



Work Experience

Year 10 Student handbook
2026

Learning About the World of Work

What is workplace learning?

Workplace learning provides you with the opportunity to develop skills, knowledge and attitudes in real work environments. Two main types of workplace learning programs are organised and approved by individual independent schools:

- **Work Experience** – for students to explore an industry of interest. Is often one week's duration and not associated with any specific Vocational Education and Training (VET) course that may be studied for the HSC.
- **Work Placement** - a mandatory component of VET courses. For most NSW Educational Standards Authority (NESA) VET courses, students in Years 11 and 12 complete 35 hours for each 120-hour course.

What is Work Experience?

Work Experience gives you the opportunity to learn more about career options in a workplace chosen by you. During work experience, you are generally restricted to observing various aspects of the workplace and completing tasks nominated by your supervisor/s.

Overview:

- involves students 14 years of age or over.
- provides an orientation to the world of work in a general field but without a planned program of industry accredited skill development, such as Vocational Education and Training (VET) courses.
- has no formal recognition towards a VET course.

Detailed information is available in the [Student Guide to Workplace Learning](#) including:

- Travel arrangements
- Child Protection
- Safety
- Prohibited activities

Arranging Work Experience – Where to Begin?

So now you know what work experience is, how do you make it happen?

This handbook will provide you with the steps required to set up and successfully complete a work experience placement.

The Handbook is broken into the following sections:

1: Decide what career or industry you'd like to try out

2: Find a Host Employer

3: Set up the Placement

4: Undertake the Placement

5: After the Placement

6: Next Steps

Key Dates:

Term 3:

Friday 11 September 2026

Placement has been organised and confirmed

Term 4:

Week 5: Monday 9 November to Friday 13 November 2026

Designated Work experience week

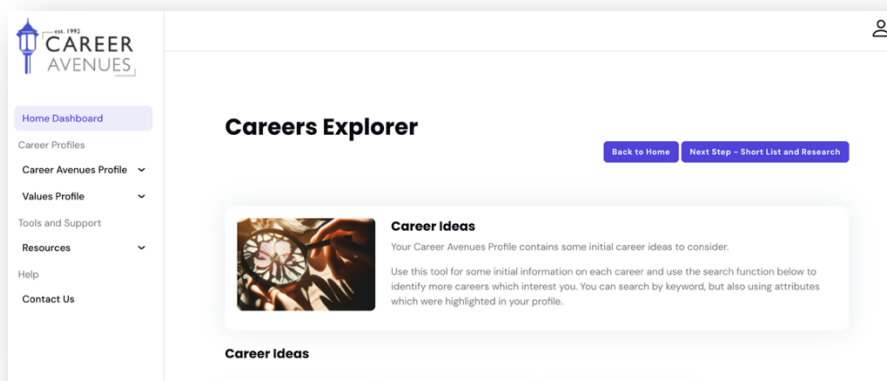
1: Decide what career or industry you'd like to try out

Your Interests and Values

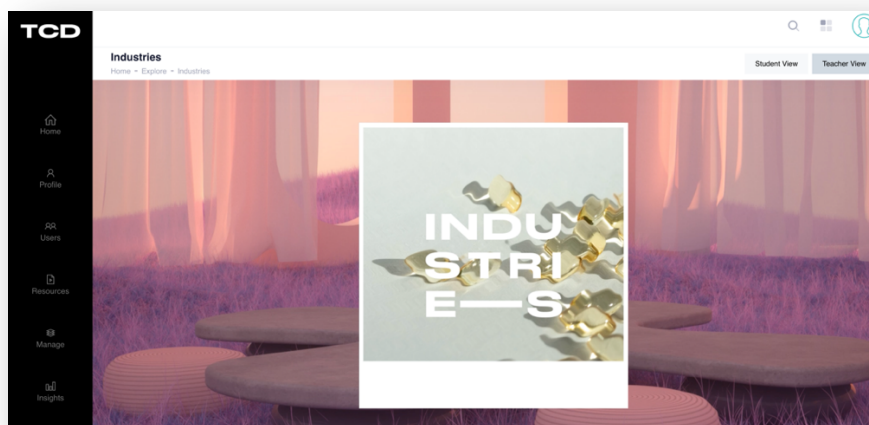
Throughout the year, you will take part in a range of career exploration activities designed to help you better understand your interests and future pathways. These sessions include career profiling and in-depth interviews to unpack your career profile report and learn how to identify your personal strengths and interests.

