



Work Experience

Policy

This policy outlines the requirements for schools in planning for and implementing work experience placements for secondary school students.

Summary

- Work experience is the short-term placement of secondary school students with employers.
- Work experience is generally undertaken in Years 9 or 10.
- The purpose of work experience is to provide students with insights into industry and the workplace.
- Schools must ensure they implement this policy and follow the associated work experience manual when planning for and conducting work experience arrangements to ensure compliance with legislation.

Details

Work experience is the short-term placement of secondary school students, generally during Years 9 and 10, with employers to provide insights into industry and the workplace. It provides students with the valuable opportunity to:

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

Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

Work experience arrangements

All arrangements for work experience must comply with [Ministerial Order 1413 – Work Experience Arrangements \(PDF\)](#) and the arrangement forms from the [Resources tab](#) must be used.

Work experience manual

The department's work experience manual supports schools to comply with Ministerial Order 1413. Schools must use this manual when planning for and conducting work experience arrangements. Refer to the work experience manual in the [Resources tab](#).

Work experience arrangement form

The [Work experience arrangement form \(DOCX\)](#) must be completed and signed before the work experience commences. It must be signed by the:

- employer
- student
- parent/carer of the student – if the student is under 18 years of age
- principal or nominated person – the principal may nominate a person or a member of a class of persons (nominated person), for example, assistant principals or teaching leaders, to perform the powers and functions of the principal which relate to work experience. The principal must ensure that nominated persons have the required knowledge and understanding of obligations in the [Education and Training Reform Act 2006 \(Vic\)](#) and [Ministerial Order 1413 \(PDF\)](#) relating to work experience arrangements.

The principal or nominated person must ensure a copy of the signed arrangement form is provided to each party.

The principal or nominated person must retain the original copy.

Variations or amendments to the arrangement form must be made in writing and must be signed by the:

- employer
- student
- parent/carer – if the student is under 18 years of age
- principal or nominated person.

Refer to the work experience manual on the [Resources tab](#) for further details

Work experience travel and accommodation form

The department's [Work experience travel and accommodation form \(DOCX\)](#) must be used if:

- it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to or from the workplace
- the student is required to stay in accommodation other than their normal place of residence while undertaking work experience.

This form must be signed:

- for travel – by both the employer and the parent/carer, or the student if they are aged 18 years or over
- for accommodation – by the parent/carer, or the student if they are aged 18 years or over.

Refer to the work experience manual on the [Resources tab](#) for further details.

School to Work Statewide Portal

The department's School to Work (S2W) Statewide Portal provides students and teachers a single, easy to navigate information and referral point for work-based learning opportunities offered by a diverse range of employers.

Searching on the portal can be done by:

- location
- industry
- VET certificate.

If you are a student or teacher looking for work-based learning opportunities, including work experience and structured workplace learning, refer to the statewide [School to Work Portal](#).

The 31 Local Learning and Employment Networks (Victorian LLENs) are funded to deliver the S2W Program and facilitate student access to work-based learning placements tailored to local priorities and employment opportunities. To find your nearest LLEN, refer to the [Local Learning and Employment Network](#).

Occupational health and safety

Prior to commencing work experience, students must satisfactorily complete occupational health and safety (OHS) training, either through:

- [safe@work](#)
- for students with disability or additional needs – [A Job Well Done](#).

It is the responsibility of the principal or nominated person to determine which OHS program is the most appropriate for the student to undertake.

Child Safe Standards

The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools \(PDF\)](#) provides the framework for child safety in schools.

The Child Safe Standards require schools to put in place systems and processes to help prevent harm to students in all school environments, including workplace learning environments where students undertake:

- work experience
- structured workplace learning
- school community work (volunteering)
- school based apprenticeships and traineeships.

For more information, visit:

- [Child Safe Standards](#)
- [PROTECT website](#)

Contacts

For assistance with queries relating to work experience arrangements, please contact the relevant organisation as outlined below.

For government schools

Work-Based Learning Unit, Senior Secondary Pathways Reform Taskforce
at: work.based.learning@education.vic.gov.au

For Catholic schools

Contact the relevant Diocese representative:

Carmel Clark

Ballarat Catholic Education

pathways@dobcel.catholic.edu.au

Jenny Wilson and Merry Young
Melbourne Archdiocese Catholic Schools
pathways@macs.vic.edu.au
Sam Franzl
Sale Catholic Education
pathways@doscel.catholic.edu.au
Barry Norton
Catholic Education Sandhurst
pathways@ceosand.catholic.edu.au

For independent schools

Maria Floudiotis
Independent Schools Victoria
maria.floudiotis@is.vic.edu.au
enquiries@is.vic.edu.au
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Definitions

Work experience
The short-term placement of secondary school students with employers.

Related policies

- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Ministerial Order 1413 – Work Experience Arrangements \(PDF\)](#)
- [Ministerial Order 1472 – Structured Workplace Learning and Work Experience Arrangements \(PDF\)](#)
- [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools \(PDF\)](#)