



Year 10 Work Experience

May 11 - 15, 2026

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Purpose?

What are the benefits of completing work experience?



Try something new

Participation

CAREER EXPLORATION

PROFESSIONAL CONTACTS

OBSERVATION

Practical Insights

SCHOOL-BASED APPRENTICESHIP OR TRAINEESHIP

CASUAL WORK

SKILL DEVELOPMENT

APPLY CLASSROOM KNOWLEDGE IN WORKPLACE

PART-TIME WORK

EMPLOYABILITY SKILLS

SUBJECT SELECTION

Process Change

Moving Forward Together

The Department of Education has developed a **Work-Based Learning (WBL) App** to coordinate the process of making work experience and structured workplace learning arrangements.

The WBL App digitises the creation of the arrangement, travel and accommodation and working with animals forms.

Students, parents/carers, employers and the Principal will receive **links via email** to complete and sign the digital arrangement form. An information sheet will be sent home. If a parent/carer, student or employer advise at any stage that they wish to opt-out of completing the digital form the school will use the paper-based form.

Students will need to provide employer details and as there won't be a paper-based form this information can be completed using the QR Code or link to the form..

Red Cliffs Secondary College's
Work Experience program -

Employer Details

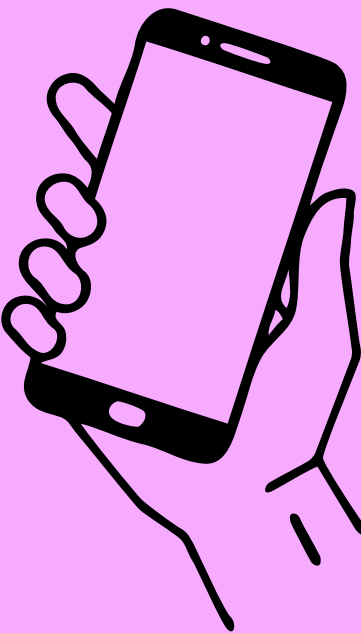


<https://forms.office.com/r/vGstTPa84U>

Approaching Employers

Connecting In Person, On the Phone, Via Email, Virtually

- If you are nervous about approaching an employer create a script. Make notes on what you want to say.
- If you don't like talking on the phone, go into the business and speak to someone in-person.
- If you need support, talk to your family, a teacher or the Careers Advisor.
- Career Advisor - catch up available at the Parent Teacher Meetings on Monday 23rd March
- Not every employer you approach will be able to take you for a one-week block in May.
- If you really want to work with them, and they can offer other opportunities then take them up on it, even if it is during school holidays, later in the year or a one day per week opportunity.



How to Prepare

Embracing The Process

Make sure you know what you might need when approaching an employer or to undertake the work experience placement.

This could be extra forms that need to be completed if you are working with animals or working away from home.

Do you need to complete a short course or certificate before you start?

Resume

First Aid

CI Card

Working with Animals

Food handlers

Working away from home



School to Work Portal

Find Opportunities - Start Search Now

ENTER:

Where: Mildura 3500

Search Radius: 100km

Opportunity Type: WE (Work Experience)

Industry: Select preference

Opportunity Details: Select preferred option

Interested?: Share with your teacher



www.workplacements.education.vic.gov.au



Safe@Work Modules

General & Industry

- If you completed the **safe@work General module** last year then you only need to complete the **safe@work Review module**. If you did not complete the safe@work General module last year then you will need to complete it this year.
- You must complete the **Industry module** that relates to the industry you want to work in. If you are undertaking work experience in the same industry as last year and have completed the industry module you do not need to complete it again.
- You will need to provide a copy of your certificate. This will be uploaded on the WBL App.

