



Workplace Diary and Workbook

2017

Grade 10
Work Studies

Student Name: _____

Class Group: _____

Documentation to be completed while on work placement

- Fill in personal details
- Before starting, please read ALL OF THIS DOCUMENT
- Complete the Log sheet daily and ask the employer to sign
- Evaluation sheet- please complete at the end of work placement
- Write a thank you letter to your work placement host, and a copy to be sent to Mrs Harris
- Work placement diary is to be handed into Mrs Harris for evidence gathering for assessment in the unit. This diary is due to be handed in on the next Work Studies class unless otherwise agreed.
- This work placement addresses ACARA curriculum
<http://www.australiancurriculum.edu.au/work-studies/curriculum/f-10?layout=1>
 - Assess the value of self-directed and lifelong learning in responding to changes and challenges in circumstances (ACWSCL022)
 - Focus their learning strategies on personal and work-related aspirations (ACWSCL024)
 - Explain the range of skills and attributes necessary to work effectively in the 21stcentury (ACWSCL025)
 - Select and use appropriate protocols for communication in workplace contexts (ACWSCL026)
 - Evaluate a range of online communication tools used in work contexts (ACWSCL027)
 - Apply knowledge to self and career decision making processes (ACWSCC032)
 - Use career decision making skills (ACWSCC033)
 - Analyse emerging approaches to work and the implications these have for workers to be flexible, proactive and responsive (ACWSCL034)

STUDENT RECORD

1. Personal details

Full name: _____

Address: _____

State: _____ Post Code: _____

Contact phone number: _____

Any known medical conditions: _____

If yes, what is the required medication?

2. Parent Guardian details:

Full name: _____

Address: _____

State: _____ Post Code: _____

Contact phone number: _____

3. Work placement details

Employer: _____

Supervisor's Name: _____

Address: _____

Contact phone number: _____

4. School Details

Full name: St Aloysius Catholic College

Address: PO Box 353, Kingston 7051

Contact phone number: 6229 0124

Contact Person: Mrs Natasha Harris- 0418 517 924

5. Work experience details

Start Date: _____

Finish Date: _____

Total number of days: _____

Hours of work: _____

Clothing or footwear required:

Special requirements:

1. Student obligations

1.1 Shall perform their placement duties to the best of their ability and comply with all reasonable directions of the host employer and its employees;

1.2 Advise that they are aware of their rights and responsibilities for the work experience placement;

1.3 On any occasion where they become ill or injured while on placement, consents to receiving such medical treatment (including the administration of anaesthetic) as may be deemed necessary by a qualified medical practitioner

2. Parent/ Guardian Consent

2.1 Consents to the student undertaking work experience placement

2.2 On any occasion where they become ill or injured on work experience placement, consents to receiving such medical treatment (including the administration of anaesthetic) as may be deemed necessary by a qualified medical practitioner.

3. Employer Obligations

3.1 Agrees to supervise and train the student for the purposes for the work experience placement

3.2 Agrees to act in accordance with its workplace responsibilities, including those set in the Occupational Health and Safety, Equal opportunity and Anti discrimination Act.

Student Name _____

Signature _____ Date _____

Parent Guardian Name _____

Signature _____ Date _____

Signed on behalf of the employer Name _____

Position _____

Signature _____ Date _____

What is Work Experience?

Work Experience is designed to be an experience of the world of work, which is as realistic, as possible. It is generally of short duration and does not involve any payment.

Work Experience is usually limited to observation, shadowing, or specific one-off projects. However, even observation and the chance to talk informally with staff in a particular job can be significant to a young person in the process of making career decisions.

Students will vary greatly in their previous experience and their understanding of the workplace. Some want to test their expectations of a particular career which they hope to make their vocation, and some hope to gain experience in an area which might lead to future part-time or casual work, but all can learn a great deal from a Work Experience placement.

