

# Enhance Work Experience

## making work experience worth experiencing



## Are you an **EMPLOYER?**

Ever thought about hosting a student for work experience?

Work experience is a meaningful way to support young people to gain invaluable career choice experience and work ready skills.

## Why work experience?

There are many positives for the employer AND the student:

### What's in it for **EMPLOYERS?**

- Young people bring a whole new energy and perspective to the work place
- Opportunities to create strong connections with local schools
- A great recruitment strategy for your workplace
- Opportunities to promote your business and your industry as a future local career choice
- Having young people in the work place can boost staff morale
- Extra pair of hands
- No cost to you

### What's in it for **STUDENTS?**

- An increased understanding of the work place environment
- Opportunities to explore possible career options
- Enhanced potential to gain part-time and casual employment
- Opportunity to include their work experience in future job and course applications
- Development of work-related competencies and skills
- A chance to 'try out' a workplace

## Work Experience made simple

Support is available for businesses throughout the work experience process, making it easy for all workplaces, large or small, to support students to gain meaningful and lifelong career experience.

Work experience is usually over a 5 day block set by individual secondary schools. Work hours during this period are agreed between the student, school and employer.

### **Step 1 - How do I register my interest in supporting a Work Experience student?**

Contact will come either directly from students who can provide you with all the information you need to start the process, or you can register your interest with the SWL Coordinators at the Local Learning and Employment Network (LLEN)

### **Step 2 - What documentation do I need?**

Students, secondary schools or the LLEN can provide you with all the relevant documents - it's a very straight forward process.

There are forms to be signed by all parties to ensure everyone understands the expectations.



You can also access work experience forms via the Department of Education and Training (DET)

<https://www2.education.vic.gov.au/pal/work-experience/resources>

## What are the expectations?

Work experience is a chance to engage with, support, guide and create work place experiences that provide young people, usually in Year 10, with opportunities to 'try out' careers and gain invaluable employability skills.

Here are three tips to planning a successful program:

- Plan the student's work experience - map out each day so that the student gets to experience every facet of your business.
- Take the time to introduce the student to your business and staff. Young people are interested to know how your business started?, How did you start in your industry?, What has been your and others' career journeys?
- Highlight what skills are needed in your business, for example customer relation skills, time management and prioritising tasks.

Given encouragement, students are willing and eager to learn. Some may have had some previous work experience and others none at all. Students might not possess the judgement and maturity of older employees but, with clear guidance and communication around expectations and conduct, will learn from the experience.

## Enhance Work Experience

"making work experience worth experiencing"

Enhance Work Experience aims to enhance career education & work experience opportunities by increasing access of rural students to 'industries of choice' in larger communities.

We are encouraging students to seek experience in their industry of choice which will see some completing work experience placements across Victoria. We will also be welcoming students from other LLEN regions to our communities.

The Structured Workplace Learning (SWL) coordinators assist with work placements for Work Experience (and SWL) and need YOU to offer to host students.

The Enhance Work Experience team plans for additional supports so that students can explore options more widely.

## Who do I contact to find out more?

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