



**Year 10**  
**Work Experience**  
**2024**

**Parent/Carer**  
**Handbook**

## Overview

Caloundra State High School (CSHS) Year 10 students participate in the Work Experience program each year, to help grow the experiences of students and build on their skills and character traits, as well as the CSHS values of being responsible, respectful and prepared.

Work experience is a compulsory component of the Year 10 'Certificate II in Skills for Work and Vocational Pathways' and all students must participate.

As this may be the first time your child has been in a work environment there are a number of important obligations that both you and your child need to be aware of.

In the workplace your child will be supervised by the Host Employer or a delegated Workplace Supervisor. However, the level of supervision may be less than your child is accustomed to. It is important that your child follows directions from the employer or other representatives of the Host Employer.

## Work experience dates

**Monday 9 September – Friday 13 September 2024 (5 days total)** (Term 3, Week 10)

**Due date** for completed **Work Experience Agreement Form** - **no later than Friday 9 August**

## Benefits of Work Experience for students

- develop an understanding of the work environment
- gain knowledge of employer expectations
- explore possible career options
- gain a better understanding of how classroom learning is applied in the workplace
- grow in confidence, maturity and self-reliance
- develop increased motivation to continue study and/or undertake further training

## Responsibility of the parents/carers

- discuss suitable work experience placements with the student
- assist the student in finding a work experience placement
- assist the student to find out about start and finish times, clothing/equipment requirements, meals, first day arrangements eg: who to contact
- assist the student in organising safe travel to and from the workplace
- immediately notify the school and the workplace if the student is unable to attend work experience

## Responsibility of the students

### PRIOR TO WORK EXPERIENCE

- identify potential workplaces to do the work experience placement
- contact the potential workplace, via phone or in person, to ask about doing work experience with them
- discuss hours of work, clothing, personal protective clothing/equipment, any other relevant information relating to the workplace
- visit the workplace to complete the **Work Experience Agreement Form** with employer. Students may email the form if this is more appropriate
- Complete the **Work Experience Agreement Form** - including all required information and sign off from all parties - student, parent/carer and the employer and return to Industry Liaison Officer **no later than Friday 9 August 2024**

### DURING WORK EXPERIENCE

- arrive on time, ready to work
- listen carefully and follow any reasonable instructions given
- comply with all safety instructions, policies and procedures including the wearing of protective clothing or equipment if required
- inform school and the Host Employer of any unexpected absences from work, or late arrivals
- be polite and use your manners
- ask questions
- show enthusiasm and initiative
- comply with the responsibilities outlined in the work experience agreement
- thank your employer and anyone who has shared their time and knowledge with you

### AFTER WORK EXPERIENCE

- reflect on and evaluate the work experience placement at the conclusion of the program to inform post school pathway planning

## Insurance

Caloundra State High School students are covered under a Contract of Insurance with WorkCover Queensland, through the Department of Education.

More information regarding Insurance can be found at <https://ppr.ged.qld.gov.au/pp/work-experience-placements-for-school-students-procedure>

### Please note

Work experience is a compulsory component of the Year 10 'Certificate II in Skills for Work and Vocational Pathways' and all students must participate

If students cannot participate for any reason, they must speak to Mr Tennant, Deputy Principal, as soon as possible

If students do not participate, they must attend school for the work experience week

### Key dates

Please ensure your child meets all key deadlines

- February/March 2024** – Year 10 work experience discussion takes place with all students, and students are asked to think about/contact prospective work places from **now**
- Tuesday 14 May 2024** – Year 10 Parent Information Evening
- March - July 2024** – Student should be contacting prospective workplaces, then filling out the **Work Experience Agreement Form**
- Friday 9 August 2024** – **Work Experience Agreement Form** must be handed in to the Industry Liaison Officer by the student, with the student, parent/carer and employer parts of the form filled out and signed. A copy of this form will be supplied back to the student and parent/carer once the Principal has signed the form
- Monday 2 September – Friday 6 September 2024** – The student must contact the employer to confirm work experience arrangements
- Monday 9 September – Friday 13 September 2024** – Work experience duration

### Contact details

CSHS phone number - 5436 8444

CSHS absentee phone number - 5436 8400

Mr Jeff Tennant (Deputy Principal) - [jtenn34@eq.edu.au](mailto:jtenn34@eq.edu.au)

Ms Karen Shaw (Industry Liaison Officer) - [ILO@caloundrashs.eq.edu.au](mailto:ILO@caloundrashs.eq.edu.au)

