

WORK EXPERIENCE

POLICY

Rationale:

- Our school recognises the opportunities and rewards that can be achieved through our involvement in the work experience program, and also recognises the responsibility and duty schools have in the development of students of all ages. We therefore seek to be active participants in work experience programs whenever practicable.

Aims:

- To provide opportunities for work experience students to work at our school, and to benefit from our advice, experience and suggestions.

Implementation:

- The Principal will be responsible for the coordination of the work experience program.
- The Principal will also be the point of contact between our school and the secondary college from which the work experience students originate.
- The Principal will welcome work experience students to our school, and will provide them with an appropriate familiarisation induction which will include the physical layout of the school, dress codes, time of attendance, duty of care, attendance at meetings, absence procedures, emergency drills and key contacts.
- The Principal will seek expressions of interest from staff regarding work experience student supervision, and, after consulting with the principal will appoint work experience students to staff members according to the experiences sought by the student and the skills and abilities of the potential supervising staff.
- Supervising teachers will be made aware of the work experience student's needs and will support them in their endeavours.
- Supervising teachers will provide students with constant feedback, clear advice and guidance.
- Work experience students will have the same access rights to staff amenities as afforded regular staff members, but will generally not be privy to confidential discussions regarding parents or students, or other similarly sensitive information.
- The Principal will observe each work experience student whilst they are engaged with students and provide feedback.
- Any ongoing or significant performance or behaviour issues concerning a work experience students will be brought to the attention of the principal, and communicated to the secondary college via the school's work experience program coordinator.
- Schools generally do not pay the \$5.00 per day payment provided to work experience students at other work locations.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

March 2015