



## Work Experience Application forms and Insurance Details

In order to undertake Work experience at Hunter Valley Grammar School, the following forms need to be completed and returned to Jennifer Thompson, Director of Academic Services.

A copy of the completed forms must also be given to the Host Employer one week prior to work experience.

There are 4 parts to the following application forms for Work experience.

**Attachment A** Contains the Host Employer Consent Form which must be completed by the Host Employer prior to commencing work experience.

**Attachment B** Contains the Host Employer Acknowledgement Form which must be completed by the Host Employer prior to commencing work experience.

**Attachment C** Is the Parent Consent Form which must be completed by the Student's parents / caregiver prior to commencing work experience .

**Attachment D** Is the Information for Parents and Students which does not have to be filled in, and is a good summary of the work experience process.

The **schools Insurance Forms** are also attached to the end of this document.

[ATTACHMENT A]

**HVGS WORK EXPERIENCE PLACEMENT - HOST EMPLOYER CONSENT FORM**

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*Please complete and return this form and the attached acknowledgment.*

*I / We agree to offer the Work Experience program outlined below:*

NAME OF STUDENT: ..... HOME PHONE: .....

DATE OF WORK EXPERIENCE PROGRAM: .....

NAME OF EMPLOYER: .....

WORK EXPERIENCE POSITION: .....

ADDRESS OF EMPLOYER: .....

CONTACT PERSON AT EMPLOYER: .....

PHONE: ..... Mobile : ..... EMAIL: .....

PERSON WHO WILL BE SUPERVISING STUDENT: .....

PHONE: ..... Mobile: ..... EMAIL: .....

SUMMARY OF TASKS STUDENT IS LIKELY TO PERFORM: .....

.....

.....

SPECIAL REQUIREMENTS (CLOTHING, FOOTWEAR ETC): .....

.....

.....

WORKING HOURS: Start: ..... Finish: ..... Lunch: .....

ANY OTHER COMMENTS: .....

Signature: ..... Print Name: ..... Date: .....

## [ATTACHMENT B]

### HVGS WORK EXPERIENCE PLACEMENT - HOST EMPLOYER ACKNOWLEDGMENT FORM

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#### **Supervision**

1. Appropriately trained and experienced members of our staff will provide supervision and support to the student during the placement.
2. Jennifer Thompson, Director of Academic Services, will be primarily responsible for the supervision and support of the student during the placement.
3. The Supervisor will contact the Director of Academic Services if the student is late or fails to attend for work.

#### **Work 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 WHS 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 WHS 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 WHS 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 School 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.
13. If we are considering taking the student onto a building/construction site or other high-risk area, we will discuss this with the Director of Academic Services 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 Director of Academic Services and ..... (*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 Director of Academic Services 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 Director of Academic Services 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 Director of Academic Services 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HVGS CONTACT DETAILS**

Please contact Jennifer Thompson, Director of Academic Services on:

0412 412 431

**[ATTACHMENT C]**

**HVGS WORK EXPERIENCE PLACEMENT - PARENT CONSENT FORM**

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*Please complete and return this form.*

I, ..... (parent/Guardian name) have read the attached 'Information for Parents and Students' provided to me by the school. I consent to my child participating in the Work Experience program outlined below:

NAME OF STUDENT: ..... HOME PHONE: .....

DATE OF WORK EXPERIENCE PROGRAM: .....

NAME OF EMPLOYER: .....

WORK EXPERIENCE POSITION: .....

ADDRESS OF EMPLOYER: .....

CONTACT PERSON AT EMPLOYER: .....

PHONE: ..... Mobile : ..... EMAIL: .....

PERSON WHO WILL BE SUPERVISING STUDENT: .....

PHONE: ..... Mobile: ..... EMAIL: .....

SUMMARY OF TASKS STUDENT IS LIKELY TO PERFORM: .....

.....

SPECIAL REQUIREMENTS (CLOTHING, FOOTWEAR ETC): .....

.....

WORKING HOURS: Start: ..... Finish: ..... Lunch: .....

ANY OTHER COMMENTS: .....

Signature of Parent / Guardian: ..... Print Name: ..... Date:.....

## [ATTACHMENT D]

### HVGS WORK EXPERIENCE PLACEMENT - INFORMATION FOR PARENTS AND STUDENTS

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As you are aware your child will be commencing a work experience placement on .....(date)  
at ..... (*company name*) ('**host employer**').

As this may be the first time your child has been in a work environment there are a number of important obligations that both you and your child need to be aware of.

