privacy Notice on Page 3.
- I will comply with all reasonable directions of the host employer & their employees.
- I understand that if I feel unsafe during the placement, I have the right to not undertake the task & report the issue, as soon as possible.
- If I have access during the placement to business or personal information which is private or confidential, I will not convey that information to any person outside the host employer's workplace.

- I will not use any mobile device to record conversations, video, or take photos without the permission from the host employer or supervisor.
- I will inform my supervisor & the school promptly of any injury or accident that involves me.
- I understand my responsibilities during the placement to support work, health & safety in the host workplace. I know I must not do anything to jeopardise the safety of myself or others.
- I know I must contact my school if I have any concerns about my placement.
- I understand that there are no negative consequences to me in reporting health & safety issues to my school, the host employer or to my parent(s)/carers.

Student signature

Date

Section 2: School details

School _____

Email _____

Address _____

School phone number _____

Front office hours _____

School's nominated contact, position and phone/mobile details during normal business hours _____

The school undertakes to ensure that:

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- the employer is provided with a copy of *The Workplace Learning Guide for Employers*
- the student's parents or carers are provided with a copy of *The Workplace Learning Guide for Parents and Carers*
- if the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed & attached
- the travel form is completed, where relevant. (NEW)

Student's Name:	
School:	Host Business:

Section 3: Host employer details (This first section may be completed by the student)

Name of organisation or trading name _____

Address _____ Contact person _____
 _____ Position _____
 _____ Postcode _____ Phone _____
 Email _____ Mobile _____
 Website _____ Fax _____

Location of placement (if different from above address) _____

Request is for: HSC VET work placement or Work experience or Other _____

Dear Host Employer:

Please complete all the following responses to give the school important information about the proposed placement. If more space is needed please attach the information. This will assist the school to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

Overview

Type of industry _____ Main activity _____

Approx no. years in current operation _____ Approximate no. employees at proposed worksite _____

Government enterprise Private enterprise Self-employed Other _____

Tick only if you have hosted school students for work experience or work placement in the last 12 months.

Supervision and student hours

Name of the experienced employee who will provide on-going supervision. **The supervisor would not be a trainee or an apprentice.**

Supervisor's name _____ Position _____ Phone _____

Student's starting time _____ Finishing time _____ Lunch break _____ Student's total hours _____

Tick where relevant: Block One day per week Split shifts

Shift details and location _____

Start/finish details _____

Please note: there are a number of hazardous activities which are prohibited for students undertaking placements. These are listed at:

[Prohibited activities and activities that need special consideration.](#)

Or see website <https://www.det.nsw.edu.au/vetinschools/worklearn/ProhibitedActivities.html>

Description of the proposed placement – in detail

See [Completion of the Student Placement Record to meet the Department's standards](#) or see website

<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>

Activities/duties to be undertaken by student _____

Any activities or tasks the student is not to undertake e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate. Please be specific.

Indicate any risks to the student in the planned activities e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles. Please be specific.

How will those risks be eliminated or controlled? Please be specific.

Special conditions e.g. clothing, footwear, equipment, pre-training, vaccination, transport, multiple sites, routine car travel & individual student needs.

Student's Name:	
School:	Host Business:

Section 3: Host employer details (Continued from page 2)

Please tick if these are available to the student:

Essential:	<input type="checkbox"/> first aid facilities	<input type="checkbox"/> suitable toilet facilities	<input type="checkbox"/> drinking water
Other:	<input type="checkbox"/> lunch room	<input type="checkbox"/> staff canteen	<input type="checkbox"/> lockers

Tick this box if you wish the student's school to contact you prior to the placement e.g. to provide you with information about the student such as their experience, skill level, any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

Host employer/workplace supervisor to complete the following declaration:

- I have read [The Workplace Learning Guide for Employers](#) and am aware of the employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)* and [Completion of the Student Placement Record to meet the Department's standards](#).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of a medical event i.e. where the student will keep their medication, e.g. an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the Department of Education to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement.
- I will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in *The Workplace Learning Guide for Employers*. I understand students must report incidents to their school.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I have informed employees of their responsibilities when working with children and young people.

Additional Information for Employers is available at: <https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html> or scan the QR code opposite.



Signature of host employer/workplace supervisor

Date

Print Name

Position

Privacy notice-for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The NSW Department of Education will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/carer. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the Principal.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the teacher in charge of the student's workplace learning program at the student's school.

