

The logo for NSW Mining, featuring the text "NSW MINING" in white on a dark blue circular background with a white outline.

**NSW
MINING**

A young woman with long brown hair, wearing an orange and grey mining uniform and a headset, is smiling and looking towards the camera. She is sitting at a desk with multiple computer monitors in the background. The image is overlaid with a large blue graphic in the bottom right corner containing text.

YOUR GUIDE TO **WORK EXPERIENCE**

INFORMATION AND RESOURCES
FOR STUDENTS, TEACHERS AND PARENTS

TABLE OF CONTENTS

WELCOME TO THE WORLD OF NSW MINING	1
WHAT IS WORK EXPERIENCE?	2
BENEFITS OF WORK EXPERIENCE	3
WHAT WORK EXPERIENCE IS NOT	4
FINDING WORK EXPERIENCE IN THE NSW MINING INDUSTRY	5
• Where are the mines located?	5
• What job(s) am I interested in?	6
• Mine your network!	7
• How to make contact	7
GETTING THE MOST FROM YOUR WORK EXPERIENCE	8
• Before your placement starts	8
• During your placement	9
• After your placement	10
TOOLS & RESOURCES	12
• Sample Phone Call Script	12
• Sample Letter of Enquiry	13
• Work Experience Induction Checklist	14
• Work Experience Journal Template	15-19
• Employer's Evaluation Form	20
• Sample Thank You Letter Template	21
• Work Experience Debrief Checklist	22
USEFUL CONTACTS	23

WELCOME TO THE WORLD OF NSW MINING

NSW mining offers rewarding careers for a whole range of people in high-skilled jobs in mining regions, rural locations and metropolitan areas. That's because it takes a lot of people in a lot of different jobs to keep our NSW mines working.



There are more than 40,000 people working in mining jobs across NSW. And there are thousands more working in businesses that supply, support, and benefit from our industry.

From chemical engineers and drone pilots to software engineers and lab technicians. Environmental scientists and business analysts to mining engineers, plant and equipment operators and safety professionals. These are the high-value roles that are vital to a strong mining industry in NSW and the economic benefits mining creates.

NSW Minerals Council hopes that work experience will provide an insight into our exciting, future-oriented and environmentally responsible industry. This short guide offers you the information, advice and resources to secure and make the most of a fantastic work experience placement with one of our member companies.

WHAT IS WORK EXPERIENCE?

Work experience, also sometimes called workplace learning, forms part of the NSW secondary school curriculum. It enables you, as a student, to spend a planned period of time – usually a week – in a workplace of your choice, showing that what you learn in the classroom can be applied in the real world, and giving you a glimpse into a possible future career.

Work experience programs are usually run by the careers adviser in your school for students in Years 9 or 10. The careers adviser might want to be involved in setting up your placement, or they might expect you to take responsibility for organising it.

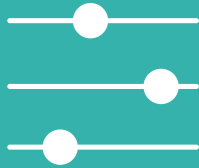
Some schools will have a set week, or weeks, of the year allocated to work experience and you will need to fit your placement within the allocated time frame. Other schools might be more flexible in letting you choose a week that works for your host employer.

Either way, there is some important paperwork that needs to be completed before you can go on work experience. This is to make sure that you are properly prepared, that your host employer understands their responsibilities, and that you are covered by insurance whilst on your placement.

Work experience provides a general introduction to the 'world of work'. You will be able to observe different tasks and roles in the workplace, and undertake supervised activities appropriate to your own skill level. Work experience builds on the careers lessons and activities that you have participated in at school and may help you make good subject choices for Years 11 and 12

BENEFITS OF WORK EXPERIENCE

Work experience provides you the opportunity to:



Test your job and career preferences in a real-world setting.



Engage with adults and other young people in the wider community.



Learn what is expected or required from a worker in the workplace.



Practise skills like good communication, teamwork and self-management.



