



Palmview
State Secondary College

Work Experience Handbook

Year 9 (2025)



Overview

Palmview State Secondary College is excited to offer the Work Experience program to our Year 9 cohort for the final week of Term 3, 2025.

This is a chance for students to dive into jobs that interest them and 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:* Students are strongly encouraged to participate to develop skills and explore career pathways.

Please note, the Principal reserves the right to decline participation 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 15 September to Friday 19 September 2025 (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 in finding a work experience placement by supporting them to develop confidence in making contact with potential employers
- 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

Parents/carers also ensure students meet all key deadlines

- Week 4, Term 2 2025 – Year 9 work experience discussion takes place with all students, and students are asked to think about/begin to contact prospective work places
- May - July - Student should be contacting prospective workplaces, then filling out the Work Experience Agreement Form
- Friday 29 August 2025 – Work Experience Agreement Form must be handed in to reception 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 8 September – Friday 12 September 2025 – The student must contact the employer to confirm work experience arrangements for the following week.
- Monday 15 September – Friday 19 September 2025 – Work experience duration



Students

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 Form with employer. NB Students may email the form if this is more appropriate
- Return the Work Experience Agreement Form - including all required information and sign off from all parties - (student, parent/carer and the employer) and later than **Friday 29 August 2025**.

DURING WORK EXPERIENCE

- arrive 5-10 minutes early, ready to work at the starting time
- return from all breaks on time
- 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
- inform school and the Host Employer of any unexpected absences from work, or late arrivals
- be polite and use your manners
- ask questions
- show enthusiasm and initiative
- comply with the responsibilities outlined in the work experience agreement
- thank your employer and anyone who has shared their time and knowledge with you
- ask your employer or supervisor 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.

Use the Work Experience Checklist for Students on the next page.

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. 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 signatures on this page: 1. Student signature 2. Parent/guardian signature 3. Work experience provider signature
 - The Principal's signature is organised by the school.
- 4. Return the form by Friday 29 August 2025 at the latest (or any time before)
 - Email to dheem1@eq.edu.au or return the form to the Reception
- 5. Once form is complete and returned the school will email a copy to the student, parent/guardian and employer.
- 6. Confirm your work experience placement
 - Phone or email the employer the week before work experience to confirm your placement (do this between Monday 8 September - Friday 12 September 2025). Ensure you know your start and finish times, dress code, break arrangements and required materials.
- 7. 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.
- 8. Ensure your host employer has completed the Work Experience Feedback and has emailed this back to dheem1@eq.edu.au.

Please note: The Work Experience Agreement form **MUST BE RETURNED** by
Friday 29 August 2025.