



Dear Parent/Caregiver,

**Year 10 students have the opportunity to participate in Work Experience during SET Plan Week.**

This is a valuable chance for students to explore future career options, gain real-world experience, and build skills for life after school.

**While participation is optional, we encourage students to get involved.**

### **What You Need to Know**

Students are responsible for finding their own employer, but the Career Connections Centre can provide advice.

Students must contact the employer directly to confirm the placement and organise the Work Experience Agreement.

Students must attend their SET-Plan Interviews! Please ensure the employer is aware that the student is unavailable to attend the workplace on the day of their SET Plan Interview.

All completed Work Experience Agreements must be returned by **Friday, 1st August (Week 3, Term 3).**

### **Important Information**

**Principal Approval:** All placements must be approved by the school Principal before the placement can go ahead.

**Family Businesses:** To ensure a meaningful experience, students cannot complete work experience at a business owned by a parent/guardian, and parents/guardians should minimise the time they supervise the student during the placement.

**Unpaid Program:** Work experience is an unpaid program. Students cannot be paid while on placement as it would affect the insurance coverage provided by the Department of Education.

**Insurance:** Students are covered by Department of Education insurance during the placement (as long as the agreement is signed and approved in advance).

**Transport:** Students and families are responsible for organising transport to and from the workplace. The school does not provide transportation.

**Dress Code and PPE:** Students must follow the dress code provided by their employer. Some workplaces may require PPE (e.g. steel-cap boots or hi-vis clothing). The school does not supply clothing for the placement, there are a limited number of items that can be borrowed from the Career Centre. Students need to speak with the Career Centre team to discuss if items are available.

**Construction Industry:** If the student's placement is in construction, they must hold a White Card before starting. This training must be completed outside school hours and is at the student's cost. The Career Connections Centre can help provide details of companies that offer White Card Training, if needed.

### **Submitting the Work Experience Agreement**

The Work Experience Agreement is attached. To complete it, please ensure the following sections are filled out and signed:

**Employer details (Page 1) & Employer signature (Page 2)**

**Student details (Page 1) & Student signature (Page 2)**

**Parent/Guardian details (Page 1) & Parent/Guardian signature (Page 2)**

**Return the completed form to the Career Connections Centre by August 1st, and we will arrange for the Principal's approval.**



# Work Experience

**School approval is required before attending Work Experience.**

**A completed Work Experience Agreement form must be submitted and approved prior to the placement.**

Work Experience is an exciting opportunity for students to explore careers and build valuable skills. At Bremer State High School, we encourage students to take initiative in shaping their Work Experience journey.

## What is Work Experience?

Work Experience allows students to explore jobs and industries firsthand. It helps them:

- ✓ Understand potential career paths.
- ✓ Learn new skills and meet industry professionals.
- ✓ Gain insights to make informed career decisions.

## Why Participate in Work Experience?

Benefits include:

- ✓ Exploring your dream job.
- ✓ Building a strong work ethic and professional network.
- ✓ Developing skills and references for your resume.
- ✓ Gaining confidence and identifying future opportunities.

## Finding Your Placement

Students are responsible for arranging their own placements. Use personal contacts or approach businesses directly. If needed, the Career Connections Centre can provide guidance and resources, including business contacts and practice questions for employer interactions.

## Principal's Approval

- ✓ All placements must be approved by the School Principal prior to you starting.
- ✓ Approved placements are covered by Department of Education insurance.
- ✓ Placements can be canceled by the school, employer, or student/parent if necessary.

## Duration and Timing

- ✓ **Maximum Days:** 30 per calendar year.
- ✓ **Unpaid Work:** Placements are unpaid but covered by insurance. Insurance is invalid if students are paid for their time.
- ✓ **Flexible Schedules:**
  - **During school terms:** One day per week.
  - **During school holidays:** Full week blocks.
  - **Special programs:** Require individual approval for different days.
  - **Year 10 - Work Experience:** During SET-Plan Week
  - **Year 9 Work Experience:** Last week of Term 4, full week or a couple of days.

## Application Timeline

Submit your Work Experience Agreement form to the Career Connections Centre **at least one week before your start date.** Approval is required before your placement begins.

# How to Organise a Work Experience Placement

## Preparation Stage:

- ✓ Discuss your goals with your parent/guardian.
- ✓ Collect a Work Experience Agreement form from the Career Connections Centre.
- ✓ Research businesses in your industry of interest. (See the Career Connections Centre team if you require any assistance)
- ✓ Practice how you will approach businesses and what you will ask them.

## Organising Your Placement:

- ✓ Dress appropriately (if approaching the business in person).
- ✓ Contact businesses and request a placement. (See next page for questions to ask)
- ✓ If you are seeing them in person, complete the work experience agreement (Student, parent/guardian, and employer sections)
- ✓ If you are asking over the phone, collect all the details so the agreement can be emailed to them to sign.
- ✓ Submit your work experience agreement to the Career Connections Centre team so approval can be granted by the Principal.
- ✓ Wait for confirmation before attending. Insurance does not cover the placement until

## Leading up to your Placement:

- ✓ Review your work experience agreement so you know:
  - What to wear
  - Where to go
  - If there are any specific requirements/things you need to take
  - If there is any training you need to do before your first day
  - What days and times you need to be there
  - Who to ask for on your first day
- ✓ If you are unsure, call the employer before your placement
  - **Make sure you contact them early, don't wait until your first day.**

## During your Placement

- ✓ Inform your employer of any planned absences
  - **You are required to attend school for any exams, please notify your employer in advance**
- ✓ Contact the Career Connections Centre Team, if you have any concerns
- ✓ Follow safety instructions
- ✓ Follow supervisors instructions
- ✓ Ask questions to learn about the different

## Extra Tips

- ✓ Be polite and professional at all times.
- ✓ Take notes during conversations so you don't forget important details.
- ✓ If a business says no, don't be discouraged - try the next one on your list.
- ✓ Thank everyone for their time, even if they can't help.
- ✓ During your placement

# Step-by-Step Guide: Contacting Employers for Work Experience

## Step 1: Prepare Yourself

Before reaching out to employers, make sure you:

- ✓ Have a clear idea of what type of work experience you want and why.
- ✓ Know your availability, including school and personal commitments.
- ✓ Update your resume (visit the Career Connections Centre if you need help)
- ✓ Practice introducing yourself and asking about work experience.

## Step 2: Making Initial Contact

You can visit, call, or email businesses to inquire about work experience.

### Visiting a Business in Person

- ✓ Dress Appropriately: Wear neat, professional clothing.
- ✓ Timing is Key: Avoid visiting during busy times (eg. lunch hours for restaurants)
- ✓ Introduction:
  - Make eye contact and use a clear, confident tone. Say:
- ✓ ***"Hello, my name is [Your Name], and I'm in Year [9/10/11/12] student at Bremer State High School. I'm interested in a career in [Your Career Interest], and I'd like to ask if your business offers opportunities for Work Experience."***

### Calling a Business

- ✓ Prepare your Script: Write down key points so you don't forget
- ✓ Introduction:
  - ***"Hello, my name is [Your Name], and I'm in Year [9/10/11/12] student at Bremer State High School. I'm interested in Work Experience opportunities with your business. May I speak to the person responsible for arranging placements?"***

### Emailing a Business

- ✓ Subject Line: Be clear and professional, eg. "Request for Work Experience Opportunity"
- ✓ Body of the email: Include a brief introduction of yourself, your reason for contacting them, a request to discuss opportunities and your availability.
- ✓ Sample Email:
  - ***Dear [Contact Name],  
My Name is [Your Name], and I'm a Year [9/10/11/12] student at Bremer State High School. I'm passionate about pursuing a career in [Your Career Interest] and would love the opportunity to gain Work Experience at [Business Name].  
I'm available [Insert Dates/Times] and would be happy to discuss how I can contribute during my placement. I've attached my resume for your reference.  
Thank you for considering my request. I look forward to hearing from you.  
Kind Regards,  
[Your Name]***

## Step 3: Confirming Your Placement

Once an employer has said yes to hosting you:

- ✓ Gather Information: Ask for the following details to complete your Work Experience Agreement
  - The name of the contact person.
  - The workplace address.
  - A phone number & email address.
  - Any expectations & requirements (eg. specific work attire, start and finish times, placement dates, what tasks/duties will you be performing.)
- ✓ If you are there in person, get the agreement signed by the employer to lock in the placement.
- ✓ If you are speaking with them over the phone or via email, advise they will need to sign our agreement and email this or arrange to see them in person to complete the agreement.
- ✓ Return the agreement to the Career Connections Centre once it has been signed by the student, parent/guardian and employer for approval (1 week before your start date)

# Work experience placements for school students

## Agreement

### Privacy statement

The Department of Education (the department) is collecting personal information on this form in order to make a work experience arrangement for a student under the *Education (Work Experience) Act 1996 (Qld)*. The personal information will only be used by authorised employees within the student's school, the department, and the nominated work experience provider for the purpose of organising and implementing the arrangement. The information may also be given to the Queensland Government Insurance Fund and WorkCover Queensland for the purpose of managing insurance coverage as required by the *Education (Work Experience) Act 1996 (Qld)*. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

### Work experience arrangement

This agreement establishes a work experience arrangement under the *Education (Work Experience) Act 1996 (Qld)*, and should be completed and signed, where indicated by the student, their parent, the work experience provider and Principal of the student's school.

