

Work Experience Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

Work experience is the short-term placement of students 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.

2. Purpose

This policy outlines the requirements for the College in planning for and implementing work experience placements for students.

3. Scope

This policy applies to all staff and students at the College.

4. Definitions

Work Experience	The short-term placement of secondary school students with employers.
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5. Responsibilities

The principal is responsible for overseeing the implementation of this policy.

6. Communication

This policy is communicated to staff and the wider school community through the following methods:

- It is published and accessible via the College's SharePoint site and the school website.
- Key responsibilities and expectations are discussed at staff induction.
- Updates to the policy are communicated via staff briefings and email, with opportunities provided for feedback or clarification.

7. Policy

7.1 Work Experience Arrangements

All arrangements for work experience must comply with [Ministerial Order 1413 – Work Experience Arrangements \(PDF\)](#) and the [Work experience arrangement form \(DOCX\)](#), [Work experience travel](#)

[and accommodation form \(DOCX\)](#) and Proposed Work Experience with Animals – A Summary of Student's Experience.

Work Experience Procedure

The College's Work Experience Procedure supports compliance with Ministerial Order 1413. All staff must use this manual when planning for and conducting work experience arrangements.

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
- The principal

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

Work Experience Travel and Accommodation Form

The [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.

7.2 School to Work Statewide Portal

The [School to Work Portal](#) (S2W) 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.

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. Our nearest LLEN is [Future Connect](#).

7.3 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 to determine which OHS program is the most appropriate for the student to undertake.

7.4 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.

8. Review

This policy is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

9. Associated documents and legislation

Associated policies and procedures	Djerriwarrh Community College Work Experience Procedure
Other associated documents Internal	
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)
Other associated documents External	Work experience travel and accommodation form Work experience arrangement form

10. Issuance and approval

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