



2025 Work Experience Program Instruction Sheet

The work experience program provides a formal arrangement where students participate in short term placement with employers who will provide insights into the industry and the workplace in areas the student is interested in. Employers take time to plan and organise activities, tours and provides students with an experience of what it is like in their industry.

Work experience must be unpaid, and the student is expected to commit to their placement for the full five days of the program working a minimum of a 6-hour day. We highly recommend the student chooses a workplace which aligns with their future pathway, and not simply choose to work in their current place of employment. If the student chooses to use their current employer, they must not be paid for the five days as part of the legal requirements of Work Experience.

For students choosing Option 2, students are required to register their interest via the website below, where no guarantee is given that they will receive their chosen selection. Please note placements are NOT OBTAINABLE in the following places: Medical industries such as doctor surgeries, medical laboratories, hospitals, police and emergency services.

Students choosing Option 1, Do Not Register on the SCIPs website or you will be invoiced and required to pay a fee. For Option 1, please see the attached instructions and work experience agreement form.

For students who wish to work in the construction, electrical and other trade areas, **students are required to obtain their own white card prior to the work placement being confirmed**. For students wishing to work in aged care they will need to have had the complete COVID vaccination and may require a police check, which will be required prior to the work placement being confirmed. These are at the expense of the students.

We also encourage and remind students of the importance for them to disclose any personal details including pre-existing medical information which may affect their own safety or the safety of others in the workplace to the employer via the Work Experience Agreement application. The work experience agreement form will be given to students by the Senior School team once the placement has been organised.

Option 1 - Students finding their own work experience placement by 14 November 2024:

Step 1: Complete the Consent form – 2025 Work Experience Program (copy attached if you have not returned it)

Step 2: Approach the business you would like to complete work experience with and ask them if they will host you. Please see attached script as a guide on what to say.

Step 3: If the business agrees to host you - **Using the attached Work Experience Agreement form**, please complete **all** of the highlighted sections on pages 1 and 2.

Step 4: Advise the business manager that you will **return the Work Experience Agreement form to school for processing**. Once all the above steps have been completed, the Industry Liaison Officer will email the completed Work Experience Agreement form with a copy of the insurance certificates to the business manager.

Step 5: Return the Work Experience Agreement form to Mrs Anderson in K16 for processing.

Step 6: Regularly check your school email for confirmation the Work Experience placement has been approved. Then you are ready for work experience from **Monday 28 April 2025 to Friday 2 May 2025**

Option 2 – Register with SCIPs (fee will be invoiced)

To Register for Work Experience with SCIPs: SCIPs will source the work experience to the best of their ability, complete all safety inspections and monitor the student during the week of the placement.

1. Go to <https://studentrego.com/>
2. Enter the **class code: 30360**
3. Fill in the required fields. (Be sure to include three industry choices e.g. 1. Construction
2. Hairdressing, 3. Animal care)
You are NOT able to register for: medical (includes: doctors, hospitals, laboratories, biohazard, chemical related industries and Government, security, health and or dangerous activities).
4. Middle term 1, 2024, students will begin receiving the work experience agreement forms. Students are then required to organise a time to meet with the employer and have the paperwork signed.
5. Once the paperwork is signed, the student returns the paperwork to Mrs Anderson in K16 for processing.
6. Once processed, Mrs Anderson will email the employer the completed agreement form with a copy of the insurance certificates for the employer's records.
7. Regularly check your school email for confirmation the Work Experience placement has been approved. Then you are ready for work experience from **Monday 28 April 2025 to Friday 2 May 2025**

Students must return employer details for **Option 1 - by 14 November 2024.**

OR

Return the attached consent form by the 14 November with Option 2 selected and register for Option 2 – as soon as possible to secure an employer. Registration is open now for SCIPs.