Make decisions about what you want to study for the HSC and beyond.



Create a good impression and get a positive recommendation for future employment.

WHAT WORK EXPERIENCE IS NOT

Work experience is not paid employment. You cannot receive any wages for the work that you do during your placement.

Accordingly, the host employer is not allowed to give you work that they would otherwise need to pay someone to do, unless it is for the purpose of your learning. Any work that you do should be supervised and supported by your employer or a member of their staff.

Work experience is not for the benefit of the host employer. It is for the benefit of you! Host employers generously give their time and resources to work experience students, because they hope that you will eventually work in their industry - perhaps for them, or perhaps for someone else.

A trial for paid employment should not be disguised as work experience. While you aren't prevented from taking a job with your host employer after your placement, work experience should not be used to assess your suitability for a role.

Work experience is not a long term placement. While the short time you spend on work experience can be structured in different ways to suit your circumstances, it should not be an ongoing commitment for you, or the employer. Extended work placement arrangements should be organised separately to work experience.



FINDING WORK EXPERIENCE IN THE NSW MINING INDUSTRY

Mining in NSW is a diverse and dynamic industry. Across the mining regions of our state, you will find companies that are willing to host work experience students through their own work experience programs or on request.

In NSW, reliable electricity generated from thermal coal helps us to heat and cool our homes, keep the lights on, prepare and preserve the food we eat, as well as supplying us with fresh drinking water. Coking coal is a vital ingredient in the steel making industry both here in Australia and internationally.

In addition to coal, NSW has deposits of metallic minerals such as gold, copper, silver, lead, zinc and cobalt, and industrial minerals like mineral sands, clays and limestone. These minerals are owned by the NSW Government on behalf of the people of NSW.

Where are the mines located?

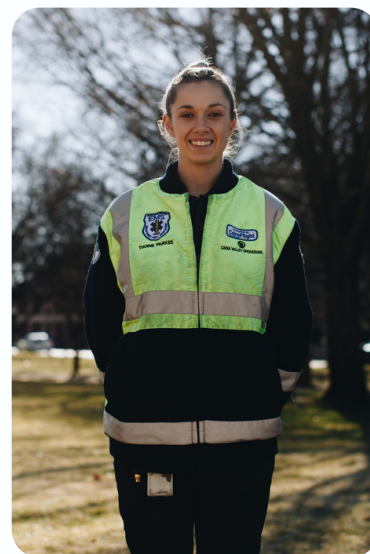
Go to nswmining.com.au/map-of-nsw-mines to find out what resources are mined in your region, and where the mines are located.

Even though you may not live in a mining region, it could still be possible for you to find work experience in the Mining Equipment Technology and Services (METS) sector. Companies support the mining industry through the provision of cutting edge technology and support services. METS employers can be found in both mining and non-mining areas including metropolitan Sydney.

What job(s) am I interested in?

There are so many occupations that support the NSW mining industry. We bet there are some you've never even heard of.

You can download a brochure, outlining 35 mining related jobs, and the personal qualities, skills and qualifications required by each. Just go to www.nswmining.com.au/education-and-careers, scroll down, and submit your details to access your free copy.



Who can help me organise my placement?

Once you have located your preferred mining operation, and narrowed down the career options you're interested in trying out. The next step is to make contact (this is the tricky part!!).

It's sometimes hard to know who's the best person in a company to talk to about Work Experience. Generally, it will be someone in Human Resources (HR) or the Community Engagement team. If you know someone who works for the company, they might be able to help you find the right point of contact.

It's probably wise to talk to your careers adviser before you make contact with a host employer. They might know who to go to, or have an idea of whether the company generally takes students on work experience. Talking to your careers adviser first can save you a lot of time, and it's wise to keep them informed so that they can start the paperwork.

Mine your network!

There might be someone in your network of relatives, friends and workmates who knows someone in the mining industry.

