

When work experience is not feasible it is important to consider other options. This section highlights different options that could be offered to school students in addition to or in place of nursing work experience and suggests alternatives for non school students seeking to explore nursing as a career.

Alternatives to work experience can be divided into:

- In-house activities
- External activities

IN-HOUSE ACTIVITIES

Health facility open days and career days

Are occasions when the local community including parents, students of all ages and school staff are invited to visit the health facility. Short information sessions describing the various occupations, displays and activities, as well as tours, are usually included. While nursing can be the focus of the event, it is usually economical, beneficial and appropriate to involve other health industry disciplines.

Health facility tours

Useful for students who would like to find out about nursing but have not been able to undertake nursing work experience.

Careers advice

Advice by an enthusiastic, friendly and helpful nurse can be a source of encouragement for the student who is considering a career in nursing.

Special events

The targeting of specific community groups such as Aboriginal and Torres Strait Islanders, are an effective means of highlighting the career and employment opportunities in nursing.

ACTIVITIES EXTERNAL TO THE HEALTH FACILITY

These activities are usually held at a school or community venue. The Area Facilitator is well placed to organise these activities and encourage health facility staff to participate.

External activities can include:

Lunch-time Career Talks

Are an opportunity to deliver a short and relatively informal presentation about nursing, at school to interested students. The session may be more effective if an enthusiastic nurse delivers or joins in the presentation, particularly if they attended the school.

Suggested props to use in a career talk include: the nursing display banner and the nursing video. The Nursing Career Kits can be distributed. Salary scales and positive newspaper articles add interest.

The session is best kept brief and personalised to address what nurses do, nursing career opportunities and the options for studying nursing.

Local school careers markets

Provide nurses from the AHS with an excellent opportunity to represent the nursing profession and to meet and speak with students, their parents and teachers. These events are usually small and are held in the school grounds.

Props to take along include those listed for career talks as well as any portable equipment that would attract interest. Nurses attending the school career market need to have a sound knowledge of the different pathways to a nursing career and the employment, career and further education opportunities available to nurses.

While nursing observation can occur on an ad hoc basis, the process can be formalised into a program supported by a policy. Some considerations include:

AHS:

- the range of clinical areas that would be suitable to visit
- the staff to be assigned to supervise the observer
- the verbal information and literature that could be given to the person
- the duration of the observation period (ideally between one to four hours)
- the need for a criminal record check (at the discretion of the AHS)

The **individual** would need to:

- be supervised at all times
- wear an identification badge
- complete a Protection of Privileged and Confidential Information form (such as the sample for Nursing work experience, page 39).

District careers events

Are larger events which attract many thousands of Year 9 to 12 students from a defined geographical district. Exhibitors include industry, occupational groups and educational institutions.

At these events nursing is promoted by the employment (AHS's) and educational sectors (Universities and TAFE). Career opportunities are promoted by the AHS's and the Universities and TAFE promote nursing programs. Cooperation and collaboration between the exhibitors is the key to the successful promotion of nursing at these events.

Wherever possible, interactive displays should be organised. They add interest and provide opportunities for students to handle equipment, watch demonstrations, participate in activities or communicate directly with nurses.

Mock job interviews

Certain schools conduct fictitious job interviews for Year 11 and 12 students. Participating in interviews are an opportunity for health personnel to meet students, discuss career choices and stimulate interest in nursing. During the interview students can be asked questions that will broaden their understanding of nursing.

Parent and citizen group presentations

Are an opportunity to promote and highlight to parents, the merits of a nursing career. Access to P&C groups can be gained through the school system.

Educational, career and employment expos

Provide opportunities to promote nursing to the widest possible audience. Possible benefits should be determined before committing resources to an expo.

The following points are useful in this assessment:

- the intention of the event eg. to recruit, to inform
- the target audience eg. general public, school leavers
- relevance of other exhibitors eg. universities, industries, professional groups.

OPTIONS FOR NON-SCHOOL STUDENTS

Non school students are currently ineligible for work experience. Those who are interested in a nursing career can be offered the following activities:

Nursing observation

The individual or group is escorted around the health facility to observe nurses at work. This overcomes the need for extra insurance cover and criminal record checks.

