

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 _____