



December, 2012

Dear Parent/Guardian,

As a part of their Year 10 educational journey your child will be expected to undertake a week of Work Experience. Work Experience is the “short term placement of secondary students with host employers, to provide insights into the industry and the workplace in which they are located. Students are placed with employers primarily to **observe and learn** – not to undertake activities which require extensive training or experience” (DEECD).

To successfully undertake Work Experience your child will undergo two Safe@Work tests during school time. The tests are designed to prepare students for their Work Experience. One is called a ‘General Module’ and is required for all students and relevant to all industries. The other test is the ‘Industry Module’ which is undertaken once the student has arranged their Work Experience placement and is specific to the industry they will be observing. If these tests are not completed at school, students must complete them at home.

To get underway with the implementation of your child’s Work Experience I request that you please, along with your child, determine the most suitable workplace for them to witness and approach relevant employers to request that they allow your child to complete a week’s Work Experience with them. The dates of the week for Work Experience will be **24th June – 28th June, 2013**. It is beneficial to have considered, and indeed organised the placement with an employer early, to ensure the position secured has meaning for your child’s future career path and I therefore would like to encourage you to assist in this matter over the January school holidays.

Included in this pack are the following items:-

Work Experience Arrangement Form – please ensure this form is **completed in total**, both **front and back**, and is returned to the Frankston High **Middle School Office** by **Friday March 1st, 2013**. This form must be signed and dated by EMPLOYER, PARENT and STUDENT. **Please ensure the Work Experience Arrangement Form with all ORIGINAL SIGNATURES is returned, as *copies of completed forms cannot be accepted.***

Work Experience – A Guide for Parents and Students – please read carefully to ensure you and your child are fully informed as to the purpose and procedures of Work Experience.

Work Experience –Guidelines for Employers – please feel free to present this to any employer who may request further information regarding the overseeing of a Work Experience student in their workplace. This form may assist in making employers feel more at ease with the process of supervising a Work Experience student. Should you need further copies of this form please feel free to contact myself via the listed contact details.

Safe @ Work General & Industry Module Instructions – if students are away when the General Module is completed in class the week beginning 3rd of December, these step by step instructions will guide the student to complete the test at home. (Industry Module completed in class at beginning of Term 2, 2013)

Work Experience Paperwork – CHECKLIST – to help you ensure you have completed all the relevant paperwork by the required time.

Please be aware that should a student choose to do Work Experience in an environment that could be considered to be a ‘**construction**’ zone, they will need to undergo a training day to be awarded the ‘**Construction Induction Card**’. This will come at a significant cost to the student and their family – anywhere from \$80 to \$140 depending upon the number of students we have participate in our training day. For purposes of our Work Experience program and to meet the requirements of Work Safe regulations, Frankston High School requires students working in both commercial and domestic construction sites to hold this certification – this will include working with local tradespeople (e.g. Landscape, Contractors, Plumbers, Electricians, Builders, etc).

KEY INFORMATION

- **Work Experience Week: 24th June – 28th June, 2013**
- **Work Experience is COMPULSORY for ALL Year 10 Frankston High School Students**
- **Work Experience Arrangement Form to Middle School Office by Friday, 1st March, 2013**
- **Safe@Work General Module Certificate to Middle School Office by Friday, 1st March, 2013**
(if not already completed in class in 2012)
- **Students UNDER 15 years of age on 24th June must see Work Experience Coordinator before the end of Term 4, 2012.**
- **PLEASE NOTE: NO Interstate Work Experience is permitted.**

Regards



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Work Experience Coordinator

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