



Palmview
State Secondary College

Work Experience Handbook

Year 9 (2026)



Please note: The Student Agreement and Work Experience Agreement form **MUST BE RETURNED** to the front office, by **Friday 28 August 2026** to allow sufficient time for the newly required risk assessments to take place.

Overview

Palmview State Secondary College is excited to offer the Work Experience program to all Year 9 students in the final week of Term 3, 2026.

This is a chance for students to dive into jobs that interest them and to get a real taste of what their future career could be like. It provides real-world insights into the workplace and is an invaluable experience that will help students to navigate their future pathways with confidence.

Why It's Important:

- *Explore Different Occupations:* Get firsthand experience in roles and industries that you are interested in.
- *Develop New Skills:* Build on your employment related skills and character traits which are essential for gaining future employment.
- *Make Informed Decisions:* Discover if the career you are interested in is one you really want to pursue.

What You Need to Know:

- *Supervision:* You will be supervised by the Host Employer or a Workplace Supervisor. Remember, the level of supervision might be different from what you're used to, so it's crucial to follow directions from your employer or their representatives.
- *Insurance:* Palmview State Secondary College students are covered under a Contract of Insurance with WorkCover Queensland, through the Department of Education. More information regarding Insurance can be found at <https://ppr.qed.qld.gov.au/pp/workexperience-placements-for-school-students-procedure>.
- *Participation:* All year 9 students will complete a work experience block to support their pathway decisions for Year 10.

Please note, the Principal reserves the right to decline work experience if a student has not demonstrated the expected standards of the PSSC core values of trust, connect and grow.

Work experience dates

Work experience for all Year 9 students will be conducted from
Monday 14 September to Friday 18 September 2026 (5 days total)
(Term 3, Week 10) .

Benefits of work experience

By completing work experience, students:

- build essential employment related skills such as communication, self-management and initiative
- develop a better understanding of the work environment and what employers expect of their workers,
- explore possible career options that they are interested in,
- grow in confidence, maturity and self-reliance,
- develop increased motivation to continue study and/or undertake further training
- gain a workplace-based referee for your resume.



Learning Guarantee Partnership responsibilities

Parents/Carers

Parents/carers support students to complete work experience by:

- discussing suitable work experience placements with the student
- assisting the student to find a work experience placement by supporting them to develop confidence in making contact with potential employers
- reading and discussing the *Work Experience Code of Conduct* (attached) with the student and ensuring it is signed by the student and parent, returning it to the office by **Friday 28 August**.
- supporting the student to complete the *Work Experience Agreement* and ensuring it is signed by the student, parent and host employer, returning it to the office by **Friday 28 August**.
- assisting the student to find out about start and finish times, clothing/equipment requirements, meals, first day arrangements eg: who to contact on arrival
- assisting the student in organising safe travel to and from the workplace
- immediately notifying the school and the workplace if the student is unable to attend work experience on each day

Parents/carers also ensure students meet all key deadlines

- Term 2 2026 – Year 9 work experience discussion takes place with all students, and students are asked to think about/begin to contact prospective work places
- May - Aug - Student should be contacting prospective workplaces, then filling out the *Work Experience Agreement* and *Work Experience Code of Conduct*.
- Friday 28 August 2026 – *Work Experience Agreement Form* and *Work Experience Code of Conduct* must be handed in to the front office by the student, with the student, parent/carer and employer parts of the form filled out and signed. A copy of this form will be emailed to the student and parent/carer once the Principal has given final approval.
- Monday 7 September – Friday 11 September 2026 – The student must contact the employer to confirm work experience arrangements for the following week.
- Monday 14 September – Friday 18 September 2026 – Work experience block.



PRIOR TO WORK EXPERIENCE:

- identify potential workplaces to do the work experience placement
- contact the potential workplace, via phone or in person, to ask if they would host you for work experience
- discuss and make notes about hours of work, clothing, personal protective clothing/equipment, any other relevant information relating to the workplace
- visit the workplace to complete the *Work Experience Agreement* with employer. NB Students may email the form if this is more appropriate
- Return the *Work Experience Code of Conduct* and the *Work Experience Agreement* - including all required information and sign off from all parties - (student, parent/carer and the employer), no later than **Friday 28 August 2026**.

DURING WORK EXPERIENCE

- arrive 5-10 minutes early, ready to begin work at the starting time
- return from all breaks on time
- comply with the responsibilities outlined in the work experience agreement
- listen carefully and follow any reasonable instructions given
- comply with all safety instructions, policies and procedures including the wearing of protective clothing or equipment if required
- ensure your employer has a copy of the report form so they can provide feedback by the end of the week
- inform school and the Host Employer of any unexpected absences from work, or late arrivals
- be polite and use appropriate language for the workplace
- be curious and ask questions about the job, the training pathway, etc
- show enthusiasm and initiative as this may give further opportunities
- thank your employer and anyone who has shared their time and knowledge with you. Ask if they would agree to being a referee contact on your resume.

