



Yarraville Special Developmental School  
No. 5278

**WORK EXPERIENCE POLICY**

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

**Certification**

School Council President

Signed *[Signature]* Date *19/9/2017*

Principal

Signed *[Signature]* Date *19/9/2017*

This policy ratified at School Council meeting 19/9/2017



# *Yarraville Special Developmental School*

*Excellence In Learning*

## **WORK EXPERIENCE POLICY**

### **PURPOSE OF THIS POLICY:**

To increase student preparedness for their post school options.

### **RATIONALE:**

Work Experience provides a focus for many curriculum areas in the Gold Learning Area. Placements complement, and are an important aspect of the educational programs offered at Yarraville Special Developmental School. Work Experience will assist students in relating to others, making decisions, accepting consequences, developing confidence in unfamiliar situations, exercising independent thought and action, considering the needs of others, working as part of a team and increasing students preparedness for their post school life.

### **BROAD GUIDELINES:**

- Every student, over the age of 15, during their time in the Gold Learning Area, will be involved in work experience either at school or in the community
- The school will provide a variety of appropriate work experience opportunities including internal work options and external placements
- Work experience will assist students and parents to make realistic choices about post-school options
- The work experience program will assist in providing a work history for each student
- The work experience program will provide the students with a basic knowledge of O.H.&S. issues/principles

### **IMPLEMENTATION:**

- The Gold Learning Area Leader will be allocated responsibility for the overall management of the work experience program
- The work experience placements will be selected by Gold Learning Area leader in consultation with parent/carer and/or student
- Records of students' placement, their assessments and comments about the suitability of the work place will be maintained by the Gold Learning Area leader and passed on to the student when they leave.
- The work experience coordinator will be responsible for organising regular monitoring and support for each student on placement
- Decisions regarding remuneration to students involved in work experience placements will vary and are at the discretion of the work experience teacher who has responsibility for negotiation with individual employers
- A visual record of work experience will be collated for each student in their last two years of schooling and presented to them
- Certificates will be presented to students who complete work experience

- If a student completes a whole week of work experience within the school, a payment of \$5/day will be paid to the student
- The duration and frequency of work experience placement will be determined by the individual needs and interests of the student

**DEPARTMENTAL RESOURCES:**

- A job well done – Teachers resource (OH and S)
- Ministerial order 382 and arrangement forms
- Work Experience Manual for Victorian Schools

**EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle.