

Work Experience FAQs

1. **Can I get paid for work completed for work experience?**
No, students are not to be paid for work experience as this will void your insurance.
2. **The Certificate of Currency expires before my placement, what do I do?**
MLC School will be issued with a new Certificate of Currency on **Friday 31 October 2026**. The school will email a copy to all host employers prior to your work experience week.
3. **I've submitted my SPR. What happens now?**
Once we received your Student Placement Record (SPR) we will review the form and provide school approval. A fully signed copy of the SPR will be sent to your host employer along with a copy of a copy of 'The Workplace Learning Guide for Employers' and 'Certificate of Indemnity'. A copy of the SPR will also be sent back to the student and their parent/carers for your records.
4. **Can I do my placement with more than one employer?**
Yes, students can split the week across more than one employer. This is a good idea if the business does not have time to host a student for a full week. Students will need to complete a Student Placement Record for each employer.
5. **Can I do extra shift at my casual job as work experience?**
No this cannot be counted as work experience as it is paid employment.
6. **I've found an employer what next?**
Great news. Once a place is secured, ask the Employer to complete Section 3 of the Student Placement Record. The Student and Parent Carer completes Section 1 and 4. Students are to meet with Work Experience coordinator Ms Massara for school approval.
7. **I am interested in my parents' business/occupation, could I be placed with them?**
Yes, students can secure placements with family and friends if they have interest in their area of work.
8. **My employer travels in their car for work is this, ok?**
Yes, you can join the employer if part of the job is to travel for business. The employer will have to note this in the Student Placement Record under Section 3. Once the form is submitted, we will provide you with an additional paperwork to cover you during travel.
9. **I have secured a placement with a Veterinary Clinic, is this, ok?**
Yes, this is great. Send us an email and we will provide you with the additional 'Working with Animals' checklist that needs to be completed along with your Student Placement Record.