



Granville South Creative and Performing Arts High School

A Community and Selective School Focusing on Student Engagement and Success

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Acting
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WORK EXPERIENCE

GENERAL INFORMATION

What is Work Experience?

In a Work Experience Program Year 10 students will be placed in an actual work situation. By taking part in a Work Experience Program students will have the opportunity to:

- gain further information and insight on a specific career
- help with personal and social development
- find out about the world of work and help their understanding of it

Where to look

Students can go to most commercial, retail, industrial, professional, tertiary or community/welfare organisations. There are limitations when involving dangerous occupations or hazardous work environments.

Placement

Students at Granville South CAPA must make a genuine attempt to find their own work experience placement. The Careers Adviser will support those students who have difficulty with work placement.

When considering what type of Work Experience to attempt, students should take into account their interests, skills and ambitions. Employers expect a reasonable standard of cooperation and enthusiasm from the student(s). It is important that a student should not attempt a position that there is no interest as it may disadvantage future relationships between the school and employer.

Hours of work

Students are expected to work the normal working hours for the specific job in order to gain a realistic experience and understanding of the world of work. In some occupations this may involve an early start, late finish or different starting/ finishing times each day.

Payment involved

Students attending Work Experience are volunteers not employees therefore, **MUST NOT BE PAID**. If any payment is exchanged this would put at serious risk the insurance provision provided by the Department of Education for the student which are designed to protect the student.

Students are expected to meet the cost of transport, lunches and any personal expenses for the duration of the program.

Work Experience and school

Work Experience is an essential part of the school's Career Education Program. It is a program in which the workplace becomes an extension of the classroom and is part of the school's total educational program. Work Experience is relevant for students of all levels of ability.

School contact during Work Experience

Teachers will endeavour to visit students during Work Experience where possible. If a visit is not possible communication via telephone call will be conducted.

Follow up after Work Experience

Students will be given an opportunity to discuss their experiences and share that information with the class. The subject teacher will be made aware of the Work Experience placement allowing the student to share any relevant experience and or knowledge during class.

Evaluation of Work Experience

To properly evaluate the Work Experience Program it is important that students, parents, teachers and employers take part in the evaluation process.

CHECK LIST FOR WORK EXPERIENCE

Tick each point off as you complete.

1. Decide what type of career you are considering in the future ☐
2. Talk to the Careers Adviser to get some tips and help ☐
3. Make contact with the potential employer, either: ☐
 - in writing (see student letter)
 - by phone
 - in person
4. Have a copy of your resume ready to show/send to the employer ☐
5. Have all the paper work in order: ☐
 - Letter to the employer ☐
 - Student Workplacement Record ☐
 - Thank you letter to the employer ☐
 - Employer evaluation ☐
 - Student Reflection ☐

INSTRUCTIONS FOR WORK EXPERIENCE

Remember you are committed to full time work or you must attend school.

What must I do?

1. Sickness. If you too sick to attend work:

- ✓ Phone the employer before work hours begin
- ✓ Phone Mrs Kehagias at school or leave a message (98922654)
- ✓ You must bring a note to school when you return by your parent/carer explaining the absence.

2. Work. You are to be treated as any other employee and you must act accordingly:

- ✓ Working the normal hours of the business
- ✓ Following directions/ instructions
- ✓ Attempting whatever task you have been assigned
- ✓ Being punctual
- ✓ Dressing appropriately
- ✓ Being respectful of others
- ✓ Following the work safety rules
- ✓ Being prompt at work after breaks

3. Employer's Report

Give the supervisor the Employer's Report on the first day. You are responsible for this report and remember to collect it before you leave. The careers adviser will read the report and you will then be issued with a Work Experience Certificate. There will **not be** a Work Experience Certificate **without** this report

4. Student's Report

This report must be handed in to Mrs Kehagias on the first day back at school. Be aware without the Student's report and the Employer's report a Work Experience Certificate will not be issued.