In addition, you will participate in several focused career exploration sessions during Academic Care and Luminary time and in group activities. These opportunities will allow you to explore careers that align with your current interests, skills, and aspirations.

Through **Career Avenues** platform you will be given the opportunity to conduct in-depth research into specific careers to gain a clearer understanding of the types of work you might enjoy and wish to pursue. Refer to your “short list career ideas” in *Careers Explorer* tab through the **Career Avenues** dashboard <https://careeravenues.com/> (log in required).



In addition, you will be provided with a copy of **The Careers Department** workbook and participate in a dedicated session designed to support career exploration. During this time, you will have the opportunity to explore a wide range of industries through curated video content. These resources will allow you to watch industry-specific videos and listen to professionals share insights about their roles, career paths, and workplace experiences. <https://app.thecareersdepartment.com/#/explore/industries> (log in required).



2: Find a Host Employer

How do I Find a Host Employer?

Once you have completed some independent career research and identified potential areas of interest for a placement, the next step is to secure a host employer.

Reaching out and talking to people at a potential host workplace can feel the most challenging part. You might need to try several times before you find a business or organisation that can accommodate you during your placement week.

Helpful Hints:

- Research local businesses in your area that have occupations you would like to explore.
- Consider the location and how you will get to and from work.
- Use contacts from friends and family
- Do not wait until last minute, as there are multiple schools out at work experience at the same time. Start early and secure your placement as soon as possible.
- Visit the Future and Pathways intranet site [Work Experience and Volunteering](#) for ideas.

How do I Approach a Host Employer?

There are a variety of ways to connect with employers by visiting, calling, emailing, submitting your resume, or completing online applications as required.

Employers might also request an appointment or a time to visit at their convenience.

Reaching out directly to employers can be challenging, but persistence is key.

A face-to-face meeting is generally more successful than blanket emails or phone calls. Print out copies of the **MLC Letter of Introduction** and a copy of your resume and have these ready to drop-off or email to potential host employers.

View the list of sample scripts and resume templates available on the Future and Pathways intranet site.

Ask for Assistance

Let us know if you are having difficulty finding an employer who is willing to provide you with work experience. We may be able to assist by providing relevant industry links, help you with your Resume, or work with you on how best to approach a potential host employer.

We will also be reaching out to employers and sharing potential opportunities as they become available. Be sure to check your email alerts each week and let us know which opportunities interest you.

3: Set up a Placement

Congratulations in securing a host employer. The next step is to complete the **Student Placement Record** (SPR), which outlines the responsibilities of both the employer and the school during your placement. The SPR has sections for you, your host employer, and your parent/carers to sign and fill out. These include:

- **Students** - Section 1
- **School** – Section 2
- **Host Employer** – Section 3
- **Parent/Carer** – Section 4
- **School Approval** - Section 5

Once the student and parent/carer information has been completed (Section 1, 2 and 4), email a copy of the SPR to your host employer so that they can complete their details (Section 3).

Submitting the SPR for Approval

Students must meet with the Work Experience Coordinator and submit the completed SPR for review before final school approval is provided (Section 5). Your Coordinator will help you understand everything you need to know and alert you to any additional forms required based on the type of placement; including any 'restricted' or 'prohibited' activities or industries that may not be suitable.

Once final school approval is given, your Coordinator will provide a copy of the fully signed SPR to you, your parent/carers and employer.

