

**Work Experience is a career development initiative for all year 10 students.
This year Work Experience is scheduled for 22 – 29 June, 2018.**

What is Work Experience?

Noosa District State High School operates Work Experience under the Work Experience Act 1996, the Workplace Health & Safety Act 1995 and the Anti-Discrimination Act 1991. The aim of the Work Experience program is to provide students with a better understanding of work and to sample different types of occupations. Work Experience is an integral part of the Year 10 Career Education Program and the Senior Education & Training Planning (SETPLAN) process.

When is Work Experience scheduled?

- Work Experience is scheduled as part of **VINCIT Week held from Friday, 22 June to Friday, 29 June, 2018.**
- All students in Year 10 are expected to participate in Work Experience during this week, as no classes are scheduled at school.

The Work Experience program requires student to:

- Source a work placement in an industry of interest
- Complete **All** details required on the **Work Experience Registration Form**
- Return the **Work Experience Registration Form** to the school office **NO LATER THAN Term 2, Week 1: Thursday, 19 April 2018**, to ensure school details are forwarded to the employer and your placement secured. It is advised that you **begin organising your placement as early as possible** to avoid disappointment. You can **return your form as soon as you have your placement organised**
- Attend the place of employment for 6 days
- Work normal hours for the industry
- Be punctual, cooperate and responsible; dress suitable for the occupation
- Find their own transport to and from their workplace
- Complete their work experience log book

What next?

Once Mrs Campbell has confirmed your placement an envelope will be given to you in role group. The envelope will have a detailed letter to parents/caregivers and some insurance information. There will also be information and a letter to your employer but most importantly you will find a **Workplace Agreement Form**. This form is to be taken to your employer to an interview (which you will need to organise) to talk about logistics (how you will get to work, what times you will work, what you wear to work) and must be signed by **your employer, parent/caregiver and the student** and returned to school **before** you start work experience.

Where do I go if I have questions?

All questions related to Work Experience can be directed to the Vocational Educational Officer, Mrs Heidi Campbell, email: hcamp121@eq.edu.au or by calling 5472 2214.

Yours sincerely



Heidi Campbell
Vocational Education Officer



Renee Rackley
Deputy Principal