Automotive

Building & Construction

Hairdressing

Electrical

Health & Community Services

Veterinary

Painting

Primary Industry

Manufacturing

Retail

Plumbing

www.vic.gov.au/safework

Office & Business

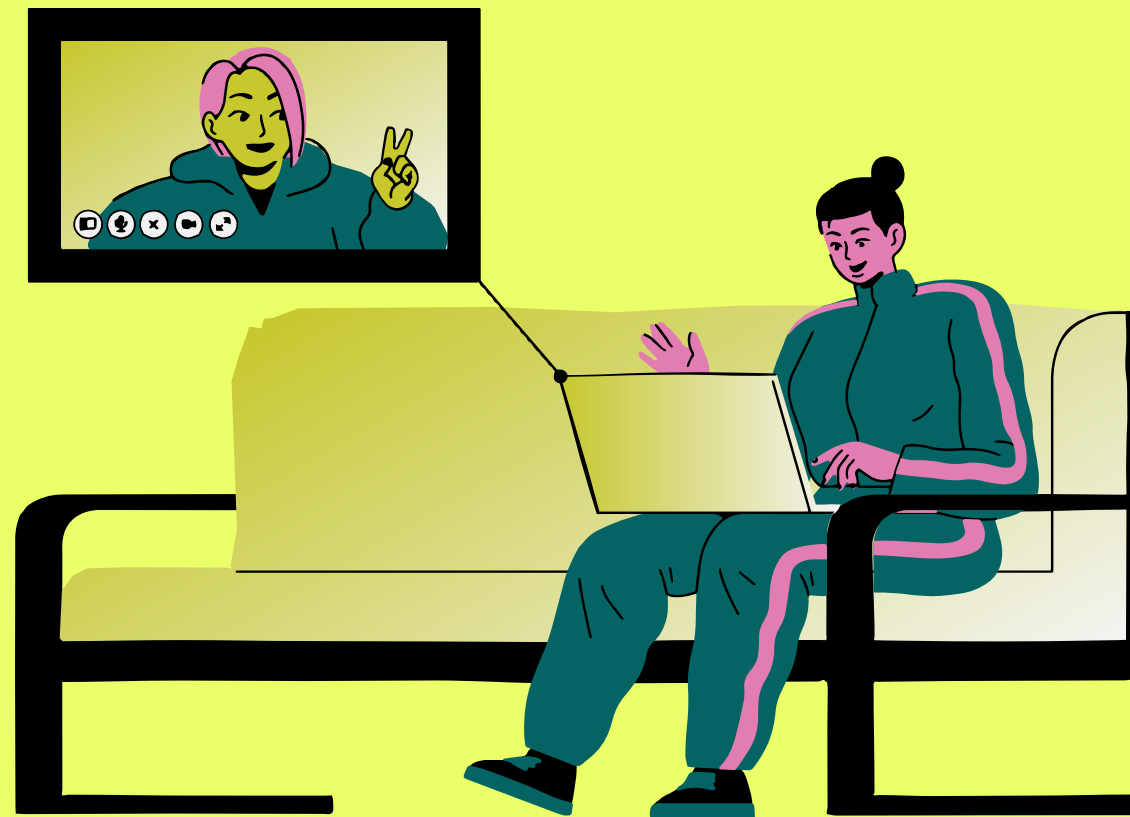
Metals & Engineering

Update Your Resume

Do you have a Resume?

Is your resume marketing you well?

- Technical Skills
- Employability skills
- Education /School subjects
- Work experience
- Short courses and tickets
- Part-time or casual work
- Hobbies
- Sports
- Awards
- Volunteering



One to two pages only

Check spelling

Use action verbs

Consistent formatting

Visually appealing

Need a Template?

Microsoft Word

Canva

ChatGPT

www.canva.com/create/resumes

Personal Presentation



Creating a Good Impression for an Interview

Clothing

- Neat and tidy
- Check for holes and stains
- Appropriate for the workplace

Footwear

- Clean and appropriate for the workplace

Hairstyles

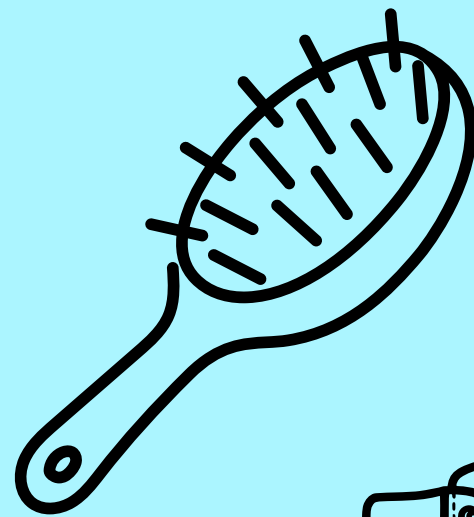
- Neat and tidy

Make-up

- Minimal

Jewellery

- Minimal
- No piercings



What to wear in the workplace

Clothing

- Neat and tidy
- Appropriate for the workplace
- Do you need PPE

Footwear

- Do you need enclosed shoes
- Do you need steel cap boots

Hairstyles

- Neat and tidy
- Do you need to wear a hairnet?