A recommendation is a powerful tool to get a foot in the door. If you know someone who knows someone, and they can call them on your behalf (and put in a good word for you), then you're halfway there!

How to make contact

Once you know who to reach out to at your preferred host employer, you can make contact in writing, by letter or email, or call them on the phone. Whichever method you choose will depend on who you are hoping to make contact with, and what contact details you have access to.



HINT 1

Generally, the more senior the person, the less likely they are to answer a call from an unknown number! In this case you should probably contact their Executive Assistant and send an email.



HINT 2

If you're going to make a phone call initially, have a script ready so you don't get nervous and tongue-tied.



HINT 3

Maintain a record of the people you contact (name, company, role). That way, you'll know when you've covered all bases, and you won't accidentally contact the same person twice.

Adapt the Sample Phone Call Script on page 12 and/or the Sample Letter of Enquiry on page 13 of this handbook to help you make contact with a prospective host employer.

GETTING THE MOST FROM YOUR WORK EXPERIENCE

Before your placement starts

Before your placement can begin, it is essential that all paperwork is complete. For students in NSW Government Schools, your Student Placement Record (SPR) should be sighted and signed off by you, the host employer, your parent or carer, and your school.

Everyone needs to have their own copy of the document. The SPR ensures that you are covered by insurance in case of an injury in the workplace or on your way to and from work. It also alerts the host employer to some things that they should have in place for you at work, such as PPE, supports and adjustments, risk management, active supervision, and designated start/finish/break times.

The SPR can be found at:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms>

It will most likely be your responsibility to ensure that the SPR is completed and submitted either in digital or paper format. Students in Catholic and independent school systems have similar requirements and you should discuss these with your careers adviser.

One week before your placement, ensure that you have been given the following details by your host employer.

- Start and finish times.
- Who to contact on arrival.
- What to wear (eg. long sleeves, protective footwear).
- Whether you should bring or buy lunch.
- COVID requirements (eg. vaccination, masks)
- Mobile phone usage policy.

Additionally, you should make sure that you have reliable transport to and from the work site for each day of your placement and that you know what to do if you need to call in sick.

On Day 1 you should expect to participate in an induction process. You can find a Workplace Induction Checklist on page 14. Use this to ensure that you are ready to commence work. Note that some items on the checklist may not be relevant to your work site.

A Daily Journal is also available for your use on pages 15-19.

During your Placement

Mine sites are potentially high risk work environments. It is therefore essential that you are vigilant and observant of hazards at all times. Being mindful of your own and others' safety relies upon knowing who to alert about an identifiable hazard, and feeling confident to do so.

If you do not feel safe at work at any time, notify your supervisor immediately and contact your careers adviser at school.

Some activities are expressly prohibited while on work experience. These include, but are not limited to, the following:

- construction work in tunnels, confined spaces or involving the use of explosives.
- work in and around pressurised gas distribution mains or piping and energised electrical installations or services; near traffic or mobile plant, or demolition work.
- any excavation work at a depth greater than one metre or near utilities.
- any excavation work at a depth under one metre without direct supervision by a competent person.

During your placement someone from school will check in with you and your host employer to see how things are going. They may want to take a photo of you 'in action' at work, for the school newsletter. Be sure to get permission from your host employer, as some companies have very strict rules around the publication of photographs.

Similarly, a high level of confidentiality and respect for privacy is essential. You should not share stories about your work colleagues or spread workplace gossip amongst your friends and family.

Do not photograph anyone without their permission, and do not post about your work experience on social media platforms, unless your host employer has expressly told you that it is OK to do so.



After your Placement

It is likely that your school will ask for a report from your host employer, which will be provided to you on completion of work experience. If you have not received a report or any feedback before you leave the workplace, be sure to ask how and when you can obtain it.

Employer feedback is one of the most important elements of work experience, and a glowing report can be a valuable addition to your resume.

