



GISBORNE SECONDARY COLLEGE

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Dear Parent/Carer & Students,

This handbook is designed to assist students and parents to understand the reasons for undertaking work experience and to guide them through the procedure of organizing an arrangement with a suitable employer.

Year 10 Work Experience is undertaken by ALL Year 10's in a block week during term 2

Monday 22nd June – Friday 26th June 2026

Work experience provides a fantastic opportunity for your student to learn about the world of work.

We urge students to begin the process early as competition for placements can be very strong.

If you have any concerns or questions about the Year 10 work experience program or work experience in general, please do not hesitate to contact a member of the Careers team or Megan Penn in the Senior School Office at the school.

Megan Penn
Senior School Administration
Work Experience Coordinator
Telephone: (03) 5428 3691
workexperience@gisbornesc.vic.edu.au



WHY DO WORK EXPERIENCE?

To learn about the world of work. To improve your understanding of the work environment and work place behaviour.

To develop organizational and planning skills by arranging your own work experience.

To gain confidence and skills in approaching employers by telephone, email, letter, or in person.

To improve communication and interpersonal skills by working with people you don't know and adapting to a new environment.

To become more aware of the demands of specific occupations.

To explore possible career options and to assess your suitability to pursue a certain career path.

To gain experience, which may help you with future courses or career paths.

To help you choose next year's school subjects and/or VET subjects.

To find out what you don't like (which can be just as important as finding out what you do like), in jobs.

To build on your employability skills.

To gain a part time job or a School Based Apprenticeship/Traineeship.

FINDING AN EMPLOYER and MAKING CONTACT

What are you interested in? What would you like to get a closer look at?

Talk to friends, family, teachers, sports coaches. Let them know you are looking for work experience. These people are often a great source of information and help.

Do a google search to find employers and their contact details, for the industry you are interested in.

Visit the local shops and businesses and have a chat with the Manager.

Make phone calls or send emails to places where you would like to do your placement.

Ask Ms Megan Penn in the Senior School Office to show you the list of employers used by previous GSC students.

SAMPLE TELEPHONE CALL

Make sure you speak clearly and slowly to help the other person understand your request. Have a pen and paper handy to note any important details. Have your work experience dates, and school details in front of you in case you are asked for them.

Good Morning/Afternoon, I'd like to make a Work Experience enquiry please.

(At this point you may possibly be transferred to another person. Be prepared to repeat your opening remarks.)

Hello, My name is _____ and I am a Year 10 student at Gisborne Secondary College and would like to speak to someone about being able to do my Year 10 Work Experience Placement at your business during the week of the Monday 22nd June – Friday 26th June 2026

I am happy to send you my resume and come in for an interview if this is required

Important Information
<ul style="list-style-type: none">Once you are on to the correct person, they will usually either:<ul style="list-style-type: none">a) Tell you they have no placements availableb) Ask you for more information (eg, dates, age, school)Take down important information: Name of the person you are speaking to, contact details and address of the workplace.At the end of the conversation, no matter what the outcome: Thank them for their time and assistance.

SAMPLE EMAIL

To whom it may concern,

My name is STUDENT NAME and i am writing to ask if you would consider offering me a work experience placement.

I am currently a Year 10 student at Gisborne Secondary College and I am very interested in exploring this industry and finding out more information about this type of work.

The dates set by our school for work experience are:

Monday 22nd June – Friday 26th June 2026

Kind regards,

Student

LEGAL Information:

- Paperwork/documentation/signatures

A fully signed work experience arrangement document must be lodged with the school Work Experience Coordinator (Megan Penn). Along with your OH&S module certificates,

- Age:

Although there can be exceptions, we require all Gisborne Secondary College students to be 15 years of age to do Work Experience.

- Occupational Health and Safety

Due to concerns about the knowledge of employees and employers of workplace health and safety, the Department of Education and Training Victoria has deemed it essential that all students participating in work experience must satisfactorily complete units of Occupational Health and Safety theory prior to undertaking a placement. All students must complete and submit a GENERAL module certificate and an INDUSTRY SPECIFIC module certificate.

- Work cover/public liability

Students on Work Experience are covered by the Education Department's WorkSafe insurance policy when they complete the Work Experience Arrangement Form. Students are also covered with public liability cover up to \$10 million. This is the school/education department's responsibility. Employers do not need any special cover to take on Work Experience students.

Please note students are not covered by insurance or Work Cover

- on weekends
- or between the hours of 11pm and 6am

- Payment

Ministerial Order No 382 requires a minimum payment to students of \$5.00 per day. Employers may, but are not obliged to, pay more than this.

Most non-profit, educational, charitable and welfare organisations are exempt from payments.

- Timing

Work experience must take place during the School Year. This means Term 1, Term 2, and Term 3 holidays are allowable times for extra work experience, but not the summer holiday break at the end of the school year. They would not be covered legally in this period. Similarly, students are not covered for Work Experience on weekends.

- Absence

If absent for any reason, it is the student's responsibility to notify both the employer and the School as soon as possible. Any problems whilst on Work Experience should be referred to the Careers Department at school.