A person undertaking nursing observation:

- cannot participate in any activity as there is no insurance policy in place that covers them for workplace learning, unlike that available for school students
- is covered, as are all visitors, by the AHS's Public Liability Insurance.

Recent school leavers are included in this group since they no longer have access to the Department of Education and Training Insurance and Indemnity provisions.

The observer needs to be accompanied at all times by a nurse who can provide information about nursing, answer questions and provide the appropriate advice.

Tour and Talk

Health facility tours can be offered to those expressing an interest in nursing. Tours provide an opportunity for discussion and answering questions.

Requests for clinical access by other groups

AHS can receive numerous requests on a daily basis from people and agencies wishing to access clinical settings for the purposes of learning. Since the people involved are not employees of the organisation, it is important to ensure that policies and specific criteria for managing the requests are developed.

POLICY POINTS TO CONSIDER WHEN DEVELOPING POLICIES FOR DIFFERENT GROUPS

- The origin of the request – relevance where priorities have been stated
- The immigration status if the person is from overseas
- Relevance of the request to nursing
- The need for a criminal record check and proof of identity
- Whether an agreement is in place with the AHS eg. university student placements
- Insurance and Indemnity requirements
- Placement details eg. duration, objectives, accommodation requirements, travel arrangements
- Expectations of the AHS and health facility eg. supervision, assessment
- Availability of resources, human, fiscal and material
- If sponsorship is involved
- Is a program organised that includes orientation and the issue of some form of personal identification
- Protection of privileged and confidential information
- Student responsibilities eg. conduct
- Troubleshooting
- Post placement assessment, evaluation and follow-up.



The following contains useful information and a selection of templates that can be adapted for use in developing a NWEF.*

Information for students on nursing work experience

The Nursing Work Experience – Conditions of Participation outlines the principles supporting nursing work experience prior to the student placement. It can be used as the basis of student orientation or as a separate, stand alone document for the student.

The format of this document can be adapted for other workplace learning programs. AHS's may prefer to use their existing Code of Conduct and/or other similar documents.

* The following sample documents have been modelled on forms developed by a number of NSW hospitals and health care facilities.

CONDITIONS OF PARTICIPATION



PART 1 : GENERAL INFORMATION

Introduction

This document has been prepared for students wishing to undertake nursing work experience in the NSW public health system. It aims to make you aware of the conditions of your participation in a nursing work experience program and helps ensure that your experience is beneficial.

Please read both parts thoroughly, show it to your parents/guardians and then sign the document to let us know that you have understood and agree to the conditions under which nursing work experience is offered. If you would like to ask any questions, please contact the nursing work experience facilitator in your local Area Health Service administration.

Reasons for offering nursing work experience

Area Health Services in NSW want to assist school students considering a career in nursing to gain first hand knowledge about the profession. We want to do this in the safest, most helpful and interesting way possible. That is why we have developed nursing work experience programs for you to access. We hope they will encourage you to pursue nursing studies once you leave school.

Objectives of nursing work experience

The student will:

- learn that nursing is a scientific and humanistic profession
- observe nurses at work
- carry out some actual nursing activities under supervision of a nurse
- gain insight into the ways in which you can study to become a nurse and the employment and career opportunities available once qualified

- review your tentative career choice against the experience you receive.

Responsibilities of student

The student participating in nursing work experience will:

- demonstrate an interest in nursing as a possible career option with the intention of participating in the program
- provide all the necessary information that will assist in processing the application for placement
- agree to abide by the conditions of their placement as set down by the organisation
- agree to abide by the code of conduct
- report any treatment that you consider to be unfair or unjust to the nursing work experience coordinator
- evaluate the program to assist the Area Health Service in providing the best experience for students.

Responsibilities of employer

The Area Health Service will:

- provide opportunities for the student to explore nursing as their tentative career option within the framework set down by the organisation
- allocate a nurse to supervise and mentor the student whilst on placement
- permit students to carry out nursing activities under supervision when patient consent has been given
- protect the rights of patients, staff and the organisation
- treat all students fairly and with respect
- communicate directly with the school careers adviser, in the first instance, in matters requiring intervention and solution.

