



**Mountains  
Christian College**

60 Thirroul Avenue  
PO Box 396  
Blackheath NSW  
2785

Ph. 02 4787-8645  
Fax. 02 4787-6160

email  
[office@mountainscc.nsw.edu.au](mailto:office@mountainscc.nsw.edu.au)

website  
[www.mountainscc.nsw.edu.au](http://www.mountainscc.nsw.edu.au)

**"My Best for  
God's Glory"**

## YEAR 10 WORK EXPERIENCE

Dear Parents / Guardians

As part of the Year 10 Work Education program, students will have the opportunity to participate in work experience in 2018.

The purpose is to assist students in the transition from College to working life. Work Experience is a great chance for students to gain first hand knowledge and experience in careers of their choice. It will help them to evaluate their strengths and weaknesses, likes and dislikes, compare their ambitions with reality and decide on their educational goals.

Students from previous years, who have found placements in careers they are seriously considering, have found work experience to be an invaluable experience. I would encourage all students to make the most of this opportunity and to find a work experience placement as soon as possible.

Students who are unsure about what type of career they wish to follow up should speak to me as soon as possible to arrange a time to talk through options and ideas.

I have attached a copy of MCC insurance policy and letter to be given to Employers once work experience has been secured. MCC will not conduct a work place visit to each host employer, therefore we rely on the student, parents or host employer to advise the College if there are any problems during the work experience placement. The College will be contacting the Work Experience supervisor at the place of work during the placement to check how each student is going.

**Work Experience dates for 2018 are Monday 2<sup>nd</sup> to Friday 6<sup>th</sup> July.**

Feel free to contact me if you have any questions or comments regarding work experience or if you want to discuss your child's career ideas and options.

Yours sincerely,

Mrs Emma Argall  
Year 10 Pastoral Care Teacher  
[eargall@mountainscc.nsw.edu.au](mailto:eargall@mountainscc.nsw.edu.au)

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### MOUNTAINS CHRISTIAN COLLEGE WORK EXPERIENCE REMINDER

I have read the note concerning Work Experience for Year 10. I am aware that students need to organise their own work experience placement.

Students Name: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**TO WHOM IT MAY CONCERN**

Students from our College will be given the opportunity to undertake work experience in an occupation that interests them.

\_\_\_\_\_ has expressed an interest in gaining experience at your place of work. The College would be grateful if you could provide such a position. If you are able to help in this way, please complete the form below and return it to the student or the College.

Whilst on work experience all students are fully covered by the College's insurance policy. A copy of the College's policy is attached.

Yours sincerely,

Emma Argall  
Year 10 Pastoral Care Teacher  
[eargall@mountainscc.nsw.edu.au](mailto:eargall@mountainscc.nsw.edu.au)

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***Please return this slip along with the Host Employer Acknowledgement Form to the College or the student. Thank you.***

I agree to give \_\_\_\_\_ a work experience position at my place of work during the week Monday 2<sup>nd</sup> – Friday 6<sup>th</sup> July, 2018. (Alternative dates may be arranged.)

Company Name: \_\_\_\_\_

Business address: \_\_\_\_\_

Hours of work: \_\_\_\_\_

Likely duties that will be performed: \_\_\_\_\_

Health & Safety risks in the workplace: \_\_\_\_\_

How will these risks be managed? \_\_\_\_\_

Other Requirements (eg. Clothing): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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**WORK EXPERIENCE PLACEMENT  
HOST EMPLOYER ACKNOWLEDGMENT FORM**

**Supervision**

1. Appropriately trained and experienced members of our staff will provide supervision and support to the student during the placement.
2. \_\_\_\_\_ [name] \_\_\_\_\_ [position] will be primarily responsible for the supervision and support of the student during the placement.
3. The Supervisor will contact the Work Experience Co-ordinator if the student is late or fails to attend for work.

**Occupational health and safety**

4. My organisation understands its legal responsibilities:
  - (a) as an employer for health and safety at our workplace(s), and will act in accordance with those responsibilities; and
  - (b) not to expose other people, to risks to their health and safety in our workplace(s).
5. My organisation complies with occupational health and safety laws and any other relevant codes of conduct or practice of the state in which the placement is conducted.
6. My organisation understands that a student may lack any experience in the workplace and may be unaware of health and safety risks and my organisation will take appropriate measures to meet the specific OHS needs and requirements of students whilst they are in our workplace(s).
7. My organisation will provide the student with any information, instruction and training necessary to ensure the student's health and safety in our workplace(s), including an OHS induction on the student's first day in our workplace(s).
8. My organisation will provide a safe working environment and adequate facilities for the welfare of students at our workplace, in particular we have first aid facilities, fire wardens and emergency procedures for our workplace(s). The student will be advised of these facilities and procedures during the OHS induction on the student's first day in our workplace(s).
9. My organisation has identified hazards in our workplace(s) that could harm employees and students, assessed the risks of harm to employees and students of those hazards, and taken action to control and eliminate those hazards where possible.
10. (Where applicable) My organisation will familiarise ourselves with the student's identified special needs. We understand that the College will provide a record of such needs to my organisation prior to the placement.
11. The student will not undertake any activities requiring a licence, permit or certificate of competence unless they have the relevant current licence, permit or certificate and the activity is directly related to the outcomes of the placement.
12. My organisation will supervise and instruct the student on how to use, store and maintain equipment/machinery and hazardous substances and provide protective clothing to the student where necessary.



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13. If we are considering taking the student onto a building/construction site or other high risk area, we will discuss this with the Work Experience Co-ordinator in advance.
14. Should the student accompany a member of our staff or other person in a motor vehicle as part of their placement tasks, the driver of the vehicle will hold a current NSW driver's licence (as appropriate to the vehicle), and the vehicle will be currently registered, fully insured (compulsory third party and full comprehensive insurance) and roadworthy.
15. In the event that the student is injured or becomes ill at work, we will contact the Work Experience Co-ordinator [**and the student's parent/guardian**] as soon as practicable after being notified of the injury or illness.

**Child protection**

16. My organisation is not aware of anything in the personal background of a member of staff or other person, who will have close unsupervised contact with the student during their work placement, that would legally preclude that member of staff or other person from working with children.
17. We will contact the Work Experience Co-ordinator immediately if: an allegation is made against a member of staff or other persons of child abuse or sexual misconduct against the student or we become aware of any ill treatment of the student, act of violence that occurred in the student's presence, act of violence toward the student or other occurrence that puts the student at risk.

**Anti-discrimination**

18. My organisation complies with the anti-discrimination laws of the state in which the placement is conducted.
19. We understand the legal responsibilities of an employer for anti-discrimination at our workplace(s), and will act in accordance with those responsibilities.
20. We will contact the Work Experience Co-ordinator immediately if an allegation is made against a member of staff or other persons of discrimination against a student or an allegation is made of discrimination by a student.

**Circumstances**

21. If the circumstances of my organisation/business change prior to the student commencing the placement or during the placement, and we are no longer able to make the above acknowledgments, we will contact the Work Experience Co-ordinator to discuss the situation as soon as possible and, in the case of any change occurring prior to the student commencing the placement, before the student commences.

Name of person completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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