



Year 10 Work Experience Booklet

22nd-25th November' 2022

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Work Experience Agreement

Mission Heights Junior College (MHJC) is a co-educational school in Flat Bush with a roll of 913 students. The College values partnerships with the community and appreciates the mutual benefits that are possible. Students value the opportunity to inform study and career choices, apply knowledge learned at college and broaden their range of skills.

Student

I appreciate this opportunity and will follow both the school's and employer's rules, especially on Health & Safety and Covid-19. As a MHJC student, I am at all times polite, enthusiastic, cooperative and tolerant of others' views.

I will ensure that this booklet is accurately and properly completed.

Name:

Signature:

Date:

Parent/guardian

My son/daughter may undertake Work Experience at this employer for the period stated in this booklet. I understand that no remuneration is paid to students.

Name:

Signature:

Date:

Telephone (day):

(evening):

Employer Representative

I will ensure the student's work environment is safe and that the required tasks are reasonable, given their abilities. The company has third party liability insurance.

I will provide the student with a formal induction so they: know all the rules and practices of the workplace, are introduced to colleagues and are assigned a 'mentor' to provide support. I have read 'Guidelines for employers' (p11).

Name:

Signature:

Date:

Position:

Telephone:

College

Teachers are available to support both employer and student before, during and afterwards. A teacher will contact both employer and student during the experience.

Contact Names:

Deputy Principal: Mrs. Cathay Hewlett

Assistant Principal: Mr. Helgard Groenewald

Student Details

Personal details, skills, experience and goals

Name: _____ Date of Birth: _____
Telephone: _____ Class: 10_

This Work Experience opportunity is important to me because:
(eg help career choice, see what work is like, link school work to the real world)

Qualities, skills and knowledge that I offer are:
(eg software use, written or oral language skills, subject knowledge, enthusiastic, reliable)

People and experiences that will help me are:
(eg previous work, training, family & friends, school visits & subjects, travel)

Successes

Awards, contributions and participation that I'm proud of are:

Academic:

Sports:

Cultural:

Service Leadership:

Interests and hobbies

(include the level of achievement or level of participation)

Activities

(A basis for discussion and a source of ideas for individual student investigation).

Health & Safety

- List the potential hazards & risks to employees' physical & emotional well-being. What measures have been taken to minimise these?
- What measures have been taken to control/minimise the spread of Covid-19?
- What do the colours of fire extinguishers signify? Where is the accident book kept? Are staff specially trained (eg First Aid, Food hygiene)? Are certificates displayed?
- What Health & Safety practices were you introduced to?
- Did you undergo any Health & Safety drill?

Personnel

- Prepare a chart showing the 'chain of command', including job titles and names. What is the average time that employees stay with the organisation?
- What training/qualifications/experience is required for a range of roles?
- How does the employer recruit? (e.g. who decides what & who is needed).
- How does the organisation keep staff motivated?
- How are problems resolved? (e.g. pay negotiations, staff discipline, decision making).
- What did you like about your workplace?
- What challenges did you face? What did you do about them?
- What kind of training were you given?

Quality

How does the organisation assure quality?

Finance

- Where do the organisation's funds come from?
- What is the largest cost?
- What other costs are there?
- How much money did you spend on your work experience (for eg. on transportation, food etc.)?
- Do you think the level of education & training impact a person's income? How?

Marketing

- What outside factors affect the organisation's success (eg competitors, laws).
- How does the employer try to avoid being 'surprised' by the factors above?
- What research has been performed recently? How were the results used?
- Describe any recent promotional efforts (eg advertising). Were they successful? Why were these methods chosen over others?
- Who are the organisation's customers / consumers? (e.g. location, socio-economics).
- How does the organisation market its products/services?
- Is there a department/team particularly designated to marketing? What do they do?

General

- Which employee has a role that you would most want to do and why?
- What skills from your work experience would you like to develop further? Why?
- How was your work experience different from your routine life?
- In what ways has your work experience prepared you for the future?

Diary

(Include tasks performed, knowledge or skills learned, people you met or worked with)

Day 1 Induction

Date:

Day 2

Date:

Day 3

Date:

Day 4

Date:

Day 5

Date:

Verified by:

Name:

Role / Position:

Signature:

Date:

Student Feedback

Student (name):

Employer (name):

Dates / times of work experience:

My contribution and learning:

I found most / least enjoyable:

I was good / need to improve at:

I learned:

I contributed:

(and who benefited from your presence / skills)

I achieved:

(see 'This Work Experience opportunity is important . . .', page 3. Were your expectations met?)

I will be remembered by employees as:

Employer mentor / contact person: Helped me settle in quickly? (eg induction, welcome, Mentor, treatment)

Followed the Work Experience Plan?