Employer's Role

The role of the employer is to:

- Consider a program so that the student can experience a variety of tasks and roles within your workplace
- Provide the student with information about the running of the organisation and the staff involved when they commence their Work Experience placement
- Allocate a mentor or someone who can be the first point of call for the student
- If possible help the student with the completion of any tasks required to be undertaken such as the completion of their Work Experience journal

Employer's Responsibilities

- Complete any relevant forms and approvals as requested by the Work Experience Coordinator
- Ensure the student is supervised at all times
- Fulfil any obligations imposed by the *Workplace Health and Safety Act 1995* and other relevant Tasmanian legislation and regulations, as advised by the Work Experience Coordinator.
- Give feedback to the student via a student Work Experience evaluation if asked
- Liaise with the Work Experience Coordinator in relation to any issues relating to the student in the workplace.
- Notify the Work Experience Coordinator/school/parents immediately of any unexplained absences by the student from the workplace -any injury to the student whilst on Work Experience.

Induction Information

Your induction should also include:

The "who, what, where, why, when and how" of the workplace such as:

- Who is your mentor/contact person, other staff and what are their roles
- Where are the toilets
- Where can you put personal belongings
- Hours of work
- The tasks/activities will you be doing
- Dress codes and protective clothing requirements
- Tea/coffee, lunch and toilet breaks
- Security, fire and other emergency procedures
- Occupational health and safety information
- Any restrictions, such as areas that the you must not access, or equipment they must not use

Business Policies relating to

- Intellectual Property
- Confidentiality
- Internet, phone or email usage
- Occupational Health and Safety

Structured programs for work experience

Employers and students find that the work experience placement is more rewarding if there is a structured program in place. The student is then aware of what they will be doing at any given time, and each employee knows when they will be required to assist the student. It also allows a business to showcase to the student the full range of roles available.

Insurance/occupational health and safety

Current insurance forms for the student have been poste to the parent and employer prior to work placement commencing..

Information about Work Experience

Transport

Students are required to find their own transport to and from Work Experience.

Hours of work

Students are expected to work the same hours as other employees. This may involve some shift work e.g. in medical or catering areas. Make sure you discuss any personal factors such as work commitments or transport that may influence the hours you will be able to work with your teacher and with your employer before you start Work Experience. This will need to be recorded on your contract.

Sickness/ absence

In case of sickness, notify the work place before you normally would start work and phone

the school Co-ordinator Mrs Natasha Harris on 0418 517 924 before 9:00am.

Being at work on time

Make an effort to prepare yourself and aim to get to the workplace at least 15 minutes before the agreed starting time. Preparation should include checking transport arrangements, organising your clothes, checking your alarm clock, etc.

Suitable clothing

Generally, each industry has suitable clothing requirements. For example, in the Retail Industry you would be expected to wear neat and professional clothing. Some industries may place emphasis on the requirement for the clothing to be more protective than presentable. For example, in the Automotive Industry you would be expected to wear overalls and safety boots.

Things to consider:

Students need to look professional, well groomed and neat at all times.

Personal hygiene and presentation must be of a high standard.

Clothing must be washed and ironed, shoes cleaned.

Hair clean and well groomed.

Chewing gum and mobile phones are unacceptable in the workplace.

Low cut tops or tops that show your midriff are not appropriate for a workplace.

If you have questions about what you should wear for Work Experience speak to your teacher.

Conditions

As the Work Experience Program is a special extension of the normal school program, certain conditions must be accepted by parents and students.

You will be expected to:

- Ensure the work placement provider is notified of any specific medical conditions that may affect the placement.
- Follow the Guidelines for Code of Conduct you signed.
- Comply with reasonable directions given by the work placement providers
- Follow the rules and regulations of the work placement organisation and co-operate with the employer to meet their Duty of Care and Occupational Health, Safety and Welfare procedures and practices.
- Discuss your progress with the employer/workplace supervisor – ask how you are going.

Let the Work Experience Coordinator know if you are having any problems.

Any student whose behaviour is regarded as being detrimental to the employer or the school's program will be removed from Work Experience.

