

Work Experience at Wirreanda Secondary School

Purpose:

Workplace Learning may occur through Work Experience, Structured Workplace Learning as part of a VET course, or Work Trials leading to an Apprenticeship or Traineeship for School Students. This document outlines the policy and procedures for Work Experience at Wirreanda Secondary School, ensuring compliance with the Department for Education's [Workplace Learning Procedure](#).

Work Experience:

Work Experience provides secondary students with valuable exposure to real workplace environments and expectations. It helps students develop practical skills, confidence, and a clearer understanding of different industries and career options. Work Experience also helps students build connections with employers and identify potential pathways into further education, training, or employment.

Work experience placements at Wirreanda Secondary School can be arranged as either; a block placement (a set number of consecutive days) or as a recurring arrangement (for example, one day per week over a term), depending on the needs of the student, the requirements of the program, and the capacity of the workplace. The maximum number of work experience days for a student should not exceed 40 days in a school year, and 10 days during any school term, including school holidays and weekends.

Student Eligibility and Requirements:

- Students may complete Work Experience in Years 10-12 at Wirreanda Secondary School.
- Work Experience must be approved by the VET and Student Pathways Leader, the workplace, and the student's parent/guardian prior to commencement.
- Students must complete the [Workstart Training](#) and provide evidence of this through a Plink Certificate. This must be completed each year and prior to commencement of Work Experience.
- A completed and signed [Workplace Learning Agreement](#) must be submitted and signed by the VET and Student Pathways Leader prior to the commencement of a Work Experience placement.
- Students must meet all workplace requirements, including mandatory checks such as the Working with Children Check (WWCC), Responding to Risks of Harm, Abuse and Neglect (RRHAN), Aged Care Sector Screening or others as outlined by the workplace.
- Some workplaces may require immunisations; this is at the discretion of the workplace.
- Students must agree to and uphold the [Work Experience Student Expectations](#)

Sourcing Work Experience:

Students can source work experience in a range of ways, including but not limited to:

- Approaching friends, family members, or personal contacts
- Speaking with subject teachers, mentors, or school staff who may have industry contacts
- Seeking support or advice from the VET and Student Pathways Leader
- Utilising the Prior Employers Work Experience List provided by the school
- Utilising the DfE [Student Pathways platform](#)
- Finding opportunities using [Student Work Opportunities](#) (available in Year Level Google Classrooms), via email from the VET Leader, or as displayed on ViVi screens across the school
- Researching and contacting local businesses or organisations of interest, including exploring industry-specific programs online

Work Experience Streams:

Work Experience at Wirreanda Secondary School may occur through different streams depending on how the placement is organised and its purpose within a student's learning or career planning.

- **Student-Sourced Placement** - where a student independently arranges a workplace placement outside of curriculum to gain industry exposure or explore potential career pathways.
- **Curriculum-Linked Placement** - Where work experience is organised as a required component of a subject or SACE course, providing hands-on learning relevant to curriculum content and assessment
- **VET Readiness Orientation (VETRO) Placement** - where work experience is undertaken to support the VETRO process and assist in determining a student's suitability for a VET course.
- **Structured Workplace Learning** - a student is currently enrolled in a VET course and the course requires a work placement to occur.

Key Documents and Policies:

[Department Workplace Learning Procedure](#)

[Workplace Learning Agreement Form](#)

[Work Experience Tracking and Monitoring](#)

Student Centred Documents:

[Wirreanda Secondary School Student Workplace Learning Expectations](#)

[Student Work Experience Checklist](#)

Other Resources:

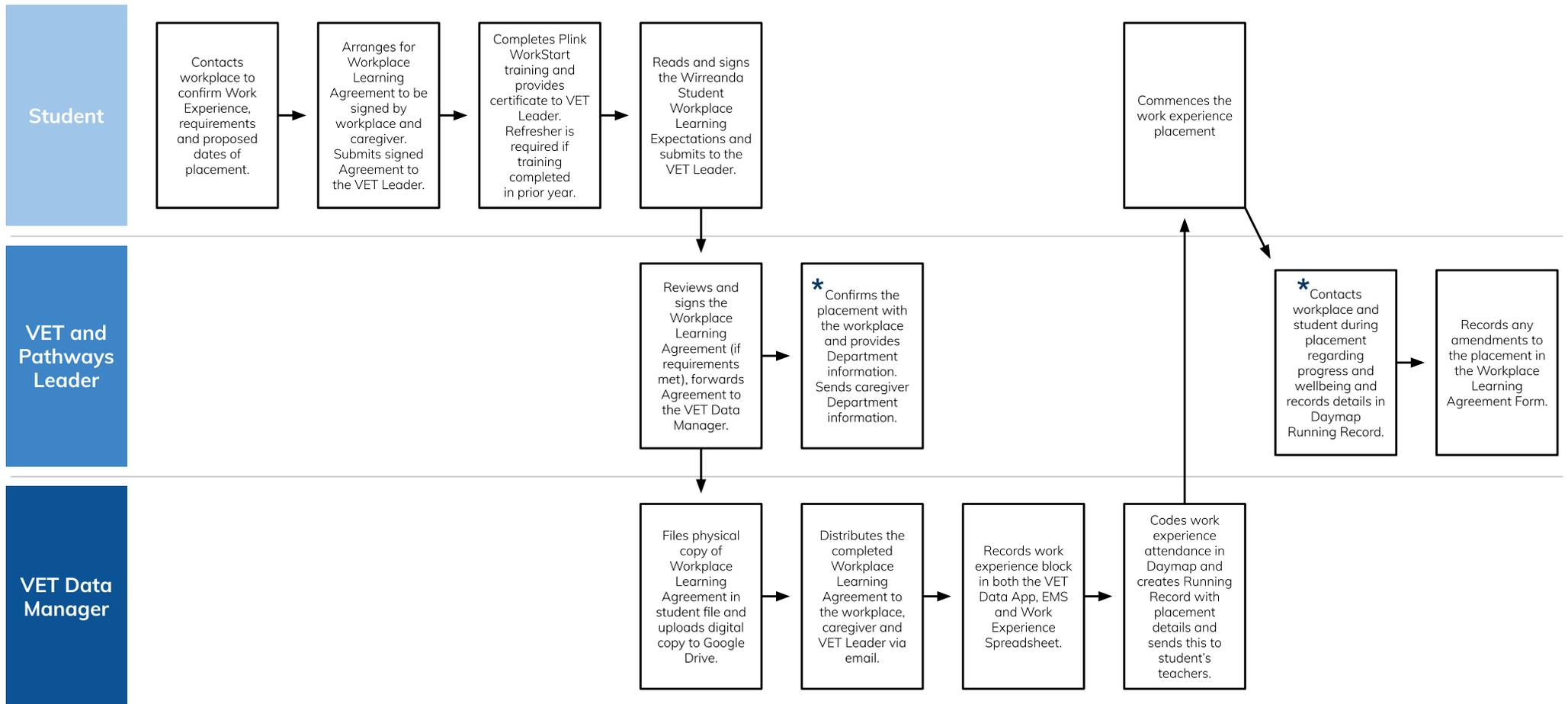
[Department for Education's Public Workplace Learning Page](#)

[Information for Workplace Learning Providers](#)

[Workplace Learning Provider Checklist](#)

[Information for Parents and Carers](#)

Process and Roles/Responsibilities



WAVE Case Manager * If a WAVE student is completing Work Experience, the WAVE Case Manager will have this role/responsibility.

Subject Teacher * If Work Experience is completed by a mainstream student as a Curriculum-Linked Placement, the subject teacher will have this role/responsibility.