<b>School name:</b>	Bremer State High School	A N D	<b>Provider's name:</b>	
<b>School address:</b>	133-153 Warwick Rd, Ipswich 4305		<b>Provider's address:</b>	
<b>Work experience coordinator:</b>	Rachael Daniels / Melinda Edyvean		<b>Nominated supervisor:</b>	
<b>Phone:</b>	07 3810 9217		<b>Phone:</b>	
<b>Email:</b>	careers@bremershhs.eq.edu.au		<b>Email:</b>	
<b>PLACEMENT DETAILS</b>				
<b>Industry/ Occupation:</b>		<b>Model of work experience:</b> (Select one)	<input type="checkbox"/> Work sampling <input type="checkbox"/> Structured work placement	
<b>Dates of placement:</b>		<b>Number of days:</b>		<b>Hours of work:</b>
<b>Summary of key workplace activities</b>			<b>Example risk assessment activities</b> (select activities undertaken, as appropriate)	
			Telephone call <input type="checkbox"/> Workplace visit <input type="checkbox"/> Student induction activities <input type="checkbox"/> School-developed documents <input type="checkbox"/> Workplace-generated documents <input type="checkbox"/> Other:	
<b>Special requirements for placement</b> (e.g. uniform, personal protective clothing/equipment):				
<b>STUDENT DETAILS</b>				
<b>Student name:</b>		<b>Date of birth:</b>		<b>Gender:</b>
<b>Phone:</b>		<b>Email:</b>		
<b>Emergency contact Name:</b>		<b>Out of school hours emergency phone:</b>		
<b>Medical information:</b> (List any pre-existing medical conditions that may impact on the student's work experience placement. Please attach details of medications and health plans where relevant.)				



**STUDENT RESPONSIBILITIES**

I understand that my conditions of placement are:

- attending my placement for the full work experience period
- immediately notifying my school and the work experience provider if I am unable to attend or am late
- demonstrating behaviour aligned to my school's responsible behaviour expectations and in keeping with the accepted standards of my work experience provider
- performing my duties to the best of my ability and complying with all reasonable directions given by the work experience provider
- following all workplace health and safety procedures in my workplace
- notifying my school and work experience provider of any incident or accident in the workplace which may involve me.

**Student signature:**

**Date:**

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**PARENT CONSENT (Applicable to students under 18 years of age)**

I understand that my responsibilities relating to my student's work experience placement are:

- providing any information about medical conditions and/or medication relating to my child which may impact on the safety of my child or the safety of others in the workplace
- organising transportation for my child to and from the work experience placement location
- paying any expenses related to my student's participation in the work experience placement
- contacting the school and work experience provider if my child is unable to attend or is late.

I consent to this work experience arrangement and participating in work experience as stated.

**Parent signature:**

**Date:**

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**WORK EXPERIENCE PROVIDER'S AGREEMENT**

I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement are:

- understanding my responsibilities relating to health and safety under the *Work Health and Safety Act 2011 (Qld)*
- providing students with relevant and appropriate training, where required, and direct supervision at all times while undertaking work-related activities
- allocating a workplace supervisor to the student and ensuring this person is aware of their responsibilities
- ensuring the permitted number of students accepted for work experience does not exceed the number of full-time employees
- informing the student of particular safety requirements of this workplace including personal protective clothing/equipment
- explaining workplace policies regarding bullying, harassment and discrimination and codes of conduct, and explaining processes for reporting problems or issues
- notifying the school/work experience coordinator of any incident or accident involving a school student, any action undertaken and damages to property involving the student during this placement
- explaining work tasks clearly and implementing reasonable adjustments where appropriate, for students with additional educational needs
- ensuring the student will not undertake activities which are prohibited by law, excluded under the department's liability cover, or unsuitable for a student placed in a work experience environment
- ensuring the hours worked by the student do not exceed the normal hours worked in my industry
- meeting with school staff who visit the workplace to discuss the student's progress
- completing any required documentation (e.g. student report) and returning it to the school
- ensuring the workplace supervisor has the contact details of the work experience coordinator in case an issue arises
- notifying the school/work experience coordinator of any unexplained absences by the student
- ensuring the student is not paid whilst undertaking work experience
- understanding the level of liability cover provided by the department and the activities excluded from insurance cover information which will be provided to me by the school
- understanding that the arrangement may be terminated at any time by either the school principal or me.

**Work experience provider's signature:**

**Date:**

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**PRINCIPAL'S AGREEMENT**

I enter into an arrangement for the named student to be placed for the purpose of work experience with the above named work experience provider.

**Bremer SHS Principal's signature:**

**Date:**

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