Purpose

The Joan Lawman College has in place guidelines for initiating work experience, or gaining experience during training.

Aim

The aim of this procedure is to ensure that all trainees are aware of their rights and obligations when making a request for work experience.

- The principal needs to be advised of future work/work experience so a letter of introduction can be arranged.
- Trainees need to be made aware of workplace cover that may or may not be available to them.
- Trainees need to understand the outline of work/work experience that they may be undertaking.

Trainees need to be aware if the position is for work experience or paid work relating to their capabilities and experience.