Work Health and Safety: What Does That Really Mean?

Host organisations have a "duty of care" obligation to ensure you do not work in unsafe conditions or carry out work that could endanger the health or safety of themselves or other staff members. For further details read the information provided in the **Student Guide to Workplace Learning**.

Should I Receive Payment?

As a student you must not be paid in any way while participating in work experience. If you are paid by your host workplace, you will be considered an 'employee' and will void indemnity provided by the school.

What Hours will I be Expected to Work?

Where possible, the placement should take place during regular industry working hours. If these working hours are unusual compared to school hours, work hours will need to be negotiated (discussed and agreed to) between your Host Employer, your parents/carers and your school. Check the information, dates and times, provided by your Host Employer in Section 3 of your SPR.

The Week Before your Placement Starts...

The following activities will be conducted during dedicated sessions in either Luminary time or Academic Care and will be completed in the week preceding your placement.

1

Contact your host employer to confirm placement details. Ask questions related to your first day. For example:

- Check address and which entrance do you use on your first day?
- Which staff member should you ask for on your first day?
- Is there a dress code you need to adhere to – for example, safety boots must be worn while working, no nail polish can be worn, can I wear jeans or leggings etc.
- Mobile devices (best not to use during the day) is there a safe storage place for your personal items.

2

You will be supplied with a copy of the **Student Work Placement Journal** to record useful information and daily workplace observations that will help you during the placement, and to reflect on it afterwards. Before you start your placement, fill in the placement details, occupation details and contact details sections.

3

Work Health and Safety Module: Prepare for placement by completing the pre-placement work health and safety training module. Visit <https://myworkexperience.com.au> (Create an account and Login)
A **Ready for Work Experience Certificate** will be issued on completion.

4

You will be provided with a copy of the **Safety & Emergency Procedure STUDENT CONTACT CARD**. Fill in your details. A copy must be kept with you during your work experience placement.

5

Have a copy of your fully signed SPR ready to take with you on the first day of placement.

The night before your placement starts...

- Read through your completed **Student Placement Record placement** to refamiliarise yourself with the details. **Keep a copy to take with you to show your employer on the first day.**
- Read through your **Student Work Placement Journal**.
- Take note of your school **contact details** on the SPR. If there are any issues or concerns during your placement speak with your parent/carers or contact the school representative directly.
- Review how you are getting to your placement and how long it will take to arrive. Think about what the traffic will be like at that time.
- Prepare your clothes and lunch ready for the next day.

4: Undertake the Placement

It's the day of your placement! In this section we outline some practical tips to help you make the most of each day in the workplace and run through what you should be recording in your journal.

Above all, remember that your placement is a learning experience designed to enable you to gain a better understanding of the occupation you have chosen.

While you are at work, you are expected to:

- **Collect information** about your workplace and the industry you are working in.
- **List what you have done each day** (using the workplace observation sheets in the Work placement journal provided). Think about the skills you are developing each day.
- **Remember to let your employer know if you are unwell or unable to attend the placement.**
- **Wear appropriate clothes suitable to the industry** if unsure review information provided by your host employer in the Section 3 of your SPR.
- **Mobile phone** as a matter of courtesy, put your phone on silent, and access during your breaks or out of work hours only.
- **You must advise MLC school by notifying the Studies Office as per normal procedures if unwell or unable to attend the placement on any given day.**



