The St Hilda’s Work Experience program

The St Hilda’s Work Experience program is designed for all Year 10 students to experience a week of work in a career of their choice. It is held in Week 10 of Term 3 (19th September – 23rd September 2016). It is the student’s responsibility to apply for positions and make contact with potential employers.

Students are covered by the school insurance policy while they are on work experience.

OBJECTIVES
Through completing work experience students:
- Develop employability skills.
- Gain an awareness of the differences between school and work environments.
- Learn what employers expect of new employees.
- Gain information about future training and employment opportunities.
- Make positive contacts (networking).
- Discover skills and aptitudes required for a particular industry or profession.
- Decide personal suitability for an industry or profession.

STUDENT RESPONSIBILITIES
Students will be expected to:
- Behave and dress appropriately at all times.
- Be punctual.
- Respect the property of the host organisation.
- Maintain confidentiality of the host organisation.
- Follow all safety rules and directions (Work Safe Certificate is completed).
- Use the opportunity to learn about the workplace and possible careers.
- Telephone both the workplace supervisor and the School before 9.00am if you are unable to attend on any day.
- Complete the Work Experience Journal.
- Discuss Supervisor Report with Supervisor at the start of the week and have Supervisor complete the Supervisor Report on the last placement day.

For further information contact Christine Collins
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