Make-up

- Minimal or none

Jewellery

- Minimal or none



Stuck for Ideas?

Don't know where to start?

NEIGHBOURS

FRIENDS

Google

CHATGPT

Sport Coaches

CAREERS ADVISOR

FAMILY

FRIENDS PARENTS

MORRISBY REPORT

TEACHERS



Stuck for Ideas?

CASE STUDY?

Isaac is in Year 10 and is a mad football fan. Football is his passion and his only hobby.

He would love a casual job as his parents are struggling financially and he doesn't like asking them for money.

His work experience is coming up but he doesn't really know what he wants to do as a career when he finishes school. He is not sure about working in the family business.

He doesn't have a lot of confidence and is not sure where to start.

Isaac has an older brother who drives and works in Mildura.

Isaac's dad is a builder and he contracts for one of the large building companies in town.

Isaac's favourite subjects are math, physical education and wood.

Isaac's favourite subjects are math, physical education and wood.

Isaac plays footy for the Tigers, and he coaches the Under 10's little league.

Isaac's hobbies include fishing, baking and online gaming.

Isaac's has a bicycle and rides to school. He also maintains all the family bicycles.



Places to Look.

Are you a Creative?



CREATIVE ARTS

Create, design, and craft visual, performance, and literary masterpieces.

- Community theatres or arts centres
- Art galleries or museums
- Advertising agencies
- Film production companies
- Event planning companies

FILM AND MEDIA

Create and produce films, documentaries, TV shows, and digital media content.

- Film production companies
- Film festivals
- Advertising agencies
- Television production companies
- University film departments

FASHION

Design, create, and showcase clothing and accessories.

- Local boutiques and stores
- Fashion magazines or publications
- Fashion design studios or workshops
- Event planning companies
- Styling or personal shopping services

GRAPHIC DESIGN

Create visual designs for various mediums such as print, web, and advertising.

- Non-profit organisations
- Printers and signmakers
- Event planning companies
- Publishing houses
- Fashion companies

ENTERTAINMENT

Create, entertain, perform, produce, direct, write, design, and promote

- Television production companies
- Event planning companies
- Music festivals and concert venues
- Theme parks and amusement parks
- Cruise ship entertainment departments

WRITING AND EDITING

Create and refine written content for various mediums, including print and online.

- Community publishing groups
- Publishing houses
- Media companies
- Marketing agencies
- Educational institutions

Places to Look.

Are you Enterprising?



ACCOUNTING

Analyse financial data, prepare reports, and ensure compliance with tax regulations.

- Accounting and finance firms
- Government finance departments
- Start-up companies
- Small businesses
- Educational institutions

DATA MANAGEMENT

Analyse, organise, and secure data to optimise operations and decision-making.

- University departments
- Non-profit organisations
- Government agencies
- Research institutions
- Sports organisations

DIGITAL MARKETING

Develop and implement online marketing strategies to promote goods and services.

- Start-ups or small businesses
- Non-profit organisations
- Event planning companies
- Local government agencies
- E-commerce companies

EVENT MANAGEMENT

Organise, plan, coordinate and execute various types of events and gatherings.

- Event planning companies
- Local markets and fairs
- Hotels and resorts with event spaces
- Corporate event departments
- Stadiums and arenas

LOGISTICS

Coordinate, plan, and manage the movement of goods and resources

- Shipping and logistics companies
- Manufacturing companies
- Retail companies with large supply chains
- Disaster relief charities
- Government trade departments

RETAIL

Serve customers, manage inventory, handle transactions, and maintain appearance

- Local or independent retailers
- Pop-up shops or markets
- Thrift stores or vintage shops
- Gallery or museum gift shops
- Online stores or e-commerce platforms

Places to Look.

