

## Wantirna College

### Year 10 Work Experience Program 2023

#### Important Information for parents/guardians and students

##### **WHAT IS WORK EXPERIENCE?**

Work experience is the short-term placement of year 10 secondary school students with employers to provide insights into the industry and the workplace in which they are located. It provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations, and
- increase their self-understanding, maturity, independence and self-confidence.

While undertaking work experience, students will observe different aspects of work within their chosen industry and may assist with tasks allocated by their supervisor, but should not undertake activities which require extensive training or expertise. Placements with parents or other relatives are not recommended, as students will benefit more from meeting new challenges in new environments.

Work experience students are assessed or evaluated by their school according to school-based criteria. Their employer is also asked to provide feedback on the student's performance while at the workplace.

The Department remains committed to assisting Victorian educators to implement their programs, and acknowledges the important role work experience plays in career planning and course and subject selection. The world of work is constantly and rapidly changing. Work experience provides students with the opportunity to enhance their awareness and understanding, and to build their portfolio of skills.

##### **BENEFITS OF WORK EXPERIENCE**

Work experience contributes to better informed careers, course and pathways options for young people.

##### **Benefits for students**

- Better understanding of the work environment and what employers expect of their workers.
- An opportunity to explore possible career options.
- Increased self-understanding, maturity, independence and self-confidence.
- Increased motivation to continue study and/or undertake further training.
- Better understanding of how the school curriculum can help prepare young people for work.
- An introduction to workplace recruitment practices.
- Enhanced opportunities for part-time and casual employment.
- Opportunity to include the employer's work experience evaluation in future job and course applications.
- Opportunity to develop work-related competencies and acquire skills.
- The chance to 'try out' a workplace, prior to undertaking VCE, VM, VPC, VET in Schools, or an SBAT in Years 10 to 12.

## HOW TO ORGANISE YOUR WORK EXPERIENCE PLACEMENT

1. The dates for work experience are May 22<sup>nd</sup> – May 26<sup>th</sup> (Week 5 of Term 2). Please see Mr Newnham if your employer says that this week is not available for a placement. There will be an alternative program for students who are at school.
2. Over the next 4-5 weeks in Explore, lessons will be focused on preparing and assisting students in organising their work experience placement. Students should use this time wisely to research, organise and complete required documentation for their work experience placement.
3. Approach potential employers to secure a work experience placement. If you have contacts with parents, relatives, friends, clubs and community groups this may be an advantage to you in finding a placement. When making contact with an employer that you don't know, it may be helpful if you have a resume. Company websites are often a good place to start looking, they may have a work experience section or some relevant contact details. You may find commercial websites which offer assistance. Please bear in mind that while these can be useful they are not endorsed by the Department of Education and when in doubt you should always act on the advice given by the school. **Please note that the school requires that you do not do work experience at a workplace where you are already employed.**
4. Complete the official work experience arrangement form. This form constitutes the legal agreement between the student, parent/guardian and the school. **It is essential that the original of this form is in the possession of the School before the work experience placement begins** so that full insurance cover is activated. Students cannot begin work experience until this completed form is returned. Make sure the form is returned to the school by the due date, April 26<sup>th</sup>, 2023. If traveling in an employer vehicle or staying overnight away from home, you need to complete a Travel and Accommodation Form. Students working with animals must complete the Working With Animals form.
5. Complete the [Safe@work Program](#) (see details below). When you sign the arrangement form you are acknowledging that you have completed this program. It is part of the legal documentation for work experience. Two certificates need to be completed as part of this program and they must be given to Mr Newnham, either as a printout or email attachment.
6. Contact your employer prior to starting. Make sure that you are aware of the starting time, dress codes and any special requirements.

### During your placement...

1. If you cannot attend work on any day, phone your employer and give the reason for your absence. The school must also be informed.
2. You will get more out of your Work Experience if you can be seen as a co-operative, interested and enthusiastic person who has the Employer's interests at heart. Show that you are willing to learn and have a purposeful approach to the Work Experience program.

## Legal requirements

1. Students must be 15 years or older at the time of their placement.
2. Work Experience is primarily an opportunity for students to observe. They are not permitted to undertake any activities which require specific training. This includes, but is not limited to, operating any machinery, power tools or cutting implements such as knives. Where there is any doubt, parents/guardians, students or employers are advised to consult with the College. Please note that having prior experience and training does not permit students to use specialised equipment while on Work Experience. There are some industries in which students are not permitted to undertake Work Experience. Students cannot work, for example, in a business in which firearms are sold, in a tattoo parlour, or in the security industry. The school reserves the right to determine whether the *activities* or *industry* are appropriate. Placements will be cancelled immediately if in the opinion of the school the student is in an inappropriate work place. Please contact Mr Newnham where there are any doubts or concerns.
3. Some placements require additional documentation or compliance. These include construction, where **Construction induction training (white card)** must be completed by the student prior to the placement. Students who will be traveling in an employer vehicle, staying overnight away from home, or working with animals, will need to complete an additional form.
4. All students must complete the [Safe@work](#) program. This consists of two online modules resulting in the awarding of **two** certificates. All students must attain the general certificate and an industry certificate specific to their chosen area of work. The website for the course is:

<http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx>

Two certificates must be completed by April 26<sup>th</sup>, 2023. **Students will be given help and advice as required to meet this requirement during Explore classes.** Please don't ignore it if you are stuck – ask for help.

5. The Work Experience Arrangement Form must be completed and returned to the school before a student may start placement. It is critical that the school has the original, completed copy of the arrangement form to ensure that the student has full legal protection in their workplace. Faxes and copies may be used to provide evidence that an arrangement has been entered into but the original must be sent to the school. Please note that the employer's existing Worksafe Policy does **not** cover the student.
6. Students must not organise arrangements for any other dates other than those set down without the express permission of the school.
7. In the event that any information provided on the arrangement form is found to be inaccurate after commencement, the school may cancel the arrangement immediately.
8. Where the school determines that an employer may not be adhering to the Education Department's requirements for students on work experience placements, it may cancel the arrangement immediately.

9. Where an employer determines that a student's conduct is not satisfactory, the school may be required to cancel the arrangement.
10. If a parent/guardian deems that their child needs to be removed from a workplace due to concerns over health and safety, they should make arrangements to do so as soon as possible and inform the school. The safety of students takes priority.

While these legal issues are important, the experience of the College over many years has been that the vast majority of students have had a positive experience while undertaking their Work Experience placement.

If you have any questions regarding Work Experience, please don't hesitate to contact the College on 9801 9700 or contact Mr. Phil Newnham (College Careers Counsellor) via email at [NEW@wantirnacollege.vic.edu.au](mailto:NEW@wantirnacollege.vic.edu.au).