Where any student is obviously uninterested, unsafe, or generally regarded as being unworthy of the employer's time and opportunities, he or she may be withdrawn or relocated.

At the end of the program, the supervisor will complete a report as a valid record of

involvement. It must be submitted to the school to be copied for school records.

Mobile phones

Remember that mobile phones must be turned off at work. It is very inappropriate to send or receive text messages or use your phone in any way.

Payment to students

Students must not be paid as this breaches the work experience contract and makes the schools insurance invalid.

Confidentiality

In many workplaces you may see, hear and process information that is sensitive or private.

Generally you should treat all information as confidential and not discuss workplace matters.

Some work placement organisations may ask you to sign a "Protection of Privileged and Confidential Information Agreement" that requires you by law to treat all information as strictly confidential.

Rights (including Occupational Health, Safety and Welfare (OHS&W), Discrimination and Harassment)

Employers have a legal obligation to make sure you work in a safe environment or not to carry out work that could damage your health.

The Employer is required to induct you into the workplace and the OHS&W requirements of the industry before starting your placement. If you feel you are unable to use equipment or carry out a task safely you must ask your employer or supervisor for advice or assistance.

You must never carry out a task that may be dangerous to equipment, yourself, other workers or members of the public. If you are asked to work in an unsafe environment you must contact your Work Experience Coordinator immediately.

If you are unsure about how to do something always ask!

You have the right to participate in a program that provides a safe and healthy working and learning environment that is free from harassment or discrimination.

If you are placed in a situation where you feel uncomfortable (e.g. sexual harassment, verbal or physical abuse by other employees, etc.), you should contact your Work Experience Coordinator/Teacher immediately.

Code of Conduct for Work Experience

Student Name: _____

School: St Aloysius Catholic College

I agree that:

I have read and understood the *Student Induction Booklet* and I am aware of my rights and responsibilities.

I will contact my employer at least one (1) week prior to the placement.

I will notify the employer and school of any changes to my Work Experience Placement e.g. sickness.

I will attend the workplace on the right days and at the times agreed with the employer/workplace supervisor.

I will perform my placement duties to the best of my ability and comply with all reasonable directions of the host employer and its employees.

During the placement if I have access to information which is private and confidential, I will not convey to any person outside the host employer workplace any knowledge or information of a confidential nature which is gained in the course of the placement.

I recognise that my involvement in Work Experience is a privilege and as such I have responsibilities to my employer and school.

Student Name _____

Signature _____ Date _____

Parent Guardian Name _____

Signature _____ Date _____

Signed on behalf of the employer Name _____

Position _____

Signature _____ Date _____

Student daily log sheet

Date	Tasks completed daily	AM Start	PM Finish	Total hours for the day	Signature of supervisor

Student evaluation of work placement

1. How do you think you benefited from work experience?

2. The benefits I gained doing work experience in this job were:

3. Do you consider you were well suited to the job? Circle most applicable answer

Well suited

Suited

Not suited

4. What factors influenced you to come to your decision in question 2?

5. Would you consider this job for a career? Circle most applicable

Yes

No

Uncertain

6. What factors influenced you to come to your decision in question 3?

7. How have your expectations of this job changed during the week? Reflect on your experiences.

7. Have you been able to discuss the training requirements with your employer, and feel more informed on making subject decisions for college?

8. What subjects do you need to be able to study in grade 11 and 12 in order to gain university entrance? If you are not planning on university, what courses will you need to study at a TAFE or other RTO?

Sample thank you letter

Your Name

Your address

Date _____

Name of Person you reported to

Company Name

Address

City, Postal Code

Dear _____,

I would like to thank you for my recent Work Experience at _____
(company name). I enjoyed my placement and the opportunity to learn more about your
company.

This experience taught me (more about teamwork, customer service and what the working
world is like). I really appreciated (how supportive and friendly you and your staff were). I
learned (say a few things that you learned). These lessons will help me with my future career
goals.

Thanks again for everything.

Sincerely,

Your Signature

Type your First and Last Name

