

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Mentor Group: \_\_\_\_\_



Dear Mrs. Barrett

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Application to do work experience**

I have a genuine desire to find out about a career as a \_\_\_\_\_.  
After I leave school at the end of Year \_\_\_\_\_ I plan to \_\_\_\_\_.

- My parent/guardian knows of, and supports, my wish to do work experience. **Yes/No** (cross one out)
- I have found an employer who is willing for me to do work experience in this area. **Yes/No** (cross one out)  
The employer is \_\_\_\_\_
- My preferred dates to do work experience (eg Term and Week OR dates in holidays in order of preference) are:  
1. \_\_\_\_\_ OR 2. \_\_\_\_\_

My reason for doing work experience is:

\_\_\_\_\_ trial for \_\_\_\_\_ full time employment \_\_\_\_\_ apprenticeship \_\_\_\_\_ SBAT \_\_\_\_\_ TVET  
\_\_\_\_\_ enhance university application for medicine, vet and communication courses  
\_\_\_\_\_ other: \_\_\_\_\_

### **Timing of work experience**

- I know the timing has to suit the school, the employer and myself. **Yes/No** (cross one out)
- I know all the completed forms must be handed during the week **before** work experience is due to commence and that this may take time to complete. **Yes/No** (cross one out)
- I know that copies of the documentation booklet signed by all parties must be completed and copies made for all parties before work experience begins **Yes/No** (cross one out)

### **Working on a Construction/Building Site with any trade based employer**

- I know that I need to complete the Construction Induction White Card course before I do work experience involving going onto a construction/building site. **Yes/No/NA**
- I have completed the Construction Induction White Card course **in person (not online)** **Yes/No** (cross one out)

### **MyWorkExperience Ready For Work Experience Certification (required for Year 9 & 10, desired for Year 11 & 12)**

- I know I am required to do this if I am in Year 9 or 10 before starting work experience. **Yes/No** (cross one out)

### **Working with Animals - if applicable**

- I know that work experience involving animals must be approved by the Catholic Education Commission of NSW prior to work experience and involves additional paperwork and time. Working with large animals is generally not approved. Tetanus immunisation is recommended. **Yes/No** (cross one out)

### **Working with Children- if applicable**

- I know that work experience involving children involves additional paperwork. **Yes/No** (cross one out)

### **Additional Needs- if applicable**

- I receive assistance from the MCC Additional Needs Team. **Yes/No** (cross one out)

**Is out of town accommodation required?** If so, this involves additional paperwork. **Yes/No** (cross one out)

Yours sincerely, \_\_\_\_\_ (name) Year \_\_\_\_\_ Mentor Group \_\_\_\_\_

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Permission **IS / IS NOT** granted to the student to pursue work experience as per the request for a period of up to one week and to commence after the completion of necessary organisation and paperwork.

Mrs. Barrett, Careers Adviser.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# McCarthy Catholic College

## Work Experience Guidelines - 2021



At McCarthy Catholic College work experience is NOT compulsory and can be completed by students who would benefit from it using the guidelines below.

The information here is to ensure that both legal and school requirements are in place for the protection of all stakeholders ie student, parents, host employer, school, CECNSW.

### Who:

Work experience is available to students who are at least 14 years old and:

- seeking apprenticeships where work experience will help them focus on career options and assist their chances of successfully making the transition from school to work
- considering TVET and SBAT options
- intending to do university study in areas such as medicine and vet science where work experience enhances their prospects in gaining entry to these university courses

### When:

- The school would prefer students to do work experience in their school holidays where possible or in school terms; however, assessment tasks, major events and examinations take priority. Work experience always has to be a time that suits *all* stakeholders.
- The preferred period of work experience with one employer is for up to one week.

### What is the process:

Students intending to do work experience must:

- collect and complete an application form to do work experience which is available on the door of the Careers Adviser's Office in the library
- meet with the Careers Adviser to discuss their plans
- be responsible for finding an employer for their work experience and arranging suitable dates with the employer before documentation can begin
- complete the online preparation course and attach copies of the My Work Experience certificate if they are in Year 9 or Year 10. **MyWorkExperience** helps students prepare for work experience. It is recommended that students in Years 11 and 12 also complete this. It is found at: <https://myworkexperience.com.au/>
- ensure ALL paperwork is satisfactorily completed and returned **before the end of the week prior to** work experience beginning. This can take a considerable amount of time so allow at least one week getting this completed.
- realize that work experience **cannot** go ahead until all the paperwork is done as all stakeholders need to be legally covered. Students must NOT accept payment during/for their period of work experience as this has implications for their work experience insurance cover
- apply to the CEC NSW for permission if work experience with animals is involved
- have completed a **white card (or General Construction Induction Card)** course in person (and not online) before doing any work experience requiring access to a construction site.

Mrs. Susan Barrett, Careers Adviser. 67610800 [mcccareers@arm.catholic.edu.au](mailto:mcccareers@arm.catholic.edu.au)