PART 2: SPECIFIC INFORMATION

Hands on activities

Nursing work experience is about observation, fact finding and participation and you will be encouraged to do all of these. However, it is generally necessary to seek the approval of the patient and your supervising nurse beforehand.

Behaviour

Remember, that while undertaking nursing work experience, you are also representing your school and your peers. You are expected to behave in a manner that does not cause offence or embarrassment to yourself, your school, staff, patients or the public.

Unacceptable behaviour will be reported to the school and may result in termination of your nursing work experience.

Security

Hospitals are filled with lots of people, many are staff, some are approved visitors (like work experience students) and then there are others who may have no reason for being on the premises. If you see anyone acting suspiciously, please inform one of the nurses.

Corrupt conduct

If you are suspected of corrupt conduct or inappropriate behaviour whilst in the health facility, a representative from the school will be called in to resolve the situation in line with the protocols set down by the respective school authorities.

Relationships with patients

Patients in health facilities are often scared and anxious. It is inappropriate for students to develop a personal relationship with the patients and, therefore you should avoid any unnecessary or inappropriate physical contact or communication.

Rewards and gifts

Patients often like to reward those who help them, with gifts. However, students are discouraged from accepting gifts.

Attendance

If you are going to be absent for a day, you or someone on your behalf needs to notify the nursing work experience coordinator and the school. The same applies if you need to arrive late or leave early.

In the interests of your safety, if you need to be away from the workplace for a period of time, you must let your supervising nurse know that you are leaving and when you have returned.

Confidentiality

In the course of your nursing work experience program, you may have access to privileged and confidential information in respect to Area Health Service or health facility matters, patients and staff. You are expected to refrain from discussing any of this information with anyone other than authorised personnel of the Area Health Service or health facility.

Dress code

Nursing is an active job requiring a lot of time on your feet. Students are required to present in suitable attire which is clean, neat and tidy. Wear comfortable and practical clothing that is washable. Avoid restrictive clothes and very short skirts, short shorts and low cut tops that reveal your midriff. Most health care facilities do not allow jeans to be worn while at work. Shoes with a covered toe to protect your feet must be worn. If you have long hair, please tie it back. Jewellery should be kept to a minimum.

Occupational health & safety

Within the Area Health Service there are clear guidelines to ensure your safety. These will be explained to you at orientation.

Evaluation

All students will receive a formal assessment on their performance at the end of their placement, which will be placed in your school records. Your assistance may also be requested by the health facility to evaluate both the nursing work experience program and the student handbook so that they can be improved for the benefit of future students.

Termination of work experience

There may be circumstances, some of which are mentioned above, when it may be necessary to terminate your placement. In other instances, for personal reasons, you may not wish to continue with your placement.

You are not under contract to the Area Health Service during nursing work experience so you are not bound to complete the program.

Read and sign

I have read this document and understand the conditions of my participation in the nursing work experience program at (health facility name).

I agree to do my best to meet these conditions.

Student name (print name)

Student's signature

Date

Parent/Guardian name (print name)

Parent/Guardian signature

Date



STUDENT SURVIVAL KIT

Students are given a wealth of information when they start nursing work experience programs. The following materials can be presented to the student as a 'Student Survival Kit'. It conveys to them a positive and welcoming message.

Suggested contents:

- Student handbook called *Dare to Care – the Challenge of Nursing Work Experience* – supplies available from The Better Health Centre – Publications Warehouse
- *Nursing Career Kit* – supplies available from NSW Health Department
- *Nursing Specialties* booklet – supplies available from NSW Health Department
- Orientation summary sheet – which highlights the key local points of importance
- *Don't let your first day be your worst day* leaflet – supplies available from the Labor Council of NSW
- Health facility brochure and map
- Comparative salary scales or extracts from the current Public Hospital Nurses' (State) Award
- Area Health Service or health facility newsletter (general information)
- Nursing newsletter or copies of positive newspaper articles on nursing
- Area Health Service Code of Conduct – information for employees
- Know your Rights: Patient Charter
- Premium items such as pens, badges and stickers (optional)

STUDENT ORIENTATION



What to include

This is an important part of the program. It is often the first opportunity to meet the student and to seriously discuss the responsibilities of all parties involved in work experience.