In the work place your child will be supervised by ..... (*name and contact details*). However, the level of supervision may be less than your child is accustomed to and it is important that your child follow directions from ..... (*name/s*) or other representative of the host employer.

#### **Duty of Care**

1. The School has a common law duty of care to take reasonable steps to ensure the safety of its students.
2. The School requires that all host employers complete the attached acknowledgment before the work experience placement commences.
3. The School will not conduct a work place visit to each host employer and relies on the student, parents or host employer to advise the School if there are any problems during the work experience placement.

#### **Work Health & Safety**

4. The host employer has obligations under work health and safety ('**WHS**') legislation to ensure that its employees and all other persons are not exposed to health and safety risks while at the host employers place of work - this includes work experience students.
5. The host employer should conduct an WHS induction on the students first day and during this induction should explain to the student:
  - (a) the host employers WHS policy;
  - (b) what to do if they need first aid and the location of the first aid facilities;
  - (c) security and emergency evacuation procedures;
  - (d) any restricted work areas, risks or hazards in the workplace;
  - (e) the tasks, equipment and material the student will be expected to use and who they should see for assistance; and
  - (f) who the student should report any incidents or accidents to.
6. You should advise the Director of Academic Services if such an induction does not take place or if the student has any concerns about safety in the workplace.

#### **Anti-discrimination**

7. The host employer must comply with applicable anti-discrimination legislation.
8. The student should immediately report any concern about discrimination, harassment or bullying directly to the host employer supervisor or Director of Academic Services.

### Responsibilities of the Student

9. The student will also have responsibilities in the workplace including responsibilities to:
- (a) listen carefully and follow any instructions given in regarding the performance of work;
  - (b) comply with all safety instructions, policies and procedures including the wearing of protective clothing if required;
  - (c) inform the school and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs;
  - (d) report all accidents in the workplace to the host employer and the Director of Academic Services;
  - (e) report any concerns in relation to discrimination, harassment, bullying or any grievances to the Director of Academic Services;
  - (f) undertake the activities set by the host employer in the workplace; and
  - (g) keep contact numbers of their parents, Director of Academic Services and host employer supervisor with them at all times during their work experience placement.
10. The School is not able to directly supervise the student during the work experience placement. It is therefore vital that if a student:
- (a) feels uncomfortable with an instruction given to them;
  - (b) feels unsafe in the workplace; or
  - (c) is being harassed or bullied or is uncomfortable with how a particular person is treating them,
- the student should advise the Director of Academic Services and their parents as soon as possible of their concerns. If the student is concerned about a particular activity the student should refuse to undertake the activity.

### Responsibilities of the Parents

11. It is very important for a successful work experience placement for parents to be involved and:
- (a) discuss suitable work experience placements with the student and assist the student in finding a work experience placement;
  - (b) assist the student to find out about clothing requirements, starting and finishing times, meals and first day arrangements e.g. who to contact; and
  - (c) assist the student in organising safe travel to and from the host employer.
12. As a parent you will be in the best position to monitor at the end of each day how your child's work experience placement is progressing and you should discuss the day's activity with your child at the end of each day. If you have any concerns about the work experience placement including concerns about supervision, safety, discrimination, harassment or bullying you should contact the Director of Academic Services immediately. **Insurance**

School Insurance Details are on the following page

# Certificate of Currency

Aon Risk Services Australia Limited  
ABN 17 000 434 720 AFSL 241141



Helen Johnstone  
Hunter Valley Grammar School  
PO Box 458  
EAST MAITLAND NSW 2323

## TO WHOM IT MAY CONCERN

In our capacity as Insurance Brokers to **Hunter Valley Grammar School**, we hereby certify that the under mentioned insurance policy is current.

### As at Date

22 March 2019

## Policy Information

### Class of Insurance

Student Personal Accident

### Insurer (Lead)

CHUBB INSURANCE AUSTRALIA LIMITED  
ABN 23 001 642 020

### Policy Number(s)

04POED7734NSW

### Insured

Hunter Valley Grammar School

### Interest Insured

Student Accident– Students whilst participating in approved work 7 days a week  
52 weeks a year Benefits as per policy

### Situation of Risk

Worldwide – 24 hours

### Expiry Date

01/03/2020

## Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts Act 1984 (Cth)*.
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
  - represent an insurance contract or confer rights to the recipient, or
  - amend, extend or alter the Policy.

## Contact Us

### CRM

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