Dealt with my concerns / problems?

Set tasks that were: (eg interesting, realistic, matched my abilities, useful)

MHJC College: Helped me prepare beforehand? Supported me during Work Experience:

(eg this booklet, advice, help, teacher contact)

Signature:

Date:

Employer Feedback

(please comment using the headings, adding further details if you wish)

Student (name):

Employer (name):

Dates / times of work experience:

Attitude to work

(eg attendance & punctuality, effort & enthusiasm for tasks set, appearance)

Initiative & Self motivation

(eg desire to learn, ability to work independently)

Relationship with others

(eg with colleagues, clients & supervisors and verbal & written communication)

Skills

(eg relevant IT skills, solve problems, interpersonal skills, numerical aptitude)

Other

(eg awareness of Health & Safety rules)

Name:

Signature:

Date:

Role / Position:

Thank you for your time in supporting this Work Experience.

Contact Teacher Feedback

(Please comment using the headings, adding further details if you wish.)

Student (name):

Employer (name):

Dates / times of work experience:

The student:

Have enjoyed the Work Experience?

(saw tasks as important, useful, worthwhile and felt relaxed and settled)

Had a healthy relationship with colleagues, clients, etc?

(enthusiastic, persevered even with 'mundane' tasks)

Was learning?

(see 'This Work Experience opportunity is important . . .', page 3)

Has properly completed relevant sections of this booklet?

(sufficient depth of detail, realistic about own contributions / performance)

The employer:

Has given adequate support?

(provided induction, mentor, guidance, explained the rules / procedures)

Set appropriate tasks?

(in line with abilities, agreed plan, etc)

Has enjoyed the experience?

(would welcome future work experience opportunities)

Other:

Name:

Role:

Signature:

Date:

Guidelines for employers

Thank you for offering this work experience opportunity.

In order to help you, I have included below a summary of some of the Ministry of Education's guidelines from the 'Work Experience Notice 2004' *, which supports a section of the Education Act 1989.

- (a) The board of trustees has approved the work experience programme & documents.

- (b) Written consent has been obtained from parents or caregivers.

- (c) There is no cost charged to the student or their family.

- (d) This booklet provides a written agreement between the student, school and employer that covers the following:
 - the knowledge and skills to be attained;
 - the assessment method (this work experience is not assessed);
 - the supervision to be provided to the student;
 - the student's attendance and hours in the workplace;
 - the applicability of school rules and workforce rules; and
 - procedures for early withdrawal (if necessary) from the work experience.
- (e) The student is not paid.
- (f) The student is not required to join or belong to a union.
- (g) The student will not undertake work that is arduous or dangerous in relation to the student's age or stage of development.
- (h) The student will be treated as if they are attending school and the school will take all reasonable steps to monitor and record attendance.
- (i) The student will comply with all Covid-19 protocols & measures at the workplace, as advised by the employer.

* 'Work Experience Notice 2004' found at <https://gazette.govt.nz/notice/id/2004-go7907>

Student Checklist

Completing this booklet is important and compulsory; it is your responsibility to obtain all signatures and to ensure that all sections are properly completed.

1. Read this booklet thoroughly.
2. Fill in 'Student Details' (page 3)
3. Talk with your teachers and parents before contacting an employer.
4. Decide what roles, tasks and activities interest you.
5. Phone the employer contact person to arrange a 'pre-experience meeting'.

6. Email a short confirmation of the meeting day and time.

(Thank them, confirm dates & times, and include your phone number. Ask a teacher or parent to proofread it!

7. If you can't keep an appointment or will be late - phone.

At the 'pre-work experience meeting':

8. Show the employer this booklet (especially pages 2, 3 and 4)
9. Ask questions about the organisation and tell the contact about yourself.
10. Discuss areas of the organisation's work that interest you.
11. Fill in the 'Work Experience Plan' together (page 4).
12. Negotiate a time each day for completing this booklet.
13. Sign the student and employer agreements (page 2).

Before the placement:

14. Obtain your parent's/guardian's and then your teacher's signature (page 2).
15. Arrive early on the first day of the Work Experience.

16. If you can't keep the appointment or will be late - phone.

During the placement:

17. Any problems: 1) Tell your mentor, 2) Phone your teacher
18. A teacher will contact you to check you're OK.
19. Complete the diary.
20. Complete the student feedback (page 8).
21. Arrange a review meeting with the contact and/or mentor who fills in page 4.
22. Thank employees whom you've worked with or received help from.

After the placement:

23. Bring this booklet to school on the days following the Work Experience.
- 24. You must send a thank you letter, saying what you enjoyed.**

Consult this document for further information:

<https://www.education.govt.nz/assets/Uploads/SES-Students-on-Work-Experience-HS.PDF>

