

# SCHOOL TO WORK

**Work**



**Experience**

**(WE)**

## How long do I have a student in my workplace?

Usually, schools encourage students to undertake WE during school time. Alternatively, you can host a student over a one- or two-week block during the school holidays in Terms 1, 2 and 3, but not during the summer holidays.

The school's workplace learning coordinator, or a teacher, must be available as a contact person for the student during the period of any arrangement.

The total number of WE days a student may undertake with an employer must not exceed 40 days during any school year and 10 days during any school term.

## Do I have to pay the student?

Yes, a minimum of \$5 per day is required, however you can pay the student more if you wish. In-kind compensation (e.g. a gift card or voucher) does not qualify as payment.

If the WE placement is with a Commonwealth department or a body established under a Commonwealth Act, no payment is required.

## How much supervision is required?

Employers must nominate a workplace supervisor to provide direct supervision. The student must be given adequate support and directly supervised while undertaking work related activities.



## Once I decide to become a host employer, what happens next?

Once you have made the decision to become a host employer, one or more workplace learning opportunities at your business will be added to the [School to Work Portal](#). The CGLLEN Partnerships and Pathways Coordinator will consult with you to determine your terms and help you advertise an opportunity that workplace learning coordinators, teachers and students can view on the portal.

## What is the process once a student applies for a placement?

The CGLLEN Partnerships and Pathways Coordinator and the school's workplace learning coordinator, or teacher, will receive an email notification from the portal once a student applies for your opportunity. Either the Partnerships and Pathways Coordinator or the workplace learning coordinator will contact you to arrange a suitable time for you to meet the student at your workplace or, if required, at a location facilitated by CGLLEN. This will give you a chance to meet the interested student and speak to them about the placement opportunity you have on offer.

## What should be discussed when meeting with the student?

The initial meeting should be treated like a job interview for the student. It is an opportunity for you to let them know the hours of work, meal breaks, dress requirements and the expectations in the workplace. The student should explain what job tasks or activities are required to fulfil the WE requirements. You can then decide if you would like to take them for placement and notify the school or CGLLEN of your decision.

Once a WE placement for a student is confirmed, you should also provide information on what their first day will look like, including who their supervisor will be and what time they will be completing their workplace induction.



## What OHS training is the student required to complete?

All work experience students are required to complete an occupational health and safety program before commencing their placement – either safe@work, or for students with disability or additional needs, A Job Well Done. Before a student undertakes a WE placement, it is vital they are made aware of the OH&S procedures and practices at your workplace, and where required, the student provided with appropriate clothing and protective equipment and instructed in its use.

Students under 15 years of age are NOT permitted to undertake WE involving direct contact with animals. They may, however, undertake tasks that do not involve direct contact, e.g. preparing feeds.

## What hours can the student work?

The days of placement are to be negotiated between the employer, the workplace learning coordinator or teacher, and the student. Students are only permitted to attend WE during normal working hours (i.e. a standard shift without overtime). Students are not permitted to work between the hours of 11pm and 6am or, if they are aged under 15 years, between the hours of 9pm and 6am.

## Is the student covered by insurance?

Yes. Students undertaking WE have the same status under WorkSafe as employees. All WE students are covered under the Department's WorkSafe Insurance Policy in accordance with Ministerial Order 1413- Work Experience Arrangements.

If a student suffers a work-related injury or illness during their placement, the employer must contact the student's parent/guardian and the workplace learning coordinator/teacher or the principal as soon as possible.

## How much paperwork is involved?

CGLLEN requires you to sign a Host Employer Agreement. This document briefly outlines all parties' responsibilities and indicates you are happy for CGLLEN to post workplace learning opportunities on the School to Work Portal. The school will require you to sign a Work Experience Arrangement form and, if applicable, a Work Experience Travel and Accommodation Arrangement form which the student will bring to the initial meeting. This is to be signed by the employer, the student, parent/guardian, and the school's principal.

The school should also provide you with the following documents: Ministerial Order 1413 and Work Experience Guidelines for Employers and Fact Sheet for Employers: Child Safe Standards and Workplace Learning.

## Do I need medical information?

If the principal has disclosed any health information about the student that could require treatment, such as medical conditions like asthma or epilepsy, you must keep that information confidential and only disclose to another party if treatment is required for a known medical condition or in the case of a medical emergency.

## What if the placement is not working?

If you encounter any issues with the student or their work, you should contact the school to discuss your concerns. Employers are also able to contact the Partnerships and Pathways Coordinator at CGLLEN if they are having any problems or require any additional support.

*\* Adapted from the Structured Workplace Learning Manual, Melbourne (May-20 2016) © State of Victoria (Department of Education and Training) 2016 and Structured Workplace Learning Guidelines for Employers (March-23 2022) © State of Victoria (Department of Education and Training) 2022.*

## More information and support:

**Nerissa Gee**

CGLLEN Partnerships and Pathways  
Coordinator

Phone: 5352 3266

Mobile: 0417 589 973

Email: [swl@cglLEN.org.au](mailto:swl@cglLEN.org.au)



Scan QR code to access  
the School to Work Portal



[swl@cglLEN.org.au](mailto:swl@cglLEN.org.au)



[cglLEN.org.au/structured-workplace-learning](http://cglLEN.org.au/structured-workplace-learning)