Are you interested in the Environment?



ANIMAL CARE

Train, groom, feed, and care for various animals.

- Animal shelters or rescue organisations
- Wildlife rehabilitation centres
- Veterinary clinics or hospitals
- Zoos or aquariums
- Pet grooming and retail stores

BIOLOGY

Explore the intricacies of life, from cells to ecosystems.

- Research laboratories
- Conservation organisations
- Pharmaceutical companies
- Zoos or wildlife rehabilitation centres
- Hospitals and specialist clinics

HORTICULTURE

Design, cultivate, and maintain gardens, parks, and landscapes with horticulture.

- Botanical gardens or arboretums
- Organic farms or community gardens
- Landscaping companies or nurseries
- Conservation organisations
- Research institutions or universities

MINING

Extract valuable minerals from the earth and ensure safe and efficient operations.

- Mining equipment manufacturers
- Environmental consulting firms
- Geological survey agencies
- Energy companies
- Mining trade associations

ENVIRONMENTAL MANAGEMENT

Analyse, develop, and implement strategies to protect our environment.

- Conservation organisations
- Government environment departments
- Environmental consulting firms
- Research institutions and universities
- Mining and agriculture organisations

RENEWABLE ENERGY

Develop sustainable energy solutions through research, design, and installation.

- Solar installation companies
- Wind turbine manufacturers
- Energy companies
- Hydroelectric power plants
- Urban planning firms

Places to Look.

Are you interested in Mechanical Systems?



AUTOMOTIVE

Design, build, repair, and maintain vehicles in the automotive industry.

- Car manufacturing plants
- Auto repair shops
- Car rental companies
- Automotive technology start-ups
- Motorsports teams

CONSTRUCTION

Build and maintain structures such as buildings, roads, and bridges

- Construction companies
- Architecture firms
- Engineering firms
- Real estate developers
- Urban planning firms

MANUFACTURING

Create and assemble products using machinery and specialised techniques.

- Local manufacturing companies
- Waste management facilities
- Engineering firms
- Construction companies
- Relevant government departments

ROAD TRANSPORT

Operate vehicles, transport goods, deliver services, and maintain road infrastructure.

- Logistics companies
- Government transportation departments
- Freight and shipping companies
- Public transportation agencies
- Vehicle manufacturing companies

UTILITIES

Manage, maintain, and distribute essential services such as electricity, water, and gas.

- Water treatment plants
- Energy companies
- Telecommunications companies
- Council utility departments
- Relevant government agencies

WAREHOUSING

Organise, store, and distribute goods efficiently in a warehouse setting.

- Local storage centres or warehouses
- Wholesalers and distributors
- Manufacturing companies
- Logistics and freight services
- Large retail companies

Places to Look.

Are you interested in Society?



CHILD CARE

Nurture, educate, and protect children in a safe and caring environment

- Local community centres
- Childcare centres
- Summer camps or day camps
- Paediatric clinics or hospitals
- Local libraries with family programs

JOURNALISM

Investigate, report, write, interview, and inform through various media platforms.

- Local newspapers, radio, or television
- Online news outlets or blogs
- Non-profit media organisations
- Public relations firms
- Social media companies or agencies

LAW

Advocate for justice, analyse cases, negotiate settlements, and represent clients

- Legal advocacy organisations
- Government legal departments
- Legal departments of large corporations
- Law firms or legal aid clinics
- Human rights organisations

POLICE

Protect and serve communities, enforce laws, and investigate crimes

- Community centres or organisations
- Local law enforcement agencies
- Government justice departments
- Private security companies
- Justice and advocacy organisations

EDUCATION

Teach and inspire students through engaging lessons and interactions

- Primary and Secondary schools
- Universities and tertiary providers
- Youth community centres
- Museums with educational programs
- Youth sports clubs or teams
- Youth services department

SOCIAL SERVICES

Support individuals and communities to improve their wellbeing.