During Placement - Daily Guidelines

- Start on time:** Arrive 10 to 15 minutes before your start time and ask for your supervisor or designated staff contact.
- Make the most of your induction:** Host employers are required to provide an induction on your first day. This training is designed to help you perform your tasks, understand how to perform your work safely, and familiarise yourself with the workplace and the responsibilities of those around you.
- Ensure you are safe in the workplace:** Find out what Work Health and Safety (Occupational Health and Safety) issues you need to be aware of. Speak with your parent/carers or contact the school representative if there are any concerns or queries during the placement.
- Store your belongings safely:** Make sure you store your electronic devices and belongings in a safe place
- Learn staff names and introduce yourself:** Remember supervisors' names and break times. Greet coworkers as you meet them and use their names when working together.
- Learn the layout of your workplace:** Make sure you know your way around the workplace, including emergency exits and fire doors.
- Make sure you understand what your supervisor/s wants you to do:** If something isn't clear or you are unsure when the supervisor explains it, don't hesitate to ask them to repeat or clarify any details.
- Ask as many questions as you can:** This is the best way to show interest and learn about the job role and industry.
- Don't waste time:** Make sure you are back on the job straight after breaks.
- Complete your daily journal:** Ask your supervisor/s to provide feedback and any comments. You may have different supervisors each day, so it is easier to complete the journal each day instead of waiting until the end of your placement.
- Say thank you:** Thank your supervisor/s for the time and information they have shared with you each day.
- Make sure you're ready for the next day:** Before you leave, check where you should meet your supervisor on the following day and what time.

On the Final Day...

- Formally thank the people you have been working with for their time and support during your placement.
- Ensure that you have completed your journal and received feedback where possible.
- Request to use the employer/supervisor as a referee in your resume. You may wish to seek another placement in the same or a related industry or consider exploring alternative opportunities.

Submit your Journal

Make sure you bring your journal to school so you can present and discuss your experiences during Luminary time.

Your journal is an important record of your placement, including daily observations and reflections on what you learned. By sharing your journal, you'll have the opportunity to highlight the skills you developed, the challenges you faced, and how your placement has influenced your future career plans.



5: After the Placement

Discuss your Placement

Sharing your experiences will involve reflecting on:

- your learning in the workplace
- the impact on your career planning
- how your experience might help you to prepare your pathway plans or portfolios
- comments made by the employer/supervisor on the evaluation form.

MLC school will collect written or verbal feedback from employers, parents, and staff members. These comments can provide insight into the value of the placement for you, from the perspective of parents and employers.

Update your Resume with your Placement Details

Now is the time to update your resume with your placement details. If you have asked your host employer or supervisor to be a referee on your resume, update these details also.

Keep Copies of Documents in a Safe Place

It is good to be able to review in future and may also be included in your Dear Future Self Immersion Journal for reflection and for sharing your experiences of the work placement.

6: Next Steps...

Continue Exploring or Pursuing Other Options

You may find it helpful to ask for advice from your employer. Some of your options may include:

- Research relevant study.
- Do I need to do additional preparation i.e. Veterinary Science at University of Sydney requires a supplementary form showing extensive animal experiences
- Participate in “experience days” during term breaks at various universities and attend Open Days.
- Taking up another work experience placement in the same industry with a different host employer.

Reference List of Documents

All information including Student Placement Record (SPR), Forms, Guides and link to AON Public liability (Insurance) Certificate of Indemnity can be found in the Future and Pathways Student Intranet Site <https://mlcsydnsweduau.sharepoint.com/sites/Careers> (Students are to use their school email address to access the site).

The following ISNSW Resources are also linked within the Student Placement Record (SPR):

For Students:

- Student Work Placement Record (SPR)
- Student Guide to Workplace Learning
- Work placement & Work Experience Prohibited and activities for special consideration
- Work placement Guidelines Prohibited Activities
- RTO Travel Form

For Parent/Carers:

- Parent Guide for Workplace Learning

For employers:

- Employer Guide to Workplace Learning



The ISNSW RTO (RTO 90413) works in partnership with independent schools to achieve AQF and NESA course outcomes for students. <https://www.isnsw.edu.au/>

Further Information

To contact Future and Pathways team directly call (02) 8741 3114 or email:

Ms. Jo Cilia

Email: jcilia1@mlcsyd.nsw.edu.au

Ms. Nicole Massara

Email: nmassara@mlcsyd.nsw.edu.au