



Work Experience Policy

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school, delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Purpose

This policy sets out the requirements for implementing work experience placements for students.

Scope

This policy applies to Teachers, Pathways Coordinator, Administration Staff, Principal, students, parents/guardians.

Summary

- Work experience is the short-term placement of secondary school students with employers.
- Work experience will be undertaken by students enrolled in VCE VM.
- It is intended to give students insights into the industry and the workplace.
- Staff must ensure they implement this policy and the associated work experience manual when planning for and conducting work experience arrangements, to ensure compliance with **Ministerial Order 382: Work Experience Arrangements** and this policy.

Definitions

Work experience	The short-term placement of secondary school students with employers.
Child Safe Standards	Victoria's compulsory minimum standards for organisations which provide services for children, including Victorian schools, to help

	ensure the safety of children. The standards are part of the Victorian Government’s response to the Betrayal of Trust Inquiry.
Duty of care	A non-delegable, moral and legal obligation to take reasonable steps to ensure the safety and wellbeing of students. Duty of care is both an organisational and an individual responsibility, meaning that it applies to: <ul style="list-style-type: none"> • the College as a legal entity; and • College Board members, staff, volunteers, contractors, and visitors who have an individual responsibility to students.
Ministerial Order 382 – Work Experience Arrangements	This provides the operational framework for the delivery of work experience programs in Victorian secondary schools.

Policy

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. It provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations
- increase their 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 382: Work Experience Arrangements and the following forms:

- Work experience arrangement form
- Risk assessment form for work experience

Work experience manual

Plenty River College uses the work experience manual [WORK EXPERIENCE MANUAL.pdf](#) to support its planning for and conducting work experience arrangements. The manual outlines all the steps required for work experience arrangements under the Ministerial Order 382 including:

- student age requirements
- required forms
- timing, duration and hours of work
- permitted number of work experience students per employer
- travel and accommodation arrangements and responsibilities

- communication between PRC and the student
- payment and taxation
- WorkSafe and public liability insurance
- roles and responsibilities
- student safety and welfare.

Work experience arrangement form

The Work experience arrangement form must be completed and signed before the work experience commences. It must be signed by:

- the employer
- the student
- the parent/guardian of the student – if the student is under 18 years of age
- the Principal or acting principal – this authority cannot be delegated to a deputy principal or other member of staff.

The principal must ensure a copy of the signed arrangement form is provided to each party. The principal should retain the original copy.

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
- principal.

Work experience travel and accommodation form

The Work experience travel and accommodation form 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
- if 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/guardian, or the student if they are aged 18 years or over
- for accommodation – by the parent/guardian, or the student if they are aged 18 years or over.

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 disabilities or additional needs – A Job Well Done.

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

Child Safe Standards

To create and maintain a child safe organisation, PRC must comply with Ministerial Order 1359 – Child Safe Standards.

PRC has developed and implemented risk management strategies to ensure students' safety in the College environment. The college environment includes workplace learning environments where students undertake:

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

Procedure

1. The Trainer or Pathways Coordinator (Staff member) will identify an employer where the relevant student can undertake work experience.
2. Staff will ensure that the student has satisfactorily completed occupational health and safety (OHS) training.
3. The staff member will negotiate with the employer on possible roles and suitability of the student including days of work and start dates.
4. The staff will provide the Work Experience Guidelines for Employers document to the employer so that they have a clear understanding of the work experience and their responsibilities.
5. The staff member will undertake a risk assessment of the workplace. The staff and the employer will complete the Risk Assessment Form.
6. Both the staff and the employer will sign the Risk Assessment Form. Any areas of concern or risks should be addressed before the student commences work experience.
7. The staff will ensure that the Work Experience Arrangement Form has been completed and signed by all the stakeholders i.e. the Student, the Employer, Parents/Guardian and the principal
8. A copy of the Arrangement Form signed by the Principal must be provided to each party. The Principal should retain the original copy.
9. The staff will attend the first day of student's commencement and ensure induction has been completed by the employer.
10. Student will be monitored by their teacher and the Pathways Coordinator while on work experience.
11. Students undertaking a VET program with the College and intends to use the work experience as part of their VET work experience hours must also complete the Work Experience Logbook

Related Policies

- Structured workplace learning policy
- External Provider Policy
- OHS Policy
- Child Safe Policy
- Complaints and Grievance Policy
- School Community Work (Volunteer) Policy

Relevant Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017
- Ministerial Order 382: Work Experience Arrangements

Relevant Documents

- Work Experience Arrangement Form
- Work Experience Guidelines for Employers
- Risk Assessment Form for Work Experience
- Work Experience Manual
- Child Safe Standards and workplace learning. A guide for schools
- Fact sheet for employers: Child safe standards and workplace learning