



Work Experience Frequently Asked Questions

In preparation for your child's Year 10 Work Experience program, please find responses to frequently asked questions below.

1. When is the Year 10 Work Experience program?

Term 3 Week 10 | Monday, 22nd September to Friday 26 September 2025

2. Does my child need to attend all the days?

Students are expected to attend all five days, if possible. However, some employers (e.g., primary schools due to pupil-free days) may not be able to offer all five days. This is acceptable as long as the majority of the program is completed.

Attendance and Absences:

If a student is unable to attend or needs to leave early, they must:

- Inform their employer directly.
- Notify the College at **Tel: 9411 4100**. Employers will not release a student without parental permission.

3. What are the work hours?

Students should follow regular business hours but are not permitted to take on afternoon or night shift work. Some workplaces, such as bakeries, may require early starts—this decision is left to parental discretion.

4. Can my child work at my workplace or business?

Yes, but they must be supervised by a staff member who is **not** a parent or family member to ensure an unbiased evaluation.

5. Can my child work at their casual place of employment?

No. Work experience is an opportunity to explore new settings. The College's insurance **does not** cover students in a paid employment role.

6. Can my child work with friends at the same business?

This depends on the employer. Some workplaces can accommodate multiple students, such as primary schools, which have successfully hosted groups in the past.

7. Can my child do work experience outside the Perth metropolitan area (e.g., Monkey Mia)?

Yes! Working outside Perth offers unique opportunities, but additional paperwork is required. If your child is considering this option, please contact me as soon as possible (VET@tkc.wa.edu.au). Parents must provide guardian details, accommodation information, and local contacts with Host Employer and Emergency Contacts.

8. Can my child apply for any host employer?

Employers must meet **Work Health and Safety (WHS) standards** and comply with legal requirements (e.g., Working with Children Checks). Some workplaces may require a **White Card** (at the family's expense and for the family to organise).

9. How does my child apply for work experience?

Most businesses prefer direct student applications **in person, by phone, or email**. Face-to-face applications are the most effective. Employers often take longer to respond to emails.

Your child will receive a **Work Experience Brochure** (attached) with tips on how to apply.

10. What if my child cannot find a placement by the due date of Friday 25 July 2025?

The deadline is a guideline to improve placement chances. Some industries (e.g., primary schools, healthcare) receive high volumes of applications, including from university students. If your child is struggling to secure a placement, please encourage them again to follow all the steps or consider a different industry (a second preference).

11. What is the SmartMove Certificate and does my child need to complete it?

Yes, it is compulsory. The **WorkSafe SmartMove Certificate** educates students about workplace safety and provides a foundational **Workplace Health and Safety Certificate** useful for future job applications.

Completion Steps:

Students must complete **two modules**:

- I. **General Module** (Mandatory)
- II. **Industry-Specific Module** (based on their chosen placement) If unsure about the industry, select the **Business and ICT module** as a default. **The SmartMove Certificate must be uploaded** before submission.

Instructions on how to register and complete the SmartMove Certificate have been provided in meetings with students.

12. How does the work experience process work?

Step 1

- Explore potential work experience opportunities.
- Start the **SmartMove Certificate**.
- Begin applying for placements either in person with the brochure, via phone using the provided script, or via email using the provided email template.

Step 2

- Continue completing the SmartMove Certificate. When completed, upload to SEQTA.
- Secured a placement? Submit the Work Experience Details Form found on the Year 10 Work Experience Program page on the Career Hub. The Career Hub can be located in the 'Quick Links' tab on the College website.
- The host employer will receive a digital Work Experience Arrangement Form via email. Ensure you provide the correct email address.

Step 3

- The application is complete when the VET Coordinator has received all forms from steps 1 and 2.

By 25 July 2025, all Year 10 students should have:

- ✓ Completed the SmartMove Certificate.
- ✓ Secured a work experience placement.
- ✓ Submitted their Work Experience Details Form.
- ✓ Received employer confirmation from the VET Coordinator.

If you need further assistance, please contact the VET Coordinator:

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