

Enhance Work Experience making work experience worth experiencing

PARENTS/CARERS

Do you have a student in Year 10?

Need help to support the set up of work experience?

What is work experience?

Work experience is the short term placement of secondary school students, generally from Year 10, with employers to provide insights into industries and workplaces as future career options.

Work Experience is usually over a 5 day block set by your secondary school.

Work hours during this period is agreed between you, your school and the employer.

Getting the most out of work experience

What can students gain from the experience?

- An increased understanding of the workplace environment
- A chance to develop work-related competencies and skills
- Experience to add to their resume
- Learn what a job/career is really like
- Connect with a referee they can use on job or course applications
- Create connections for future employment

How to choose a work placement that's right

Here are some tips to get you started in the right direction:

- Use the career suggestions from student Morrisby Profile Report (or equivalent) as a guide to what career/job might be suitable.
- Talk to the work experience coordinator at your school
- Have a family chat! Share your own career journey
- Talk to the Glenelg and Southern Grampians Local Learning and Employment Network (GSGLEN) team about enhanced work experience options



Check out the LLEN state wide portal for current listings for work experience placements

<https://workplacements.education.vic.gov.au/>

What are the next steps?

Your school and the LLEN can help

Step 1: Contact the employer

If the organisation is a large one, visit their website to find out if they have any information about work experience or student placements. If they do, make sure you follow any instructions they provide.

If you can't find any information online about a company or business's work experience programs, contact them directly either by phone or email.

Make sure you have a resume and a short cover letter ready to supply your employer.

Step 2 - What documentation do I need?

Your school will provide you with all the relevant documents - its a very straight forward process.

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

Who do I contact to find out more?

The GSGLLEN team is working hard to ensure that all Year 10 students complete a work experience placement as part of their school career education.

The Structured Workplace Learning (SWL) coordinators assist with work placements for Work Experience (and SWL) and can help you to find a suitable workplace/host employer.

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

Students are being encouraged to explore work experience placements across Victoria, and not let where they live be a barrier

Through a partnership with Rotary Clubs students may be supported with travel and home billeting for their work experience placement.

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