



WORK PLACEMENT POLICY

RATIONALE:

Work Placement is a learning program for students that provides them with work-based experiences in vocational areas and opportunities to explore the workplace. This enables students to better prepare themselves for the transition from school to work.

Work placement gives the students opportunity to:

- make decisions concerning their future
- experience the world of work
- practise and develop responsible vocational and life skills
- incorporate subject-based learning into the world of work
- increase confidence and develop broad communication skills
- build a realistic understanding of employer expectations and industry standards.

PROCESS:

1. Year 10, 11 & 12 students go out each Wednesday.
2. Career Education is taught in the Literacy learning areas, with a focus on work place literacy and the completion of the log book.
3. The student makes a work placement request to Vocational Education Teacher.
4. Vocational Education Teacher makes contact with employer, confirms the details and explains insurance policy.
5. Employer signs insurance form.
6. Vocational Education Teacher outlines placement to student
6. A proforma goes to all teachers of this student, explaining when they will be on work experience.
7. Students enquire about and negotiate any assignments or missed work.
8. Students on returning to school complete log book self assessment and workplace questions.