

Enhance Work Experience

"Making work experience worth experiencing" The Casterton Secondary College model

What are Casterton Secondary College's key objectives or goals for the work experience program? Why are they important?

Casterton Secondary College's objective is to help promote a positive work placement for all students that participate in the Work Experience program. The aim is to develop an understanding of the world of work, a working environment and employer expectations,

as well as having the opportunity to:

- explore possible career options,
- explore possible career pathways,
- increase independence,
- build self confidence,
- develop work related skills,
- build a database of contacts and connections,
- to confirm or eliminate career choices,
- use a work experience placement as a trail for a prospective job/apprenticeship

What processes does Casterton Secondary College put in place to meet their objectives?

The preparation for work experience is prescriptive. However, Casterton Secondary College provides the opportunity of flexibility by offering multiple placements, virtual work experience and flexibility of times students can attend a placement. Although, the main work experience is scheduled in a set block, students are encouraged to participate in multiple placements across their senior school education. As Casterton Secondary College has a successful work experience program, many employers are repeat hosts.

Preparation for the Casterton Secondary School work experience program includes the following:

1. Distribution of a timeline including key dates and deadlines
2. A parent student information evening in Term 2,
3. Parents complete work experience paperwork and a possible placement template is provided. Students and parents work on this and return it. This template includes careers of interest, possible host employers and their contact details.
4. Unpack and explore the Morrisby report (update the data from the previous year and investigate/ identify possible careers of interest.)
5. My Career Match - <https://www.mycareermatch.com.au/>
6. Work experience and Structured Work Place Learning (SWL) workshops coordinated and delivered by GSGLLEN staff
7. Career Coordinator meets with students constantly on an individual basis
8. Safe@work module completed and certificate issued
9. Resume writing session, resumes proofread, edited, printed and distributed to students to present to potential employers
10. Career Action Plan (CAP) updated
11. Attending the Wimmera Careers Expo - <https://wimmeracareerexpo.com/>
12. Regular contact with parents via newsletters, XUNO and phone

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Rotary
District 9780



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13. Session covering work etiquette
14. Students attend Work Experience meetings throughout the year to discuss progress, challenges or changes
15. Careers Coordinator liaises with parents, students and employers to help secure a placement. Contacting the LLEN if required
16. Where to Now booklet sent home
17. A staff member visits/ calls during placement
18. Students contact employers prior to placement with check list to complete regarding start times, what to wear, lunch break etc.
19. Paperwork and information sent home to parents, guardians and employers
20. Subject expo, presented by the subject teachers. These help identify subjects/ possible career fields of interest

**How does Casterton Secondary College determine that these processes have been successful?
What are the measurables?**

Casterton Secondary College uses the following information and data to determine success:

- Staff visit notes
- Employer evaluation
- Parent - evaluations after information evening and feedback after individual parent/teacher/student pathway meetings
- Student evaluation
- Careers lesson/ booklet
- Updated Morrisby and CAP post work experience.

The measurables are somewhat subjective but are extracted from the data collected in the evaluations.

How does Casterton Secondary College follow up with students before, during and after work experience?

Casterton Secondary College follows up with students by:

- ensuring students have timeline outlining process,
- setting deadlines,
- checklist and spreadsheets to monitor progress in placing students,
- visits during the work placement,
- a post work experience Careers session.

Can you give an example of a student that has successfully completed work experience and why it has been a success for them? How do you believe the Casterton Secondary College work experience program assisted them to achieve?

Post participating in a work experience placement, students are often able to connect with their host employer to secure a follow up work placement eg. Structured Workplace Learning (SWL) or School Based Apprenticeship or traineeship in the following year.

For instance, a student who had an interest in animal welfare and was unsure of her future pathway, secured a work experience placement with a Veterinarian. The placement was so successful she was offered part time work after school and on the weekends. This relationship developed whilst completing her VCE. The veterinarian proved an invaluable referee in her application to Latrobe University Early Entry program. Not only was she accepted into the program she was the school DUX.

Is there any additional information in regard to the Casterton Secondary School work experience program that you would like to highlight?

The work experience program is driven by the senior school team however, all the staff show a genuine interest in the student's placements and aspirations. The staff often engage in conversations regarding work experience and the students enjoy the discussions. The students are always respectful and willing to learn, which bodes well for repeat placements and future opportunities.

**The information for the Casterton work experience model has been provided in 2022 by
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