YEAR 10 WORK EXPERIENCE

A Step by Step Guide

STEP 1: Think Big

- Challenge yourself, think outside the box. Think about jobs you want to do in the future.
- Make contact with employers. Talk with friends, family and other connections.
- Use Google or other internet search engines.
- If you have difficulty come see us in the Careers office*

STEP 2: Print off the Official Work Experience Arrangement Form

There is one attached to the Work Experience Channel
Spares: Available from the Senior School/Careers office

STEP 3: Complete OH&S SAFE@WORK Modules

- The General and an Industry module to be completed**
- These are multiple choices questions
- The industry module must relate to the work experience placement and a copy of both modules must be submitted to either Megan Penn via teams or printed and handed in to the careers office*

STEP 4: Get It Signed

- This needs to be signed by your parents/carer the employer and YOU
- This is a legal requirement before any student undertakes placement

STEP 5: Return the signed forms to the Megan Penn or the Careers Office ASAP

ALL FORMS DUE BACK (last week of term 1)

STEP BY STEP GUIDE FOR COMPLETING OH&S MODULES

WORK EXPERIENCE 2026

STEP 1: Google SAFE@WORK. OR: Copy and paste the URL www.education.vic.gov.au/safe@work/

STEP 2: Click on the GENERAL MODULE link.

Beyond School
→ What is a Career?
→ Career Planning at School
→ Career Pathways After School
→ Occupations
↓ Work Experience and Structured Workplace Learning
→ Industry Overviews
↓ safe@work
→ General Module
→ Industry Modules
→ Review Module
→ Workplace Hazards Fact Sheets
→ Self Assessment Tests

General Module

Beyond School > Work Experience and Structured Workplace Learning > safe@work > General Module

Common hazards exist in many workplaces. It's important to learn about these so you can stay safe while at work.

safe@work will:

- help you understand health and safety hazards and laws
- provide practical solutions to common health and safety problems

Modules

1. [Health and Safety Responsibilities](#)
2. [Hazard Identification, Risk Assessment and Risk Control](#)
3. [Manual Handling](#)
4. [Hazardous Substances and Dangerous Goods](#)
5. [Noise](#)
6. [Electricity](#)
7. [Mechanical Equipment](#)
8. [Falls from Height](#)
9. [Personal Safety](#)
10. [Personal Protective Equipment \(PPE\)](#)

STEP 3: READ THE INFORMATION ON THE GENERAL MODULE.

STEP 4: YOU WILL NEED TO REPEAT THE PROCESS FOR YOUR INDUSTRY MODULE.

Beyond School
→ What is a Career?
→ Career Planning at School
→ Career Pathways After School
→ Occupations
↓ Work Experience and Structured Workplace Learning
→ Industry Overviews
↓ safe@work
→ General Module
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→ Review Module
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→ Self Assessment Tests

Industry Modules

Beyond School > Work Experience and Structured Workplace Learning > safe@work > Industry Modules

Industry modules are to be undertaken only after completing the [General Module](#). You can read the Industry Modules online or by printing a PDF version.

Note: If twelve months have elapsed since you satisfactorily completed an Industry Module and you wish to undertake work experience in the same industry, you must redo that Industry Module. If you are planning to undertake work experience in a different industry you must satisfactorily complete the Industry Module relevant to that industry.

Industry Modules contain detailed information on the hazards specific to each industry. The fourteen Industry Modules are:

- [Automotive Module](#)
[Automotive Module - alternative version pdf 141 \(pdf - 141.99kb\)](#)
- [Building and Construction Module](#)
[Building and Construction Module - alternative version pdf 178 \(pdf - 178.87kb\)](#)
- [Electrical Work Module](#)
[Electrical Work Module - alternative version pdf 134 \(pdf - 134.61kb\)](#)
- [Hairdressing Module](#)
[Hairdressing Module - alternative version pdf 115 \(pdf - 115.88kb\)](#)
- [Health and Community Services](#)
[Health and Community Services Module - alternative version pdf 150 \(pdf - 150.84kb\)](#)
- [Hospitality and Tourism Module](#)
[Hospitality and Tourism Module - alternative version pdf 136 \(pdf - 136.94kb\)](#)
- [Manufacturing Module](#)
[Manufacturing Module - alternative version pdf 140 \(pdf - 140.88kb\)](#)

STEP 5: THE TESTS ARE LOCATED ON THE MENU, ON THE RIGHT HAND SIDE, SELECT “SAFE@WORK SELF ASSESSMENT TESTS”.

You must do a general and an industry module. Some Students may need to do multiple industry modules depending on the placement. If you're having difficulty passing the tests please take note of your incorrect answers, and then redo the test.

The screenshot shows the safe@work website interface. The top navigation bar includes links: Home > School > For Students > Beyond School > Work Experience and Structured Workplace Learning. The left sidebar menu lists various resources, with 'Self Assessment Tests' highlighted and expanded to show 'General Module', 'Industry modules', and 'Review Module'. The main content area on the right provides instructions for taking the test, including a 'Begin the test' section with input fields for First Name, Last Name, School Or Training Organisation, and Assessment Module (set to 'General'). A 'Begin Test' button is located at the bottom of this section.

STEP 6: SAVE A COPY OF YOUR CERTIFICATES.

(COPIES MUST BE HANDED IN OR SENT TO **MEGAN PENN (Senior School Office)**)

INDUSTRY MODULES INCLUDE:

[Automotive Module](#)
[Building and Construction Module](#)
[Electrical Work Module](#)
[Hairdressing Module](#)
[Health and Community Services](#)
[Horticulture Module](#)

[Hospitality and Tourism Module](#)
[Manufacturing Module](#)
[Metals and Engineering Module](#)
[Office and Business Services](#)
[Module](#)
[Painting Module](#)

[Plumbing Module](#)
[Primary Industry Module](#)
[Retail Module](#)
[Veterinary Module](#)

WORK

Experience



CHECKLIST

- ☐ Contact Employer
- ☐ Complete OH&S Modules
 - General
 - Industry Module
- ☐ Submit OH&S Certificates
- ☐ Submit Signed Work Experience Form
- ☐ **Submit Sign Work Experience Travel Form (if needed)

