

WHY?

- Support Mackay region secondary school work experience programs
- Build public awareness of Mackay Sugar
- Introduce secondary school students to jobs with Mackay Sugar
- Reinforce to apprentice applicants about what it's like working with Mackay Sugar

WHO?

- Must be a secondary school student
- Must be 15 years old and above
- Year 10 secondary school students as part of their work experience programs – structured placements
- Year 11 and 12 students:
 - Confirming choice of tertiary studies application
 - Confirming choice of apprenticeship application
 - Revisiting consideration of tertiary studies or trades
 - Still determining a post school career option

WORK AREAS?

- Electrical
- Fitting and Turning
- Boilermaking
- Logistics / Warehousing
- Laboratory (*Crushing Season Only*)
- Other areas may be considered

Key Elements:

- Health and Safety for every student in our workplace.
- Availability of appropriate workplace supervision for every student.
- Availability of meaningful activities related to the student's career preferences or interests.
- Availability of appropriate activities related to Mackay Sugar's business during the placement.
- Care and consideration of the individual student's needs in an unfamiliar work environment.

WHEN?

- **NOT** in the Christmas holidays or New Year/January period.
- To be agreed upon by the Site Manager and Superintendent.
- One student per trade per site at the same time.
- Must be in 'One' week blocks.
- Must not be one day at a time.
- Laboratory – *Crushing Season Only*

What is Required?

- ✓ Four weeks-notice must be given for Work Experience requests (3 weeks may be considered in extenuating circumstances, ie. student has completed Work Experience before and has current inductions in place).
- ✓ Student must telephone Mackay Sugar contact to enquire about possible placement.
- ✓ School must provide Work Experience Agreement, signed by all parties, prior to student arriving on site.
- ✓ Mackay Sugar Inductions (both Online and Site Induction) completed 2 weeks prior to placement. If not completed in time, Work Experience will automatically be cancelled.
- ✓ It is the student's responsibility to contact his/her Mackay Sugar Supervisor 2 weeks prior to their placement to organise start and finish times, and where to meet on the first day.
- ✓ An evaluation will be conducted by the Mackay Sugar Supervisor on each student at the end of the placement; a copy given to both the student and his/her school.

Point of Contact:

Mackay Sugar –
Rondel Brown (8240)
(*People and Culture
Administrator – HR Team*)

Careers Officers at
individual High School