



YEAR 10 2025 WORK EXPERIENCE INFORMATION PACK



FRANKSTON HIGH SCHOOL

OPTIMA SEMPER-BEST ALWAYS



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November 2024

Dear Parent/Carer and Student

YEAR 10 WORK EXPERIENCE PROGRAM

The Year 10 Work Experience Program is a one week placement, which Year 10 students are required to undertake with an employer. We advise our students to find a placement that will provide an insight into the industry which relates to their course and career interests.

If the student will be under 15 years of age during the Work Experience week, please email the Work Experience Team, workexperience@fhs.vic.edu.au

The Work Experience Program for 2025 will be conducted during the last week of Term 2, **Monday 30 June to Friday 4 July 2025**. In certain circumstances, where students are unable to participate in the program during Work Experience Week, students may be allowed to find placements during the first week of the July school holidays or the first week of the September/October school holidays or at the end of the year during Early Commencement. This requires approval from the Middle School Principal and Head of Year 10.

Students are expected to make their own arrangements with employers. We do not encourage parents/carers to undertake this task on behalf of their child. We strongly advise our students to plan ahead and make enquires with prospective employers well in advance. We encourage students to think about their recent subject selections, career action plan and use their Morrisby reports for ideas on possible placements that they would like to explore. Students can also use the *Career Targets* tool for inspiration. This is located on Frankston High School Careers website. <https://www.fhscareers.com/for-students/career-targets>

We appreciate students may already have part-time jobs and are developing their work related skills. However, we believe students need to explore beyond these realms and into future possibilities. For this reason, students are **not** permitted to undertake the mandatory Work Experience Program placement with their current employers, as this contradicts the aims of the program.

Students will have a briefing session at the end of this year in preparation for their placement in 2025.

Our Work Experience Team is available to answer any questions and can be contacted via email workexperience@fhs.vic.edu.au

Yours sincerely

Andrew Batchelor
Principal



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Work experience is the short term placement of secondary school students with employers to provide insights into the industry and the workplace in which they are located. It provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations, and
- increase their self-understanding, maturity, independence and self-confidence

Please visit COMPASS for further information and links to required forms

COMPASS ★ > **work experience tab**



**All forms
MUST be completed
by**

**Friday 28 March
2025**

WORK EXPERIENCE ARRANGEMENT FORM

All work experience arrangements in Victoria or in a Reciprocating State must be made using the Work Experience Arrangement Form developed by the department. All sections of this form must be completed and signed before the work experience commences.

The Arrangement Form must be signed by the employer, student, parent/guardian of the student (if the student is under 18 years of age) and the principal or acting principal (this authority cannot be delegated to a deputy principal or other member of staff).

Variations or amendments to the Arrangement Form may only be made in writing and must be signed by the employer, student, parent/guardian (if the student is under 18 years of age) and the principal.

WORK EXPERIENCE TRAVEL AND ACCOMMODATION FORM

The student or the parent/guardian (where the student is under 18 years of age) is responsible for the student's transport to and from the workplace.

If it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement (including transporting the student to and/or from the workplace), the employer must complete the Work Experience Travel and Accommodation Form. The student or the parent/guardian (where the student is under 18 years of age) must give their consent by also completing this form.

If a student is required to stay at accommodation other than their normal place of residence while undertaking work experience, the student or parent/guardian (where the student is under 18 years of age) is responsible for making suitable arrangements and must complete the Work Experience Travel and Accommodation Form.

Responsibility for the control and care of the student, at all times when the student is not under the control and care of the employer or any other person, rests with the students

WORK EXPERIENCE GUIDELINES FOR EMPLOYEES

It is a requirement that these guidelines are provided to all potential employers. Information includes, duty of care, importance of planning, induction & supervision, etc. More information is detailed on the Arrangement Form and the Travel & Accommodation Form.

OCCUPATIONAL HEALTH AND SAFETY (OHS) PREPARATION

This information will help students improve their knowledge of OHS before they go to a workplace, understand hazards and laws, help with practical solutions to common health and safety problems and understand their responsibilities and the responsibilities of the employer. All students must complete both safe@work modules and upload certificates to their relevant Compass Learning Tasks

- safe@work General module - common hazards exist in many workplaces. It is important for students to learn about these so they can stay safe while at work.
- safe@work Industry module - students must complete the industry module that is related to the industry they will be working in.

More information will be available on Learning Tasks in 2025. Please refer to www.vic.gov.au/safework

WHITE CARD
Training sessions
will be posted on
Compass

*Dates not confirmed yet

CONSTRUCTION INDUCTION CARD (WHITE CARD)

Students working on domestic or commercial construction sites **MUST** have their White Card Training. For example, a White Card is required in the following areas: Plumbing, Landscaping, Carpentry, Electrical, Plastering, etc.

We plan to run two training sessions during school hours. The training will be provided by a Registered Training Organisation (RTO). Information regarding these events will be posted on compass (The cost for White Card Training in 2024 was \$85).

Students will need to create their Unique Student Identifier (USI) number and complete any relevant application forms prior to training commencing. Instructions on how to set up the USI can be found on Compass > Star > Work Experience.

If required, please email workexperience@fhs.vic.edu.au by Friday 28 March 2025 providing an expression of interest in attending White Card Training at Frankston High School.

WORK EXPERIENCE WITH ANIMALS

Students undertaking work experience involving animals could be exposed to risks not found in other workplaces. Guidelines have been developed to assist students, parents/ carers and schools to consider the hazards associated with animal contact, and to help employers plan suitable activities and provide a safe and rewarding experience for students.

Please read the Guidelines for Students Undertaking Work Experience with animals before completing the Proposed Work Experience with Animals Summary of Student's Experience Form. This form must be completed by students then signed and dated by the Parent/Guardian.

Return to the General Office or email workexperience@fhs.vic.edu.au by Friday 28 March 2025

PROHIBITED WORK INDUSTRIES/BUSINESS

- Abattoirs
- Any business where firearms and/or ammunition are manufactured, repaired or sold
- Butchers or Fishmongers, retail activities ONLY
- Equine business, Students are NOT permitted to undertake riding activities.
- Fishing vessels
- Funeral Homes
- Gaming
- Morgues
- Prisons and correctional centres
- Recreational vessels
- Sex Industry
- Tattoo Shops
- Security Industry
- Commercial airports: Administration ONLY

WORK EXPERIENCE CONFIRMATION EMAIL

An email confirming that work experience has been approved to proceed will be sent to the employer, parent/guardian and student approximately 1-2 weeks before the work experience commencement date. This will include the signed Arrangement Form (& Travel & Accommodation Forms if applicable).

If students commence work experience without this confirmation email, it will not be classed as part of the school's work experience program and they will not be covered by the Department of Education and Training's Worksafe Insurance & Public Liability Insurance.

WORK EXPERIENCE TIPS

1. Refer to your Morrisby results
2. Decide what job you want to do
3. Find out where you can do that kind of work
4. Use your networks
5. Make a list of contacts
6. Contact the names on your list
7. Write an application
8. **Be perseverant, seek help with the Work Experience Team if required**

More tips and link on Compass > Star > Work Experience

CHECKLIST

COMPLETE and RETURN or EMAIL workexperience@fhs.vic.edu.au (by 28 March 2025)

- **WORK EXPERIENCE ARRANGEMENT FORM**
- **WORK EXPERIENCE TRAVEL AND ACCOMMODATION FORM**
- **WORK EXPERIENCE WITH ANIMALS FORM (if applicable)**
- **REQUEST TO ATTEND WHITE CARD TRAINING (if applicable)**

COMPLETE and UPLOAD to relevant COMPASS Learning Tasks (by 28 March 2025)

- **safe@work General Module Certificate**
- **safe@work Industry Module Certificate**

**A Work Experience confirmation email will sent to the employer, parent/guardian and student via email 1-2 weeks prior to commencement date.
This signifies that work experience has been approved to proceed.**

Students are not allowed to attend Work Experience without receipt of this email.

If you do not receive this email please contact the Work Experience Team on **workexperience@fhs.vic.edu.au** before student commences their placement.

THANK YOU - PLEASE KEEP THIS INFORMATION PACK FOR FUTURE REFERENCE