



School to Work program

Work Experience

Work experience is the short term placement of secondary school students, generally from Years 9 and 10, with employers to provide insights into the industry and the workplace in which they are located.

Benefits for employers

- Opportunity to make a positive contribution to the education and development of students.
- Opportunity to contribute to the development of students' workplace skills.
- Opportunity to assist young people in their career decision-making.
- Opportunity to build an ongoing relationship with a student that may progress when the student undertakes their VCE, a vocational major, a Head Start apprenticeship or traineeship or an SBAT, or working with the employer's organisation.
- Building industry/school partnerships that provide for local community needs and endeavours.

Benefits for students

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

Students are eligible to undertake work experience if they are of or over 14 years of age and have a completed Work Experience Arrangement Form signed by the parent/guardian, student, employer and school principal.

Work experience is typically 5 days. Students are paid \$5 per day by the employer.

Students are covered under their school's public liability insurance

Employer role

The employer must set up a work program for students that:

- inducts the student into the workplace on their first day of placement
- gives them an opportunity to experience a variety of tasks in the workplace
- familiarises them with the running of the organisation and introduces key staff involved
- ensures the student is directly supervised throughout the placement
- allows time for the "school tasks" the student has to undertake while on work experience, for example, completion of a journal.