A report that contains some constructive feedback and outlines ways that you could improve your skills and attitudes towards work is equally valuable.

Suggestions for improvement should be taken seriously and received with thanks. They can make a real difference when you apply for a position in the future.

A Sample Employer Evaluation Form can be found on p.20.

Upon completion of your work experience placement, you should send a thank you letter or email to your host employer. Let them know that you appreciated the time and effort they dedicated to helping you. Note the things you enjoyed the most, and anything particularly valuable that you learned along the way. You may also want to ask them to provide you with a reference, either as a letter to put in your portfolio, or over the phone when you apply for a job.

You can use the Thank You Letter template on page 21 to help you.

Update your resume with information about your work experience placement. Add any new skills you have learned and referee contact details (if your host employer has agreed to provide a reference).

Your careers adviser may also ask you to write a short article about your work experience placement, for inclusion in the school newsletter or similar publication. If you do this, you might consider sharing a copy with your host employer.

Finally, reflect upon your week, and think critically about your enjoyment, or otherwise, of the experience.

You may like to complete a Debrief Checklist (see page 22) which can help you to ‘unpack’ your ideas about a career in the mining industry, and clarify your feelings about future pathways to university, TAFE and/or employment.



TOOLS & RESOURCES

Sample Phone Call Script

Hi,

My name is [INSERT NAME] and I am a year 10 student at [INSERT SCHOOL] High School.

We are doing one week's work experience from the [INSERT DATE] till the [INSERT DATE] and I was wondering if I could do it at [INSERT ORGANISATION YOU CHOSE].

I would be particularly interested in exploring occupations such as... [INSERT OCCUPATIONS/INTERESTED AREAS]

- **If they say yes:**
 - Thank you very much, there are some forms that have to be signed. Can we make a time that I can come and do this?
- **If they say no:**
 - Thank you very much for your time, have a great day!
- **If they ask questions you do not know the answers to:**
 - say "I will get the answers to those questions from my teachers and I will ring you back shortly".

Sample Letter of Enquiry

[Your Name]

[Address]

[Phone Number]

[Email]

[Date]

[Employer's Name]

[Full Address]

Dear Sir/Madam [or name of person],

I am a year 10 student from XXXXX High School. I would like to inquire about the possibility of undertaking work experience at [name of company]. My allocated work experience week runs from Monday - Friday commencing on [date].

I am keen to gain some practical experience in the mining industry, because I have a passion for [eg. automotive mechanics, engineering etc] and I know that the mining industry offers excellent career opportunities in this field. I'm also aware that [name of company] is a well-regarded local employer.

Currently I am studying [list relevant courses, e.g. maths and electives], which I enjoy. In Year 11 I plan to choose [list relevant HSC courses]. In my spare time I like to [list relevant interests], and I have also had experience in [list any volunteerism, casual work etc].

As a young person who is keen to pursue a career in [occupation/industry], I would be very grateful if you would consider hosting me for work experience at [company name].

I look forward to hearing from you soon.

Yours sincerely

[Handwritten signature]

[Your printed first and last name]

Work Experience Induction Checklist

Student Name: _____ School: _____

Induction by (Name and signature): _____

Date placement commenced: _____ Date induction completed: _____

	ELEMENTS	WHEN COVERED
INTRODUCTION & RESPONSIBILITIES	Welcome and introduction to co-workers	
	Overview of the week's program	
	Work area or desk	
	Hours of work/expectations	
	Break times	
	Notification of absence or lateness	
	Task overview	
	Access codes, passwords etc	
	Internet, wifi	
SUPERVISORY ARRANGEMENTS	Supervisor	
	Other employees able to help	
	Health and Safety Officer	
FIRST AID & EMERGENCIES	First aid officer/s	
	First aid kit, defib location	
	Emergency exits, evacuation plans, alarm sounds, muster locations	
WHS AND REPORTING ARRANGEMENTS	Priority of WHS in the workplace	
	Employee and employer responsibilities	
	No-go tasks and areas	
	How to report hazards and safety concerns	
	Reporting injuries and near misses	
WORKPLACE POLICIES AND PROCEDURES TO ENSURE PSYCHOSOCIAL SAFETY.	Bullying and harassment policies and procedures	
	Discrimination and EEO awareness	
ORIENTATION TOUR OF WORKPLACE	Tour of workplace	
	Organisational overview	
	Toilets, showers, kitchen, crib room, lockers and other employee facilities	
	Does the student have any questions?	
CONFIRM STUDENT'S DETAILS	Name/contact details	
	Student's preferred name	
	Medical information	
	Emergency contact details	
	School contact details	

