

Enhance Work Experience

making work experience worth experiencing

Student Information

Want to know more about enhancing 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 are agreed between you, your school and the employer.

Getting the most out of work experience

What can work experience do for you and what can you gain from the experience?

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

How to choose a work placement that's right for you

Not sure what to do for work experience?

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

- Use the career suggestions from your Morrisby Profile Report (or equivalent) as a guide to what career/job might interest you
- Talk to your work experience coordinator at your school
- Have a chat with your family and friends!
- Talk to the Glenelg and Southern Grampians Local Learning and Employment Network (GSGLLEN) team about enhancing work experience options



Check out the LLEN state wide portal for current listings for work experience placements
<https://workplacements.education.vic.gov.au/>

TIP
look for opportunities in careers or workplaces that you are interested in. Don't be limited by where you live!

Approaching an Employer

Once you have decided on what you would like to do for work experience it's time to approach the employer of your choice.

Your school and the LLEN can help you with this.

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 so they can get an idea of your interests.

Step 2 - What documentation do I need?

Your school will 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.

Who do I contact to find out more?

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

The GSGLLEN team can help you if you are looking to complete work experience away from home. **Don't be limited by where you live!**

Through a partnership with Rotary Clubs you may be supported with travel and home billeting. Contact the Enhance Work Experience team for more information.

For assistance in finding work placements/ host employers for work experience anywhere across Victoria contact the Structured Workplace (SWL) team.

Enhance Work Experience

Contact us:



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