

# Enhance Work Experience

## "Making work experience worth experiencing" The Bayview College model



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

Work Experience (WE) is one of many opportunities that Bayview College provides students from years 8 – 12 to learn more about themselves, the career/work opportunities available locally and beyond, and the possible pathways to get there. Bayview College deliberately curates a series of activities that take the students out of the classroom, bringing their academic/social/emotional learning to life. Whilst the majority of students gain part time employment, the Work Experience program enables them to get an insight into careers that are not accessible to a young person in any other way.

Beyond the Year 10 WE program, we also encourage and facilitate students who are planning on entering the work force, or seeking apprenticeships and traineeships, to gain further work experience in week blocks during holiday periods, to get further experience and build networks in the field they aim to pursue.

### What processes does Bayview put in place to meet your objectives?

Bayview College commences preparation for Work Experience in Year 8 - 10.

**Year 8** - students get involved in community service, working alongside adults in settings beyond school.

**Year 9** - students participate in the following projects/programs:

- Cognizance - <https://is.vic.edu.au/wp-content/uploads/2020/08/cognizance-2020.pdf>  
Empowering students to take ownership of their learning by teaching them how the brain works.
- Wayfinder - [shorturl.at/lpUV2](http://shorturl.at/lpUV2)  
Wayfinder's research-backed Core Skills incorporate meaning-making, critical thinking, and future-ready skills in order to connect classroom learning to the real world.
- Participation in 'Try a Career Day' and 'Industry Tours' locally.

**Year 10** - commences with students engaging in:

- Research and consideration of future career
  - further training required and work experience options using variety of sites including
    - Your Career - [www.yourcareer.gov.au](http://www.yourcareer.gov.au)
    - My Future - [www.myfuture.edu.au](http://www.myfuture.edu.au)
    - VTAC - [www.vtac.edu.au](http://www.vtac.edu.au)
    - Completing the Morrisby Test and then reviewing and analysing the report
    - Cover letter, resume writing and mock interviews
- Work experience preparation sessions:
  - How to approach employers – phone, in person, via email
  - Consideration of where to go for work experience
  - Conversations with Horizon teachers and/or Careers Advisor
  - Students encouraged to seek their own work experience
  - Support from GSG LLEN for students unable to find their own placement
  - Support from GSG LLEN/Rotary for students needing accommodation/travel support
- introduction to University visits in Year 9 and 10.

#### Project funded by:



#### Project partners:



**'This program received grant funding from the Australian Government's National Careers Institute'  
and is proudly coordinated by the GSGLLEN**

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

- Uptake of WE from each Year 10 student during the allocated work experience week (last week of term 2) – it is an expectation that all students complete a week of work experience
- Students not able to complete work experience during this week are encouraged to complete a block of work experience at an alternative time, generally school holidays to minimise disruption for schooling.
- On Track data – work experience – Further Training/University/Employment/Career
- Student and Parent survey completed after work experience

## **How does Bayview College follow up with students before, during and after work experience?**

Preparation before work experience with students includes:

- work with students on knowing who to contact (and how) as needed, if a student is not feeling comfortable or safe in their work experience environment.
- Contact with employers where needed if a student is very nervous/anxious or has needs that the employer may need to know about (permission from student/parent/carer sought before conversation).
- Students are provided with an OHS introduction including:
  - Safe@Work - [shorturl.at/hxyX1](http://shorturl.at/hxyX1)
  - Industry Specific certificates - required to be completed prior to going on Work Experience.
- Student on placement in Portland/Heywood are visited by a Bayview staff member
- Phone contact with employer prior to visit.
- Student is asked the questions as per the DET Record of Contact Form to ensure they are comfortable and safe and that they are benefitting from the work experience.
- Visits are shared amongst staff (on a volunteer basis) to ensure that seeing all students is achievable.
- Any student completing work experience who can't be visited (eg. Doing WE in Hamilton or Melbourne) is contacted by phone – generally to parent, and then student if required, as well as employer.

Introduction and thank you letters are provided to each employer, along with DET Work Experience Guidelines for Employers and DET Employer Evaluation Form

Thank you letters from students post work experience and certificate of gratitude from the school are posted to employers.

## **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 Bayview College work experience program assisted them to achieve?**

There are two that quickly come to mind:

- student completed work experience at Sydney Hospital and went on to study nursing and paramedics. He is in the final year of his training and has completed various placements as part of this.
- student went to a solicitors for her work experience and is now completing a law degree.

## **Is there any additional information in regard to Bayview College's work experience program that you would like to highlight?**

Bayview College are happy to discuss further and talk to other schools regarding their work experience program. Bayview College have three periods a fortnight dedicated to Horizons, work experience and preparation which is a major focus of semester one.

**The information for the Bayview College work experience model has been provided in 2022 by:**  
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