

# Work Experience – a Resources Manual

---

Published by:

Youth Transitions Division

Office for Policy, Research and Innovation

Department of Education & Early Childhood Development

Detailed requests for uses not specifically permitted by the *Copyright Act 1968* should be submitted in writing to:

The Copyright Officer

Department of Education & Early Childhood Development

GPO Box 4367

Melbourne Vic 3001 Australia

Department of Education & Early Childhood Development, Victoria 2008

ISBN 0 7594 0396 1

Copyright in this work is owned by the State of Victoria. No part may be reproduced by any process except with the express written permission of the Minister for Education or a person acting under his/her authority or in accordance with the provisions of the *Copyright Act 1968*.

# Message from the Deputy Secretary

---

Work experience for school students in Victoria began in the mid 1970s as a way of enabling students to explore and experience the world of work. The intent of work experience is to give secondary school students a short-term exposure to work environments, and to broaden their experience and understanding of the world of work and career opportunities by observing work places in action.

In a changing world, nothing is changing more rapidly than the workplace. This Manual, developed by the Youth Transitions Division of the Office for Policy, Research and Innovation, supports schools to adequately prepare students to gain the benefits work experience can provide.

Schools tackle work experience in many ways – through work observation, work shadowing and work study, in addition to the traditional form of work experience. This Manual is designed to assist those who manage, coordinate and develop work experience programs to ensure they deliver valuable learning outcomes for students.

The Manual includes detailed advice relating to work experience legislation. It is intended to complement material relating to Ministerial Order 56 – Work Experience Arrangements.

Provided with the Manual is a DVD, *Workwise – workplace safety for students*. This DVD highlights occupational health and safety issues in hairdressing, engineering, automotive, primary and hospitality industries. The video can be used in conjunction with other occupational health and safety resources such as [safe@work](#) and *A Job Well Done*.

Work experience has been recognised as playing a vital part in preparing young people for the transition from school to further education, training and work. I hope this Manual will address frequently asked questions in relation to the organisation of work experience.

I trust you will find this updated work experience manual useful and informative.

**Dr Dahle Suggett**  
Deputy Secretary  
Office for Policy, Research and Innovation

# A quick guide to the contents of this Manual

---

Section A	<b>Overview</b> <hr/> <p>This section outlines the benefits of work experience programs in secondary schools. The overview contains abbreviations and an extensive glossary of terms, which will be useful in the development and delivery of a workplace learning program.</p>
Section B	<b>Roles and Responsibilities</b> <hr/> <p>An effective work experience program is developed by ensuring all key stakeholders are aware of their roles and responsibilities. This section outlines the roles and responsibilities of key personnel and stakeholders in the program.</p>
Section C	<b>Procedures and Guidelines</b> <hr/> <p>This section gives a detailed outline of the procedures and guidelines required to develop, deliver and manage a work experience program in secondary schools, including the latest procedures for implementation of work experience for students under the age of 15 and delivery of occupational health and safety programs. Work experience coordinators and administrators should familiarise themselves with the content of this section prior to developing a work experience program.</p>
Section D	<b>Delivering your Program</b> <hr/> <p>The successful delivery of a work experience program depends on the preparation that precedes it. This section outlines the steps required to develop a work experience program as part of a work preparation program. It includes suggestions for identifying work readiness in students, and the essential components of debriefing required at the conclusion of a program.</p>
Section E	<b>Relevant Forms</b> <hr/> <p>This section contains a complete list of current relevant forms for work experience. School communities must familiarise themselves with documentation relating to work experience. Guidelines for parents and employers are also included here.</p>
Section F	<b>Policy (Act, Ministerial Orders, Health and Safety Guidelines and Government Schools Reference Guide)</b> <hr/> <p>Part 5.4 of the <i>Education and Training Reform Act 2006</i> and Ministerial Order 56 set out requirements for the development and delivery of work experience in schools. This section also contains relevant sections of the <i>Victorian Government Schools Reference Guide</i>, Health and Safety Guidelines for students aged 14, and students aged 15+, and additional information for work experience procedures for students aged 14.</p>
Section G	<b>Useful Resources</b> <hr/> <p>Websites, hardcopy resources, block and trickle release guides, maps of OH&amp;S resources required, map of industry areas, <a href="#">safe@work</a> modules and hazards fact sheets and contacts relating to the delivery of work experience in Victorian secondary schools. Although not exhaustive, this is a convenient starting point</p>

when developing materials for work experience programs.

## Section H

### Updates

This section has been included to assist school communities keep an up to date file of the latest changes to work experience arrangements.