



This policy will be reviewed every 3 – 4 years

*Consultation with College Council
is not required*

Date approved: November 2023

Date of next review: 2026

RATIONALE

Career Development is the process of managing life, learning and work. Workplaces are rapidly changing and pathways to employment are significantly different than they were in the past. Appropriate and adequate preparation for transition to work (via study or by direct entry) is of critical importance. Students need to be equipped to manage their own Career Development as they navigate their way through education and training, into employment and fulfilling working lives.

Self-awareness activities and assessments assist students to recognise and consider their personal skills, interests and abilities when making Career plans and choices.

POLICY

This policy sets out the requirements for schools implementing work placements for secondary school students.

PURPOSE

- To help students gain an insight into themselves as individuals.
- To help students understand and accurately identify appropriate career destinations.
- To help students develop their career management skills so they are well prepared to progress into their desired career pathway.
- To ensure that students are aware of pre-requisites and the implications of decisions they make in respect to course and subject selection.

SCOPE

Work Experience is the short-term placement of secondary school students, generally from Years 9 and 10, with employers to provide insights into the industry and the workplace in which they are located. It provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations
- increase their self-understanding, maturity, independence and self-confidence.

Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

WORK EXPERIENCE ARRANGEMENTS

All arrangements for work experience must comply with the following:

[Ministerial Order 1413: Work Experience Arrangements](#)

Doncaster Secondary College follows the guidelines and utilises the 'Work Experience Arrangement Forms' via the Department of Education website: [DE Work Experience Arrangement Forms](#)

GUIDELINES

- A comprehensive program of Work Education incorporating course and career advice and participation in a Work Experience Program will be offered.
- Doncaster Secondary College will address the requirement outlined in the Ministerial Order 1413 (as amended October 2023) – [Work Experience Arrangement Form],
- The Ministerial Order 1412 (as amended October 2023) – [Structured Workplace Learning Arrangement Form] and the Ministerial Order 1359 – [Child Safe Standards].
- Students taking part in the Work Experience or Structured Workplace learning placements will be monitored and supported through direct contact with employers, and guidance and counselling by the College.
- Career education delivered across Years 7 to 12 according to Victorian Careers Education Framework and the Australian Blueprint for Career Education.
- All Year 9 students will have a Careers e-Portfolio and have access to a Professional Career Planning service.
- All Year 10 – 12 students receive careers and course counselling and build individual Career Action Plans

FURTHER INFORMATION AND RESOURCES

Please refer to the Department of Education policies

- [DE Work Experience Policy](#)
- [DE Structured Workplace Learning Policy](#)