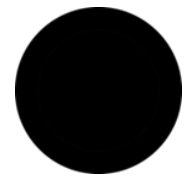




appropriate given their level of competency, maturity and physical capabilities. The employer must also nominate a supervisor who is the student's main contact in the workplace and who is responsible for the direct supervision of the student. Students and their parents/carers and the employer cannot vary the details on the Work Experience Arrangement For



others in the workplace to any unreasonable level of risk, students are encouraged to speak up if they feel unsafe during Work Experience or on a Structured Placement.

The working hours of students undertaking Work Experience must not extend beyond the number of hours in a day which are normal working hours for a standard shift without overtime, for the industry in which the employer is engaged or fall between the hours of 11.00 pm and 6.00 am, or, beyond a time which is ten hours before the start time of a placement day or a school day which the student is expected to attend.

The Careers Education Manager will ensure that all students undertaking Work Experience undertake and satisfactorily complete an OHS program prior to commencing the placement; and, with respect to a student with a disability or impairment, that where required, appropriate modifications to the delivery of an OHS Program will be made to ensure that the OHS Program meets the needs of the relevant student. At Mount Waverley Secondary College students are required to complete the Safe@Work General Module test and an Industry Specific Module test prior to commencing Work Experience or Structured Workplace Learning.

Students undertaking Structured Workplace Learning must be doing so as part of a VET Program within an accredited course of study and the student must have undertaken OHS training relevant to the workplace where the student will be engaged.

Any Work Experience taken by an international student enrolled at Mount Waverley Secondary College will comply with the requirements of the student's visa.

Work Experience will only be permitted to occur at times in the school year or over school holidays where the Careers Education Manager is satisfied that the timing will not have a negative impact on the student's educational program at school and where there is a designated member of staff available to be contacted. Students are not permitted to undertake Work Experience or Structured Workplace Learning over the December/January school holidays, as per the relevant legislation.

Students and their parent/carers are responsible for travel to and from workplace learning and Work Experience Placements.

FURTHER INFORMATION

[Fact Sheet for Employers](#)

Adapted to meet Child Safe Standards November 2016

This policy was last updated in June 2021 and is scheduled for reviewed in October 2022.