Student's Name: _____	
School: _____	Host Business: _____

Section 4: Parent/carer permission (Must be completed for students aged under 18 years)

Name _____ Relation to student _____

Address _____ Mobile _____ Work Phone _____
 (optional) _____ Home Phone _____ Medicare no. _____

_____ Postcode _____ Contact phone number after normal business hours _____

Email _____

- I have read [The Workplace Learning Guide for Parents and Carers](https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html) and understand my role and responsibilities. Additional information for parents and carers is available at: <https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>
- I will immediately notify the school if I have any concerns and the school will follow up and action.
- I am aware of the contents of the Privacy Notice on Page 3.

Tick if the placement includes out of normal business hours e.g. 6-9pm.
 If ticked, please respond to either 1 or 2 below:

1. Years 11-12: where relevant: I agree to make myself available as a contact for my child after normal business hours in the event of an emergency **OR** I nominate _____ on telephone _____ to be the willing and reliable contact out of normal business hours.
 Their relationship to my child is _____ and they have accepted these responsibilities.

2. Years 9-10: contact arrangements must be negotiated with the Principal by the parent/carer and student. The arrangements are: _____

The workplace requires evidence of vaccination compliance. No Yes (Please contact the school for more information)

Tick if my child has the following medication, medical condition, (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability or learning and support need that may affect their safety during the placement. Or N/A

If so what support or adjustment do you think your child will need to make their placement successful?
If more space is needed, please attach the information _____

I understand that if my child is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for my child for the placement.

My child has a current ASCIA Action Plan or individual health care plan. Yes No

I consent to a copy being provided by the school to the host employer e.g. health care plan cover sheet. Yes No

- Tick if the placement choice includes **overnight accommodation away from home**. I understand this will need special approval and additional documentation.

I consent to my child in Year _____ undertaking the placement outlined on this Student Placement Record

Signature of parent/carer _____ **Date** _____

Where relevant: Years 11-12: signature/date of adult approved by the parent to be after the normal business hours contract

Section 5: School approval of the placement

- The student has been prepared for the workplace by the school to optimise the student's safety and achievement during their placement.
 - The placement is supported according to the Department's [Workplace Learning Policy and Associated Documents and Forms](#).
 - The school will report incidents affecting the safety of students, including near misses, while undertaking workplace learning in accordance with the Department's Incident Reporting Policy and Procedures. In accordance with the Policy, incidents must be reported as soon as possible but within 24 hours.
 - The student has been issued with a personal Student Safety and Emergency Contact Card and trained how to use it.
 - If medical information, support or adjustments are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector for their child for the placement.
 - The School has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer and has discussed it with them. Tick: N/A Yes No
 - Where the placement mandates a general construction induction training card/"white card", it has been sighted. (NEW)
 - Where the placement involves accommodation away from home, relevant documentation is completed and attached.
 - Where the employer has asked to be contacted, the employer has/has not been contacted by phone/visit. See tick box on page 3.
- I am satisfied that all of the above have been completed and that all parts of this Student Placement Record are complete and signed as required and that the placement is suitable for this student.

Signature of Principal/Nominee _____ **Date** _____

_____ **Nominee Position in School** _____

Print Name _____

**Certificate of Currency
Student Work Experience &
Community Activity
Programmes**

Date of Issue: 4 November 2020

Lynn Phelan
The Pittwater House Schools Limited
PO Box 244
MANLY NSW 2097

Contact: Murray Gillon

t: +61 2 86234214
e: murray.gillon@aon.com

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

Policy Type	A) Public Liability
Insured	The Pittwater House Schools Limited and other parties as named on the policy schedule
Insurer	QBE Insurance Australia Limited - ABN 78 003 191 035 (& Chubb Australia Insurance Limited - ABN 23 001 642 020 where limit exceeds \$50,000,000 and does not exceed \$150,000,000)
Policy Number(s)	AQEP03340PLB
Period of Insurance	From: 4.00 pm 1 November 2020 Local Standard Time To: 4.00 pm 1 November 2021 Local Standard Time
Limit of liability	\$100,000,000
Interest Insured	Legal liability in respect of the Insured's business as an Educational Institution, including: <ul style="list-style-type: none">- Injury to students arising out of workplace learning, work experience or community activity programs as a result of negligence on the part of the School.- Injury to other persons as a result of negligence on the part of students participating in workplace learning, work experience or community activity programs.- Damage caused to property owned by the host employer or other party as a result of negligence on the part of students participating in workplace learning, work experience or community activity programs.
Situation of Risk	Anywhere in Australia and elsewhere in the world, as per policy
Remarks	Policy includes, as an Insured, students participating in authorised work experience, vocational or structured workplace learning placements and / or community activity programs.

Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not
 - represent an insurance contract or confer rights to the recipient; or
 - amend, extend or alter the Policy
 - contain the full policy terms and conditions