The following points need to be made during the orientation session:

1. An official welcome to the work experience students from the health facility and the Program Coordinator
2. Provide some facts and figures about the Area Health Service and/or the health facility and nursing that will set the picture, including:
 - Type of services provided
 - The mix and number of staff employed
3. Reiterate the objectives of work experience:
 - To explore nursing as a possible career option
 - To find out what nurses do, to observe them at work and participate in some nursing activities
 - To experience the world of work in a health facility
 - To complete the exercises in the student handbook
 - To receive a formal assessment of student performance on placement, for inclusion in school records
4. Referring to the Nursing Work Experience - Conditions of Participation leaflet that was issued with their initial letter, discuss the expected responsibilities of students in relation to:
 - their behaviour (ie respectful, courteous)
 - working towards achieving the stated and other personal objectives of work experience
 - their attendance times and working hours during the placement
 - the need to abide by the rules and regulations set down by the AHS and/or health facility in relation to work experience
5. Explain in some detail the information in the first section of the student handbook *Dare to Care – Important things to remember*, which covers:
 - general safety in the workplace
 - protecting patients
 - security in the workplace
 - confidentiality
6. Provide advice on what to do if:
 - they are sick and cannot attend – need to contact the Program Coordinator
 - they do not like the placement
 - if they need to leave the health facility during work time – namely notify a nurse if they leave the area and report in again once they return.
7. Discuss the timing of refreshment breaks and the location of the cafeteria, coffee shop, lunch rooms.
8. Issue name badges.
9. Issue protective clothing eg. lab coat or tabbard (optional).
10. Provide an overview of nursing including:
 - The different courses leading to a nursing qualification
 - Employment opportunities for nurses and salary scales
 - Professional and career advancement opportunities for nurses
 - Study options for qualified nursesThis can be done by showing the video and using the overheads in the Nursing Career Kit for school careers advisers.
11. Issue the *Student Survival Kit*, explaining contents, in particular the student handbook *Dare to Care – the Challenge of Nursing Work Experience*.
12. Set up regular times to meet and arrangements for debriefing and evaluation at the end of the placement.
13. Provide contact details for the Program Coordinator during working hours.
14. Conduct a brief tour of the health facility.



COMMUNICATION TEMPLATE – STAFF

INTERNAL MEMORANDUM

TO: (Nursing Unit Manager)

FROM: (Nursing Work Experience Program Coordinator)

SUBJECT: Nursing Work Experience Program – Placement details

Thank you for agreeing to participate in the nursing work experience program. Your contribution and that of your staff to this important initiative, is very much appreciated.

The following Year students have been assigned to your ward/unit.

Name	Year
------	------

School

Name	Year
------	------

School

They will be attending your ward/unit on the following days _____, or each _____ for the period commencing ___/___/___ and finishing ___/___/___ (inclusive).

Their hours of work are from ___ am to ___ pm on each occasion.

The students will be arriving at ___ am on the first day and will receive a formal orientation to nursing work experience and to the health facility at that time followed by a short tour. This means that they will be escorted to the ward/unit at about ___ am where I will find you to make the introductions.

I have arranged to see the students each day to find out how they are going. I will communicate this information to the school careers adviser who will be visiting sometime during the week.

A debriefing session for the students has been arranged on their final day at ___ am/pm, at which time they will be given their certificates of completion.

Please complete one of the school's 'student assessment forms' for each of the students on the last day of their placement. These forms are the official evaluation of their work experience and are placed in the school records.

I can be contacted on tel _____ should you wish to discuss these arrangements in more detail.

INITIAL RESPONSE LETTER



This letter can be sent out:

- once a request for a nursing work experience has been received
- if the dates and duration of placement are acceptable to the health facility
- if more information is required from the student

LETTERHEAD

Dear *(Student)*,

Thank you for your inquiry about the nursing work experience program at *(health facility)*. We would be pleased to assist you in your exploration of nursing as a career.

