

WORK EXPERIENCE HANDBOOK

2023



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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

19th – 23rd June 2023

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, 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.)

- Once you are on to the correct person, they will usually either:
 - a) Tell you they have no placements available
 - b) 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

Dear **Ms. Penn** (or 'To whom it may concern', if you don't know a specific name),

I am writing to ask if you would consider offering me a work experience placement.

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

The dates set by our school for work experience are:

Monday 19th June to Friday 23rd June 2023.

I have attached my resume for your consideration.

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 2023

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: Collect White Planning Sheet

There is one at the back of your Work Experience Handbook
Spares: Available from the Careers office or the GSC Careers website

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 handed in with your planning sheet to the careers office*

STEP 4: Hand in white Planning sheet and OH&S Module Certificates together

-This should have all sections filled out completely before handing in to the Megan Penn or the Careers Office

STEP 5: Collect official Arrangement Form ONCE you have completed your White Planning sheet

STEP 6: 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 7: 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 2023

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.

The screenshot shows the 'General Module' page on the safe@work website. On the left is a navigation menu with categories: 'Beyond School' (containing links for 'What is a Career?', 'Career Planning at School', 'Career Pathways After School', and 'Occupations'), 'Work Experience and Structured Workplace Learning' (containing 'Industry Overviews'), and 'safe@work' (containing 'General Module', 'Industry Modules', 'Review Module', 'Workplace Hazards Fact Sheets', and 'Self Assessment Tests'). The 'General Module' link is highlighted in blue. The main content area has the heading 'General Module' and a breadcrumb trail: 'Beyond School > Work Experience and Structured Workplace Learning > safe@work > General Module'. Below this is a paragraph: 'Common hazards exist in many workplaces. It's important to learn about these so you can stay safe while at work.' This is followed by the text 'safe@work will:' and a bulleted list: '▪ help you understand health and safety hazards and laws' and '▪ provide practical solutions to common health and safety problems'. A section titled 'Modules' contains a numbered list of 10 links: 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, and 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
 - **Industry Modules**
 - Review Module
 - Workplace Hazards Fact Sheets
 - 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 \(pdf - 140.86kb\)](#)

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.

Home > School > For Students > Beyond School > Work Experience and Structured Workplace Learning

safe@work

- What is a career?
- Career planning at school
- Career pathways after school
- Occupations
- Work experience and structured workplace learning**
 - safe@work
 - General Module
 - Industry modules
 - Review Module
 - Workplace hazards fact sheets
 - Self Assessment Tests** >
 - Resources
 - Resilience and career development
 - Leaving school early
 - Careers websites
- Help with homework
- Student Awards** >
- Learn about the VCE

Once you have read the relevant safe@work modules you may take the self-assessment test. If you answer 75% or more of the questions correctly, you may print an Award of Attainment which your school can then endorse with the Principal's signature and the school stamp.

Take care scrolling down the page during this test as using the arrow keys may change your selected answers. Ensure the details you enter below are correct as that is how they will appear on your Award of Attainment.

Instructions for printing the Award of Attainment

If using Internet Explorer:

- Scroll across using the bar at the bottom of the Award of Attainment screen, then either:
 - A. Print by clicking the Printer icon, or
 - B. Select 'Acrobat (PDF) file' from the 'Select a format' dropdown list, and then click 'Export'. The downloaded file can then be printed and saved.

If using Google Chrome:

- Select 'Acrobat (PDF) file' from the 'Select a format' dropdown list, and then click 'Export'. The downloaded file can then be printed and saved.

Begin the test

First Name :

Last Name :

School Or Training Organisation :

Assessment Module:

STEP 6: PLEASE PRINT AND SAVE A COPY OF YOUR CERTIFICATES.

(COPIES MUST BE HANDED IN TO **MEGAN PENN (Senior School Office)** WITH THE WORK EXPERIENCE WHITE PLANNING SHEET)

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](#)

MY PLANNING CHECKLIST

- Find your work experience
- Complete the planning sheet
- Complete OH&S Modules
 - General
 - Industry
- Hand in OH&S Certificates & Planning Sheet to the Megan Penn or Careers Office
- Collect Arrangement Form from Megan Penn (Senior School)
- Get the Arrangement Form Signed by;
 - the Employer
 - Your Parent/Carer
 - You
- Return fully signed Arrangement Form to Megan Penn (Senior School)



WORK EXPERIENCE PLANNING SHEET

- All students **MUST** be double vaccinated to undertake Work Experience
- All information **MUST** be provided below (this is for you to plan where you are going before the official sheet that the employer will sign)
- Copies of your **Occupational Health & Safety Modules** (A GENERAL and an INDUSTRY SPECIFIC module) must be attached to this form before the processing will begin.

Work Experience Dates:
Monday 19th June to Friday 23rd June 2023

Student Information	
Student Name	Year Level
Date of Birth ____/____/____	Email Address
Address _____	
Parent/Carer Name	Home Number
Parent/Carer Mobile	Student Mobile
Parent/Carer Signature	Student Signature:

Business Information		
Name of Business	Type of Business/Work	
Address _____		
Contact Person	Title	Position
Employer Email		
Contact Phone Number	Student's Duties	
Working Hours	Does your employer require you to have a Worksafe white card? Yes / NO	

Work Experience Coordinator USE ONLY		
Date Received: _____/_____/202____	OH&S Modules Received	<input type="checkbox"/> <input type="checkbox"/>
Processed by _____	Working with animal form issued	<input type="checkbox"/>

ADDITIONAL WORK EXPERIENCE FORM (COVID-19)

The arrangements set out in this form are in addition to those described and agreed to in the Work Experience Arrangement Form

This document has been developed to record the agreement of a student undertaking work experience and their parent/guardian (if the student is under 18 years of age) to the ongoing participation of the student in the changed work environment on account of COVID-19.

Employers are required to implement actions that are consistent with advice from Victoria's Chief Health Officer to reduce the risk of transmission of coronavirus (COVID-19). This requirement has been included in the updated [Work Experience Guidelines for Employers](#).

Student Agreement

I, understand that as a result of COVID-19, additional arrangements will need to be put in place to support me to participate in the workplace safely. I agree to comply with any additional or altered workplace rules and requirements governing safety as part of my Work Experience Arrangement, and I will not attend the workplace if I am unwell.

Student name:

Signature:

Date:

Parent/Guardian Consent

I, understand that, as a result of COVID-19:

- additional arrangements will need to be put in place to support my child in the workplace;
- my child will need to comply with any additional or altered workplace rules and requirements governing safety as part of their Work Experience; and
- my child is not to attend the workplace if they are unwell.

Parent/Guardian name:

Signature:

Date: