



Work Experience Guidelines

1. Contact:

- a. The first port of call for work experience is the Pathways Office at Sacred Heart College.
careers@shc.sa.edu.au
- b. If you need to contact staff during a placement, please contact the College directly 8350 2500.

2. Eligibility:

- a. Work experience placements are available to Sacred Heart College students who meet the following criteria:
 - i. Must be enrolled in Sacred Heart College, Marcellin Campus.
 - ii. Must have completed the required Plink preparatory coursework ([Plink](#)).
 - iii. Must have completed and submitted the Workplace Learning and Agreement Form ([WPLA](#)).

3. Placement Procedures:

- a. **Selection of Placement:** Students are encouraged to actively participate in selecting their own work experience placements based on their interests, career aspirations, and academic goals. The Pathways Office can provide guidance and support in selecting appropriate placements where necessary.
- b. **Placement Approval:** Once a placement is selected, the school will liaise with the host employer to ensure the suitability of the placement in accordance with the student's learning objectives and safety standards.
- c. **Duration:** Work experience placements typically range from one to two weeks, as per the guidelines set by the South Australian Workplace Learning Procedures (Catholic Education South Australia).
- d. **Timing:** At Sacred Heart College work experience placements are typically scheduled during school holidays to minimise disruption to students' academic schedules.
- e. **Preparation:** Prior to commencing their placement, students must complete the preparatory coursework ([Plink](#)) with workplace expectations, safety protocols, and relevant industry standards.
- f. **Organisation:** Students are required to submit all forms through the Pathways Office at least *two weeks prior* to beginning placement.

- g. Cancellation:** The Pathways Office and/or Leadership staff of Sacred Heart College have the right to terminate a work experience placement at any time based on any concerns including but not limited to safety protocols, behaviour expectations, risk management or any other concerns as seen as a concern.

04. Responsibilities:

a. School Responsibilities:

Facilitate the selection and approval of work experience placements.

- i. Provide necessary support and guidance to students throughout the placement process.
- ii. Ensure that all placements comply with relevant legislation, including health and safety regulations.

b. Parent/Guardian Responsibilities:

- i. Provide consent for their child's participation in work experience.
- ii. Collaborate with the school in selecting appropriate placements based on the student's interests and career goals.
- iii. Support their child in preparing for the work experience placement and ensuring attendance and punctuality.

c. Student Responsibilities:

- i. Act responsibly and professionally during the work experience placement.
- ii. Adhere to the workplace policies, procedures, and safety guidelines.
- iii. Seek guidance and feedback from supervisors to maximise learning opportunities.
- iv. Reflect on their experiences and learning outcomes upon completion of the placement.

05. Evaluation and Assessment:

- a.** The school will conduct informal evaluations to assess the students performance (if necessary), according to learning outcomes (such as curriculum based), and overall experience during the placement.
- b.** Students are encouraged to reflect on their experiences and provide [feedback](#) to the school for continuous improvement.
- c.** Host employers may also provide feedback on the student's performance and engagement during the placement.

06. Compliance:

- a. This policy complies with the Workplace Learning Procedures set forth by Catholic Education South Australia (CESA)
- b. Any concerns or issues regarding work experience placements should be reported to the Pathways Office or College Leadership for resolution.
- c. By adhering to this policy, Sacred Heart College students, parents, and schools can collaborate effectively to ensure meaningful and rewarding work experience opportunities.

Procedures:

01. Key documents:

- a. Workplace Learning and Agreement ([WPLA](#)) Form
- b. Workplace Learning Procedures Guide for [Students](#)
- c. Workplace Learning Procedures Guide for [Parents](#)
- d. Work Experience preparation course ([Plink](#))

02. Before Placement:

- a. Select Your Placement:
 - i. Ensure that the chosen placement meets the requirements set forth by Sacred Heart College and complies with relevant regulations (see [Prohibited Activities](#)).
- b. Complete preparatory work ([Plink](#)).
- c. Consult the Workplace Hazards Fact [Sheet](#).
- d. Communicate with Your Supervisor:
 - i. Reach out to your assigned supervisor or contact person at the host organisation.
 - ii. Introduce yourself, confirm the details of your placement (e.g., start date, duration), and inquire about any specific requirements or expectations.