AFTER WORK EXPERIENCE

- participate in a school session-led to reflect on and evaluate the work experience placement at the beginning of Term 4 to inform post-school pathway planning.

Work Experience Checklist for Students

- ☐ 1. Identify a workplace/industry that interests you:
 - Use your contacts to find a suitable work experience placement
 - Look around your local area for a suitable workplace
- ☐ 2. Approach the employer. NB Employers like to see students, not parents make the initial contact.
 - Phone or visit the employer to ask about a work experience placement
 - Complete the student details section of Work Experience Agreement (WEA) form and then give the form to the employer in person or via email. Ensure the employer has filled out their contact details and all placement details on page 1 and signed section 3 of page 2.
- ☐ 3. Complete the Work Experience Agreement (WEA) form. To fill in the form, start at the top of page 1 and work your way down:
 - Page 1 – complete each highlighted section
 - Page 2 – you need three digital signatures on this page: student signature; parent/guardian signature and work experience provider signature to show that the form is completed.
 - The Principal's signature is organised by the school.
- ☐ 4. Complete the *Work Experience Code of Conduct* with your parent/guardian and sign the document to show that you agree.
- ☐ 5. Return both the signed *Work Experience Code of Conduct and Work Experience Agreement* by Friday 28 August 2026 at the latest (or any time before)
 - Email to dheem1@eq.edu.au or return the form to the front office.
- ☐ 6. Once form is complete and returned the school will email a copy to the student, parent/guardian and employer.
- ☐ 7. Confirm your work experience placement
 - Phone or email the employer the week before work experience to confirm your placement (do this between Monday 7 September - Friday 11 September 2026).
 - Ensure you know your start and finish times, dress code, break arrangements and required materials.
- ☐ 8. Enjoy your work experience placement
 - Arrive on time, ready to work
 - Be sensible and safe, and comply with all safety instructions
 - Engage respectfully with co-workers and ask questions to gain a better understanding of the job.
- ☐ 9. Ensure your host employer has completed the Work Experience Feedback and has emailed this back to dheem1@eq.edu.au.

Work Experience Code of Conduct

I understand that work experience is a valuable learning opportunity to gain a range of new knowledge, skills and attributes relevant to work environments. I will use a work experience placement to:

- attempt new tasks and learn new skills which will increase my future employability
- develop an awareness of knowledge and skills required in workplace
- develop a network of contacts for future employment and training options
- make connections between my own learning at school and learning in the workplace

I understand that when sourcing my work experience placement, I will remain respectful and represent myself and school appropriately.

Before starting my work experience, I will ensure all work experience agreement forms are signed and approved by the workplace and the school.

In the week prior to work experience commencing, I will contact my supervisor to confirm my placement and inquire about any necessary information regarding dress standards and working hours.

While on work experience, I will perform duties as requested by my supervisor to the best of my ability and comply with all reasonable directions given by the work experience provider. I will behave as an employee while on placement, adhering to all the workplace rules and instructions given by my supervisor.

I will always be punctual including after breaks and if I am absent due to illness, I understand it is my responsibility to contact the employer and the school as early as possible if I will be away. I understand that it is my responsibility to organise appropriate travel and transport to and from the workplace for the duration of the placement to ensure that I arrive at work on time.

I will dress as an employee within the guidelines given to me by my supervisor and workplace. I understand that workplace dress standards are often necessary to meet specific workplace health and safety standards.

I will complete any workplace health and safety inductions at my supervisor's request and will promptly tell my supervisor of any personal injury or damage to property which may involve me. I will also notify my parents/caregivers and school (within 24 hours) of any injury or damage to property which may involve me whilst I am on work experience.

I understand that during the placement I may encounter confidential and sensitive information, which must be kept private. I understand that all office equipment, use of telephones, internet and photocopying is for work purposes only.

If I encounter any problems during my work experience placement, within 24 hours I will:

1. Inform my supervisor
2. Inform my parents/guardians
3. Contact the PSSC Industry Liaison Officer Ms Donna Heemi

I will seek feedback from my supervisor at the end of my placement and discuss my suitability for future involvement in the industry area. I will thank my supervisor and employer for taking me on during the work experience placement.

I understand that whilst on work experience my behaviours and actions are still governed by the school's Vision and Charter (found on the school website <https://palmviewssc.eq.edu.au/>). I understand that I am attending work experience as a representative of Palmview State Secondary College, and am to display our core values of Trust, Connect and Grow at all times.

By signing this agreement, I am acknowledging that I understand the above expectations.

Student Name _____ Signature _____ Date _____

Parent Name _____ Signature _____ Date _____