In order for your application to be processed to the next stage, I need some additional information from you.

Firstly, I have enclosed two forms that I would ask you to complete and return to me at the address indicated, by *(due date)*:

1. Registration Form
2. Protection of Privileged and Confidential Information Form

Secondly, I have enclosed a *Nursing Work Experience – Conditions of Participation* document which I would like you and your parents to read. Please sign the section at the end of Part 2, as requested, if you and your parents agree to the conditions set out. I would be pleased to answer any questions you may have about the document and/or our nursing work experience program. My phone number is:

Thirdly, when returning these forms, please also include the following information from your school:

- a copy of the insurance and indemnity cover
- a Student Evaluation Form
- a copy of the Student Placement Record (or similar).

Yours sincerely,

Nursing work experience coordinator
(health facility name)



CONFIRMATION LETTER – STUDENT

Although not essential, a letter containing similar information to this can also be sent to the parents and the school careers adviser.

LETTERHEAD

Dear *(Student)*,

This letter is to confirm your place in the nursing work experience program at *(name of health facility)*.

The **dates of your placement** are: *(from)* _____ *(to)* _____

Please report to: *(name of person and place to meet on the first day)* _____

Please arrive at: *(time)* _____

Hours of work after the first day: 8am to 3pm

What to wear: We want you to feel like you are a real member of staff while you are on work experience and so you do not have to wear your school uniform. Because you will be in contact with patients, staff and the general public, it is important to look neat and tidy at all times. Please dress in comfortable and practical clothing that is washable (*no jeans please*) and suitable for the workplace and also wear shoes with a covered toe to protect your feet and toes. If you have long hair, please keep it tied back. Keep jewellery to a minimum.

We will provide you with an identification badge that should be visible at all times whilst you are in the *(health facility)*. This will need to be returned at the end of your work experience.

Meals: Meals are not provided so you will need to bring your lunch from home or buy refreshments from one of the nearby outlets.

Whilst you are with us at the *(health facility)* you will be assigned to a nurse who will look after you and help you work through the activities during the week/days. You will be able to watch and perform some of the tasks that nurses do, with the permission of the patient and at the discretion of the nurse. A suggested list of the activities that you are able to see and do is contained in the student handbook that you will be given on Day 1.

I look forward to meeting you on *(date)* and hope that your experience will be enjoyable and helpful in determining your future career. Please ring me on *(phone number)* if you are unable to attend on the first day or have any questions you would like answered.

Yours sincerely

Nursing work experience coordinator
(health facility name)

REGISTRATION FORM



A registration form helps to formalise the program from the student's perspective and assists in the collection of data for the health facility records.

HEALTH FACILITY X NURSING WORK EXPERIENCE PROGRAM REGISTRATION FORM	
Name	
Address	
	Postcode
Telephone (home)	Date of birth
Are you in: Year 9 10 11 12 (please circle)	
School (name)	
Address	
	Postcode
Telephone	Fax
Careers Adviser (name)	
Work experience dates	First preference
	Second preference
<p>Please complete this form and return it by mail or fax to:</p> <p style="text-align: center;">Nursing Work Experience Coordinator Department or location Health facility address Tel. Fax.</p>	
NOTE: Details of your placement will be sent to you on receipt of completed forms	



PROTECTION OF PRIVILEGED AND CONFIDENTIAL INFORMATION FORM

HEALTH FACILITY X NURSING WORK EXPERIENCE PROGRAM PROTECTION OF PRIVILEGED AND CONFIDENTIAL INFORMATION FORM

I *(name)*

(Please print your full name)

of *(school)*

(Please print the full name of your school)

am undertaking nursing work experience at a *(name of health facility)* in *(Area Health Service)*.

I am aware and understand that, in the course of my nursing work experience placement, I may have access to privileged and confidential information in respect to health facility matters, patients and staff.

I agree that in the course of my nursing work experience placement, I will not discuss any information concerning health facility matters, patients or staff to anyone other than authorised personnel of the health facility and within the health facility.

