



# WORK EXPERIENCE POLICY

## BASIC BELIEFS

Berwick Lodge Primary School supports local secondary schools in finding work placement for Year 10 students. The school warmly welcomes and encourages secondary students to apply for placement at the School.

## GOALS

We aim to provide work experience students with the opportunity to experience first hand, a wide variety of tasks whilst they are in the workplace under the guidance of supervising teachers.

## GUIDELINES

- Work experience students are required to:
  1. Approach the school, making an appointment with Work Experience Co-ordinator.
  2. Present their Work Experience Arrangement form at this appointment.
  3. Contact the school to confirm the arrangements and agreed dates one week prior to commencing work experience.
  4. Dress and behave in a manner as deemed appropriate by the school.
  5. Become involved in the daily routine of the school and assist supervising teachers as required.
  6. Seek a copy of the evaluation form and discuss their work experience with the teacher in charge.
- On the first day of placement, students will meet with the Work Experience Co-ordinator; general information will be issued at this meeting.
- Staff will supervise and assign relevant tasks to the work experience student.

- A copy of the Work Experience Policy will be provided to students and the Secondary School once placement has been confirmed.
- Work experience coordinators from the Secondary Colleges will liaise with the Assistant Principal and/or Work Experience Co-ordinator.
- In order to ensure effective management of work experience, the program will be limited to a maximum of 3 students at any one time.

## **RESPONSIBILITY FOR IMPLEMENTATION**

The Assistant Principal and Work Experience Co-ordinator will be responsible for the implementation and continuous monitoring of the policy.

## **DATE PASSED BY SCHOOL COUNCIL**

The Work Experience Policy was passed by School Council on 23<sup>rd</sup> October 2017

## **PROPOSED DATE OF REVIEW**

The Learning Sub-Committee will be responsible for coordinating and planning the review of the Work Experience policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.