Work Experience Journal

Use this journal or adapt it to your own needs for the duration of your work experience.

DAY ONE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY TWO	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY THREE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about		
Plan for tomorrow		

DAY FOUR	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
What I want to know more about or try before the end of work experience		
Plan for tomorrow		

DAY FIVE	DATE:	WORK LOCATION:
Description of tasks undertaken today		
Challenges I encountered		
Things I enjoyed		
New skills and knowledge		
Last minute questions for host employer		
Final Reflections		

Employer's Evaluation of Work Experience Student

Student Name:	
Employer:	
School:	
Period of Work Experience:	From (date) to (date)
Job Description:	

(Please tick the box that best indicates your opinion of the student's performance)

	Pleasing	Satisfactory	Area for Development	Unable to comment
General Attitude				
Attendance and punctuality				
Communication with co-workers				
Communication with clients				
Ability to work independently				
Persistence with set tasks				
Response to directions				
Willingness to learn				
Initiative				
Awareness of safety protocols				

What type of work did this student undertake? _____

Do you think they are suited to a career in this area? [YES / NO]

Comments: _____

Date:	Date:	Date:	Date:	Date:
Times:	Times:	Times:	Times:	Times:

Signed: _____ (Host Employer)

Signed: _____ (Student)

Signed: _____ (Careers Adviser)

Thank You Letter Template

<Your name>
<Your address>
<Today's date>

<Employer's name>
<Name of organisation>
<Address of organisation>

Dear <contact person's name>,

(First paragraph – general thank you)

- Thank you for the opportunity you have given me to find out what is involved in ...
- Thank you also for the time and effort you have devoted to me ...

(Second paragraph – comments on the experience. Include some of these points.)

- I will probably take up that occupation because ...
- OR
- What I learned about this occupation was ...
 - What I gained from this experience was ...
 - I particularly liked ...
 - What I learned about myself which will help me in future employment was ...
 - What I found different about your workplace was ...

(Third paragraph – conclusion)

My general feeling about my work experience with your organisation is ...
I would like to thank you once again for having me on work experience.
Yours sincerely

<Your signature>

<Your name>

Work Experience Debrief Checklist

Name: _____ Teacher _____ Home class: _____

Employer's name:

Dates worked: From _____ To: _____

Total hours worked per day: _____ Total hours for the week: _____

1. Did you enjoy the week? Yes / No

Why/why not?

2. Were you able to find out things you wanted to know about the job? Yes / No

3. What types of things did you do? (refer to your log book and list some key tasks)

4. Was the work you did interesting? (Explain) Yes /No

5. Were the people you worked with friendly and helpful, or did you feel unwelcome?

6. What did you like most about the job?

7. What did you like least?

8. What would have made the experience a better one?

9. Would you like to do this job permanently? Give reasons.

10. Have you changed your mind about your job preference? Give reasons.

11. Are you now more sure of the career you want and the course you want to do in Year 11?

Yes / No

12. General comments:

Useful Contacts

Scroll down on the NSW Mining Careers & Education webpage www.nswmining.com.au/education-and-careers for a list of our member company careers websites.

Or contact NSW Mining directly on info@nswmining.com.au to ask a question or request assistance.