Signed *(Student)*

Date

Signed *(Parent/guardian)*

Date

This form is to be signed and returned together with the Registration Form and/or the Nursing Work Experience – Conditions of Participation form.

CERTIFICATE



Area Health Service (name)

NURSING WORK EXPERIENCE CERTIFICATE



PRESENTED TO

Name

School

ON THE SUCCESSFUL COMPLETION OF
NURSING WORK EXPERIENCE IN
HEALTH FACILITY X

LOGO

Nursing Work Experience Coordinator Date



STUDENT EVALUATION PROGRAM

We hope you found your nursing work experience placement interesting and enjoyable and would like to know what you thought about the program. Your comments and the answers to our questions will help us improve the program for the benefit of future students. So please take a few minutes to complete this evaluation form.

INSTRUCTIONS: Read the statements in the left hand column and then tick the best response to that statement. You may use the space provided at the end of the page to write further comments.

QUESTION	YES	NO	NOT SURE
Overall, I enjoyed my nursing work experience placement			
The activities in which I participated were interesting			
The staff on the ward/unit where I worked made me feel welcome			
The nurses with whom I worked were helpful			
Nursing staff were happy to answer my questions			
I was included in ward/unit activities wherever possible			
The nurses understood what a student on nursing work experience could and could not do			
I enjoyed interacting with the patients on the ward/unit where I worked			
Work experience has given me a better understanding of the range of work that nurses do			
Work experience has increased my interest in becoming a nurse			
I intend to find out more details about the nursing courses that are available to me when I leave school			
I would recommend nursing work experience to my friends who are thinking about becoming a nurse			
Do you think you will take up nursing as a career?			

Comments _____

Thank you for taking the time to complete this form

STUDENT EVALUATION OF THE STUDENT HANDBOOK



The student handbook *Dare to Care – the Challenge of Nursing Work Experience* has been updated. Since you have been using it during your recent placement, we are very interested to receive your comments and any ideas you may have to improve it for future students. Please take a few minutes to complete this form.

INSTRUCTIONS: Read the statements in the left hand column and then tick the best response to that statement. Please use the space provided at the end of the page to add your comments and ideas.

QUESTION	YES	NO	NOT SURE
The booklet is well set out and easy to read			
The information in Section I: <i>About your nursing work experience</i> , helped me adjust more easily to the ward/unit where I was placed			
The search and find exercise helped me to become familiar with the ward/unit environment			
Completing the daily diary helped me summarise and recall what I had experienced during my placement			
I learned some of the terms that nurses use in their work through completing the quizzes, the anatomical diagram and the crossword			
I was pleased to have the handbook to work on when the ward/unit was busy			
The handbook assisted me in getting the most out of my nursing work experience placement			
By using the handbook, I found my understanding of nursing had improved by the end of work experience			
I would recommend that this handbook be used by all students who are undertaking work experience in nursing			

Your comments and ideas _____

Thank you for taking the time to complete this form

STAFF EVALUATION OF NURSING WORK EXPERIENCE PROGRAM

Thank you for participating in the nursing work experience program (intended for nurses who have had direct contact with work experience students). Your contribution is very valuable in helping school students gain an accurate impression of nursing and discover what nurses do in the workplace.

Please complete the following questionnaire to help us obtain your views on the organisation and implementation of the nursing work experience program.

QUESTION	YES	NO
Nurses on the ward/unit were aware of the Area Health Service/health facility's commitment to offering nursing work experience and the rationale for the exercise		
Nurses from the ward/unit were invited to contribute to the development of the program		
Communication about the assignment of the students to the ward/unit for their placement was received in advance of the date		
The nursing work experience coordinator was accessible to nursing staff to respond to questions and was receptive to their comments		
Students were adequately prepared for their placement when they arrived on the ward/unit		
The student handbook was a useful resource to refer the student to when the ward/unit was busy		
Nursing work experience will continue to be supported in this ward/unit		

