

## Undertaking Work Experience at MECS - 2017

Please Note: All students are expected to complete **TWO Work Experience** placements **before commencing Year 12 at MECS.**

Highlighted information is important for those working with animals only.

### YOUR STEP BY STEP GUIDE

1. Approach an employer (via phone, email or in person) to find out if it is possible to do Work Experience in the allocated school weeks (**17<sup>th</sup>-21<sup>st</sup> July and 20<sup>th</sup>-24<sup>th</sup> November, 2017**). Students wishing to undertake Work Experience outside these weeks will need to speak to Mrs Koole. Permission may be granted in special circumstances.
2. If you are planning to do Work Experience that involves working with animals, please fill out the Working with Animals form (in the package) including parent signature. Bring this back to Mrs Koole who will assess whether you are suited to working with animals based on your experience with animals eg. Handling pets at home.
3. Pick up the Work Experience Arrangement form with attached Work Experience Guidelines for Employers and Work Experience Travel and Accommodation Form from outside the Senior School office, outside Mrs Koole's office or use the one in the Work Experience package). Fill out your section and have your parents fill out their section.
4. Take the following forms to the employer:
  - the Work Experience Arrangement Form;
  - the Guidelines for Employers form;
  - the Travel and Accommodation form;
  - and if applicable **the Working with Animals Form that is signed by Mrs Koole.**Ask the employer to read and sign their section of the Work Experience Arrangement form and the Travel and Accommodation form if that is applicable (ie. if it is likely that you might be travelling in a vehicle with your employer during the placement).
5. Bring the Work Experience Arrangement form back to Mrs Koole. Ideally forms are due in 6 weeks before the placement. You can submit them to the Senior School office.

6. Mrs Koole will get the Principal to sign the Principal's section (**please do not take the form to the Principal directly**) and then will send a copy of the form back to all parties concerned before Work Experience commences. She will also send students some important guidelines, and the employer an Employer's Feedback form to complete once the placement has finished.
7. Make sure that you complete the Safe@Work modules found at <http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?Redirect=1> You will need to do the General Module and one Industry Module specific to the Work Experience that you are about to undertake. Ask Mrs Koole if you are not sure which one to do. Year 10s will have some time to do these in class but you can do them at home or in your study time too.

You will be required to sit an online self-assessment test and will receive a certificate if you pass. Print out and give a copy of each certificate to Mrs Koole. You can re-do the test as many times as you need to.

8. Ensure that you have organised a Working with Children Check or a Police Check if your employer requires you to get one, (please ask them if you are not sure).
9. Read the Work Experience Guidelines (sent to you and your parents once your placement has been finalised) with your parents before you commence.
10. Commence your Work Experience placement and fill out the Work Experience Diary provided for you.
11. A staff member will contact you either in person or by phone during your Work Experience Week to ensure there are no problems. Should any problems arise before this, please contact the school on 97386000 or Mrs Koole on 0421879669 immediately or email [akoole@mecs.vic.edu.au](mailto:akoole@mecs.vic.edu.au)
12. The Employer Feedback form is important for your portfolio. Please ask your employer about this if you are not given one when you leave. They may send it straight to the school which is fine. It is important that Mrs Koole has a copy of this so please bring the feedback form to school for her to photocopy if you are given it in person.