



## **WORK EXPERIENCE POLICY**

### **Introduction**

Student work experience gives students at Huntingtower an opportunity to sample career options that cannot be provided in the classroom. Work experience is the short term placement of students with businesses and organisations to provide insights into the industry and the workplace. All arrangements for work experience will comply with Ministerial Order 382: Work Experience Arrangements.

### **Purpose**

The Work Experience Policy and Guidelines outlines the School's responsibility to prepare students for their Work experience and the obligations for both the student and the employer during their placement.

### **Implementation**

At Huntingtower we work with students to develop the skills and confidence required to participate in Work experience. Work experience is a compulsory component of the School curriculum for all Year 10 students. The students are required to undertake five days of work placement. Work experience must be completed during the allocated School Work experience week or in the students school holiday break.

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

### **Occupational Health and Safety**

Huntingtower will prepare students for the risks and hazards they may face in the workplace. Prior to their placement all students will complete the online OH&S [safe@work program](#) which includes a general module and then an industry-specific module based on the type of industry they will be participating in.

### **Delegated Officer**

The Delegated Officer (Career Pathway Advisor, Mentor, and/or Vice Principal) is a member of staff who will support the student to find a work experience position, liaise with the provider, and approve and visit the student while undertaking work experience.

### **Parents/Guardian**

The Parent/Guardian is required to:

- Provide any medical information relating to the student which may impact on the safety of the student or the safety of others in the workplace, for inclusion on the work experience agreement
- Ensure transport arrangements are made for the student to travel to and from their work experience placement
- Accept responsibility for all expenses related to the student's participation in the work experience placement

## Students

The Student is required to:

- Abide by all necessary information about their work experience placement
- Comply with the responsibilities outlined on page 2 of the [Work Experience Arrangement form](#) - Student Agreement

## Privacy

Victorian privacy laws (*Information Privacy Act 2000* and *Health Records Act 2001*) protect the personal and health information of students. Information provided by students, parents and employers is obtained for the purposes of coordinating work experience. It must be kept confidential by all parties and must not be used for any other purposes.

## Child Safe Standards

The Child Safe Standards are compulsory minimum standards for all Victorian Schools and environments. This includes workplace learning environments where students undertake work experience, structured workplace learning and school community work (volunteering).

## Definitions

**Work experience:** A short paid or unpaid period of time at a workplace, to gain experience of a working environment.

**Employer:** An organisation that has agreed for a student to undergo a work placement within their organisation.

**Safe@Work:** Safety information for students who are starting work experience.

**Occupational Health and Safety:** The management of risks to the health and safety of everyone in a workplace. This includes the health and safety of anyone who does work for the company as well as customers, visitors and suppliers.

**Delegated Officer:** Is a member of staff who will support, approve and visit the student while undertaking work experience.

## Related Legislation and documents

Work Safe Victoria <https://www.worksafe.vic.gov.au>

[Ministerial Order 382 – Work Experience Arrangements](#)

Huntingtower Work Experience Guidelines

## Communication

This Policy will be available to staff via the School's staff portal and parents via the School's parent portal. In addition, relevant aspects of this Policy will be raised in student meetings.

## Evaluation

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this Policy, which will be reviewed as part of Huntingtower's policy review cycle (and otherwise as and when required).

## Review

This policy was authorised by the Principal June 2022

Date of next review: June 2024