Comments _____

Thank you for taking the time to complete this form

SAMPLE BUSINESS PLAN

PROMOTION OF NURSING AS A CAREER

OUTCOME: An increase in enrolments of school leavers into nursing courses in NSW

OBJECTIVES	STRATEGIES	TARGETS	TIMEFRAME	PERFORMANCE MEASURES
1. Demonstrate the work of nurses to school students interested in a nursing career	Offer local school students places in nursing work experience programs (NWEF)	(No of) student placements	Months selected to accept students on placement	<ul style="list-style-type: none"> No of students placed in programs
2. Encourage students on NWEF placement to actively collect information about nursing	<ul style="list-style-type: none"> Issue student handbook to all students Show nursing video(s) Discuss content of Nursing Career Kits Nurses are proactive in providing nursing information and responding to student questions 	All students on placement: <ul style="list-style-type: none"> Complete handbook Watch the video Have access to kits Nurse/student interaction 	<ul style="list-style-type: none"> Throughout the placement months 	<ul style="list-style-type: none"> No of material resources used No of students expressing interest in pursuing nursing
3. Assess the effectiveness of nursing work experience	<ul style="list-style-type: none"> Evaluation of student performance Student feedback on the programs Debriefing sessions for students Evaluation by staff of ward based programs 	<ul style="list-style-type: none"> Every placement Every placement Every placement Bi-annually 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing Ongoing 	<ul style="list-style-type: none"> Student interest in NWEF increased
4. Evaluate the effects of nursing work experience on subject choices and future career options	<ul style="list-style-type: none"> Letter/ questionnaire to former work experience students Discussion with school careers adviser following student's placement 	<ul style="list-style-type: none"> All students contacted and questionnaires returned All careers advisers 	<ul style="list-style-type: none"> Annual At end of each school term 	<ul style="list-style-type: none"> Students' selection of suitable subjects for nursing Students enrolling in nursing courses
5. Explore the effects of nursing work experience on BN and EN course enrolments	<ul style="list-style-type: none"> Questions on Consortium evaluation form Questionnaire to all EN course applicants in AHS 	<ul style="list-style-type: none"> All BN graduates All TENs 	<ul style="list-style-type: none"> Annual At each intake 	<ul style="list-style-type: none"> No of respondents who had participated in a NWEF
6. Inform school careers advisers and parents about nursing, the NWEF and other options	<ul style="list-style-type: none"> Attend cluster meetings of local careers advisers Attend local parent and citizen meetings and/or meet parents at school career events 	Contact with: <ul style="list-style-type: none"> All careers advisers Parents of local school students 	<ul style="list-style-type: none"> Annual Annual as they occur 	<ul style="list-style-type: none"> No of careers advisers/ parents in attendance

NOTE: Additional activities promoting nursing as a career can be described in the Annual Report

KEY CONTACTS FOR SCHOOL SECTORS



GOVERNMENT (STATE) SCHOOLS

Principal Education Officer
Vocational Learning Unit
Curriculum Support Directorate
Department of Education and Training
Block D, Level 1
3A Small's Road
RYDE NSW 2112
Tel. (02) 9886 7552
Fax. (02) 9886 7657

CATHOLIC SCHOOLS

Catholic Education Office
38 Renwick Street (PO Box 217)
LEICHHARDT NSW 2040
Tel. (02) 9569 6111
Fax (02) 9550 0052

Regional Catholic Education Offices

Eastern Region Director
33 Banks Avenue
DACEYVILLE NSW 2032
Tel. (02) 9314 1244
Fax. (02) 9314 1612

Inner West Region
1st Floor, Berala Arcade
Woodburn Road (PO Box 83)
BERALA NSW 2141
Tel. (02) 9643 3600
Fax. (02) 9643 3609

Southern Region
5 Crofts Avenue (PO Box 553)
HURSTVILLE NSW 2220
Tel. (02) 9772 7000
Fax. (02) 9772 7009

INDEPENDENT SCHOOLS

Association of Independent Schools
of New South Wales Limited
Level 9 Reid House
75 King Street
SYDNEY NSW 2000
Tel. (02)9299 2845
Fax. (02) 9290 2274
Website. www.studentnet.edu.au/vet