- Non-profit welfare organisations
- Hospitals or healthcare facilities
- Schools or educational institutions
- Government social services agencies
- Welfare service providers

Places to Look.

Are you interested in Technology?



BIOTECHNOLOGY

Develop and analyse innovative solutions to improve healthcare and agriculture

- Research laboratories or universities
- Pharmaceutical companies
- Biotechnology manufacturers
- Government science agencies
- Agritech or agronomy companies

CYBER SECURITY

Protect digital systems and data from unauthorised access or cyber threats.

- Government security agencies
- Cyber security awareness organisations
- Large technology companies
- Global financial institutions
- Cyber security firms

FOOD TECHNOLOGY

Develop and analyse food products to improve food safety and enhance nutrition.

- Restaurants or cafés
- Food manufacturing companies
- Research laboratories or universities
- Government science agencies
- Sustainable food production businesses

GAME DEVELOPMENT

Create and design interactive digital experiences through coding and art.

- Indie game development studios
- Virtual reality companies
- Animation studios
- Educational game companies
- Game development research labs

ROBOTICS

Design, build, program and operate robots for various industries and applications.

- Research labs or universities
- Engineering firms
- Robotics manufacturing companies
- Government science agencies
- Tech start-ups or innovation hubs

TELECOMMUNICATIONS

Develop, maintain, and improve communication networks and systems.

- Telecommunications companies
- Tech companies and start-ups
- Electrical businesses
- Data centres
- Mobile phone providers

Places to Look.

Are you interested in Travel and Place?



GEOSPATIAL

Analyse, map, and interpret data to understand and visualise Earth's features.

- Environmental consulting firms
- Urban planning departments
- Surveying and land management firms
- Archaeological research centres
- Geospatial companies

MARITIME TRANSPORT

Navigate, transport goods, operate vessels, manage ports, and ensure safety.

- Freight and shipping companies
- Port authorities
- Naval shipyards
- Logistics and distribution firms
- Cruise lines

REAL ESTATE

Analyse, negotiate, sell, lease, and manage properties for clients

- Property management companies
- Construction companies
- Architectural firms
- Government housing agencies
- Real estate agencies

IMMIGRATION

Assist individuals in navigating travel and finding opportunities in new countries.

- Legal aid and advocacy organisations
- International human rights organisations
- Government immigration agencies
- Language schools or community centres
- Customs and border protection agencies

OUTDOOR

Explore natural environments, lead outdoor activities, and educate about conservation.

- National parks or wildlife reserves
- Conservation organisations
- Outdoor adventure companies
- Agriculture or farming businesses
- Outdoor education centres

TOURISM AND TRAVEL

Explore new destinations, plan itineraries, and promote cultural exchange

- Local museums or historical sites
- Sustainable tourism organisations
- Travel agencies
- Cruise lines or tour operators
- National parks or wildlife reserves

Places to Look.

Are you interested in Wellbeing?



BEAUTY AND PERSONAL CARE

Enhance appearance, provide grooming services, and promote self-care

- Salons and spas
- Cosmetic companies
- Fashion magazines
- Film production companies
- Beauty retailers

DENTISTRY

Examine, diagnose, treat, and prevent oral diseases and conditions in patients

- Dental clinics or hospitals
- Dental research institutions
- Dental manufacturers
- Dental hygiene program providers
- Community health clinics

NURSING AND MIDWIFERY

Provide compassionate care, support, and guidance to patients.

- Hospitals and clinics
- Nursing homes or assisted living facilities
- Community health centres
- Non-profit healthcare organisations
- Medical volunteer programs

OPTOMETRY

Diagnose and treat eye conditions, prescribe glasses, and perform surgeries

- Private optometry clinics
- Optical retail stores
- Vision therapy centres
- Research labs specialising in eye health
- Community health centres

PHARMACY

Dispense medication, counsel patients, and ensure medication safety.

- Hospitals and clinics
- Pharmaceutical companies
- Research laboratories
- Government health agencies
- Pharmacies and drug stores

SPORTS

Train athletes, analyse game strategies, manage teams, and inspire fans

- Local sports clubs or teams
- Sports equipment retailers
- Sports marketing agencies
- Fitness centres or gyms
- Sports media companies