



THE KING'S COLLEGE

Work Experience Frequently Asked Questions

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

1. When can my child attend a Work Experience?

Any school holidays, exam breaks, pupil free days during Years 10-12.

2. What are the work hours?

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

3. 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.

4. 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.

5. 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). If the Workplace requires a medical/drug and alcohol check, then this will be at the family's expense.

6. 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** with tips on how to apply.

7. Who has Duty of Care?

Parents/Guardians, not the college.

8. 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 Modules** (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 sent to VET@tkc.wa.edu.au** before commencement of work experience.

Instructions on how to register and complete the SmartMove Certificate can be found here:

<https://smartmove.learnbook.com.au/login>

9. 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, email to VET@tkc.wa.edu.au.
- ☐ Secured a placement? Parents need to submit the 'Parent Form' on 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 and has confirmed the experience in writing.

Please note: Parents need to be aware of all Steps 1-3 need to be completed before experience can commence.

If you do not get a confirmation email, something is missing. Please contact the VET Coordinator:

VET@tkc.wa.edu.au

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

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