03. During Placement:

- a.** Attend Induction Sessions:
 - i.** Participate in any induction sessions provided by the host employer. If the employer does not provide an induction, contact the Pathways Office and they can provide a [generic student induction checklist](#) for use with your employer.
 - ii.** Familiarise yourself with the workplace environment, safety protocols, and relevant policies and procedures.
- b.** Demonstrate Professionalism:
 - i.** Dress appropriately and adhere to the dress code specified by the host organisation. Including any Personal Protective Equipment (PPE) guidelines.
- c.** Arrive on time each day and maintain regular attendance throughout the placement.
 - i.** If unable to attend work, notify your employer in a timely manner and advise the Pathways Office and/or the College directly.
 - ii.** In case of emergency phone parent/guardian in the first instance and notify the Pathways Office and/or the College directly at earliest convenience.
 - iii.** If the location of work changes, notify your parent/guardian in the first instance and subsequently notify the Pathways Office and/or the College directly.
- d.** Demonstrate a positive attitude, willingness to learn, and respect for colleagues and supervisors.
- e.** Engage Actively in Tasks and Activities:
 - i.** Take initiative and actively participate in assigned tasks and activities.
 - ii.** Seek guidance and feedback from your supervisor to maximize your learning opportunities and performance.
- f.** Observe Workplace Etiquette:
 - i.** Respect confidentiality and privacy regarding sensitive information you may encounter during the placement.
 - ii.** Follow workplace protocols for communication, interactions with clients or customers, and use of equipment or facilities.



04. After Placement:

- a.** Reflect on Your Experience:
 - i.** Reflect on your experiences, challenges, and achievements during the work experience placement.
 - ii.** Consider how the placement has contributed to your personal and professional development and helped clarify your career goals.
- b.** [Provide Feedback:](#)
 - i.** Provide constructive [feedback](#) to your school regarding your experience with the placement.
 - ii.** Share any insights or suggestions for improvement that could benefit future work experience students.
- c.** Express Gratitude:
 - i.** Thank your supervisor, colleagues, and any other individuals who supported you during the placement.
 - ii.** Express appreciation for the opportunity to gain valuable experience and insights into your chosen field.
- d.** Evaluate Your Learning Outcomes:
 - i.** Evaluate the learning outcomes and skills acquired during the placement.
 - ii.** Consider how you can apply these skills and experiences to your academic studies, future career pursuits, and personal growth.

05. Prohibited Activities

[Prohibited Activities](#)



Frequently Asked Questions:

1. What is work experience, and why is it important for my child?

Work experience provides students with an opportunity to gain insight into various industries, develop employability skills, and explore potential career paths. It allows them to apply theoretical knowledge learned in the classroom to real-world situations, fostering personal and professional growth.

2. How does my child find a work experience placement?

Your child can work with the Pathways Office to explore potential placement opportunities. They will assist in identifying suitable placements based on your child's interests, career aspirations, and academic goals.

3. Will my child receive any support during the work experience placement?

Yes, your child will receive support and guidance from the Pathways Office throughout the placement process. Schools facilitate the selection and approval of placements, and ensure that students adhere to workplace policies and procedures.

4. Can my child choose their work experience placement?

Yes, students are encouraged to actively participate in selecting their work experience placements based on their interests and career goals. However, the final approval is subject to the Pathways Office assessment of the placement's suitability and compliance with relevant guidelines.

5. Will my child be assessed during the work experience placement?

While work experience placements are primarily intended for learning and skill development, some form of evaluation may be conducted to assess your child's performance, learning outcomes, and overall experience. This evaluation may include feedback from supervisors and self-reflection by the student.

6. What are the benefits of work experience for my child's future career prospects?

Work experience provides invaluable opportunities for your child to develop essential employability skills such as communication, teamwork, problem-solving, and time management. It also helps



them build networks within their chosen industry and enhances their resume for future job or college applications.

7. Who should I contact if I have concerns or questions about my child's work experience placement?

If you have any concerns or questions regarding your child's work experience placement, you can contact the Pathways Office in the first instance or College Leadership staff. They will address any issues and provide necessary assistance or guidance.

8. How can I support my child during their work experience placement?

You can support your child by providing consent for their participation, collaborating with the Pathways Office in selecting appropriate placements, helping them prepare for the placement, and encouraging them to reflect on their experiences and learning outcomes afterward. Your involvement and encouragement play a significant role in maximising the benefits of work experience for your child.