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Policy Approver: Executive Director, Human Resources

Policy Steward: Director, Hr Specialist Services

Work Experience Procedure (MPF1228)

GOVERNING POLICY

This procedure is made under the Child Safety Policy ([MPF1137](#)).

SCOPE

This procedure applies to the involvement of secondary school students (referred to as 'students' in this procedure) in work experience arrangements (otherwise referred to as 'work experience' in this procedure) at the University, under section 5.4 of the *Education and Training Reform Act 2006* (Vic) ([the Act](#)).

PROCEDURE

1. Principles – work experience arrangements

All **work experience arrangements** must comply with the following:

- a) The [Act](#);
- b) The [Ministerial Order](#) made under the Act "Ministerial Order";
- c) Any further guidelines provided by the Department of Education ('the Department'), including the requirement that the relevant forms provided by the Department must be used;
- d) The Victorian Government's [Child Safe Standards](#) ;
- e) The Child Safety Policy ([MPF1337](#)) ; and
- f) The Health and Safety Policy ([MPF1205](#)) , and all OHS legislation relevant standards.

2. Responsibilities of certain employees

2.1. All work experience engagements require prior written approval from the head of department/school or other level 3 delegate, as listed in the 'Level Chart' of the Vice-Chancellor's Instrument of Delegation ('the Approver').

2.2. In addition to approving the arrangements under section 2.1, the Approver (or delegate(s)) will liaise with relevant University employees and the student's School Principal (or delegate) to ensure the following matters are finalised prior to the commencement of the work experience arrangements:

- a) Review and sign the Employer Acknowledgment in the [Work experience arrangement form \(PDF\)](#) , and return the form to the School Principal;
- b) Complete the [Work experience travel and accommodation form \(PDF\)](#) where the student is required to:
 - i. undertake vehicle travel with the Supervisor or another employee as part of work experience; or
 - ii. stay at accommodation other than their normal place of residence during the work experience;

- c) Complete a [Child Safety Risk Assessment](#) for each student (or group of students if undertaking work experience at the same time);
- d) Appoint one or more Supervisors to provide direct supervision of the student(s) during the work experience, who must each:
 - i. be a University employee (other than a casual employee);
 - ii. hold a current employee Working With Children Check clearance (WWCC); and
 - iii. complete the [Child Safety training](#) module.

Where a number of students are undertaking their work experience arrangement in the same work area, the Approver will consider the work environment and nature of the work being performed in the area when determining the appropriate number of Supervisors required to ensure that the obligations under sections 2.4 and 2.5 are able to be met; and

- e) Ensure that any other employees or members of the University community (e.g. volunteers, University guests, honorary appointees, contractors) who will be in regular contact with the student(s) hold a valid employee/volunteer WWCC and that any employees complete the [Child Safety training](#) module .

2.3. Although not a paid employment relationship, to both enhance the student's work experience and to avoid actual or perceived conflicts of interest, a student participating in work experience must not be directly or indirectly supervised by their parent or guardian unless otherwise authorised by the Approver to accommodate special needs requirements.

2.4. Subject to section 2.6, the Approver has overall responsibility for ensuring that in undertaking the work experience arrangements, the University complies with the requirements of the [Ministerial Order](#) , including:

- a) Extending the same duty of care to the student as if the student were an employee of the University, including complying with all relevant OHS legislation and standards (section 7 of the Ministerial Order);
- b) The number of students who may be engaged in work experience at any time, and the ratio between work experience students and employees in the workplace (section 13 of the Ministerial Order);
- c) The number of days the student is required to attend the University (section 11 of the Ministerial Order);
- d) The number of hours per day that the student works, including breaks (section 12 of the Ministerial Order);
- e) Payment to each student of at least the minimum required daily amount as a contribution towards reimbursing the student for travel and other daily expenses incurred during the work experience (section 16 of the Ministerial Order), which must be made in accordance with section 2.5 below; and
- f) Where any travel arrangements involve the Supervisor (section 17 of the Ministerial Order), or if the student is required to stay at accommodation other than their normal residence (section 18 of the Ministerial Order) (see section 2.2(b) above).

2.5. Further to section 2.4(e) above, payments required by section 16 of the Ministerial Order must be made according to the following process:

- a) Payment to each work experience student must be made by Prepaid Debit Card ('Debit Cards') and entered in accordance with the [University Prepaid Card Framework](#) ;
- b) For the avoidance of doubt:
 - i. payment must not be made in kind or via gift cards and vouchers that would restrict a student to purchasing goods or services from pre-determined outlets or businesses; and
 - ii. each debit card must be purchased in connection with a specific and identifiable student placement. Debit cards must not be pre-purchased in anticipation of future unconfirmed placements.

2.6. The Supervisor(s) appointed by the Approver are responsible for ensuring that, during the work experience, the obligations of the Approver are carried out. The student must not be unsupervised

during the work experience.

2.7. Where the Approver, Supervisor(s) or any other employee is unsure how to comply with any aspect of the Act or the Ministerial Order as it applies to the University, they must seek advice from Legal Services.

3. Definitions

(The) Act means the Education and Training Reform Act 2006 (Vic) , as amended from time to time.

Ministerial Order means the current Ministerial Order made under the Act.

School means a registered School within Victoria (or in certain circumstances in another State or Territory, under section 5.4.12 of the Act), within the meaning of the Act. While this will normally be a Secondary School, it also includes (under section 5.4.2 of the Act) a TAFE institute where a student is undertaking an accredited senior secondary course or an accredited foundation secondary course.

School Principal means the Principal of a School at which the Student who is undertaking Work Experience attends. Where the student is from a TAFE (see definition of School above), the role of School Principal will be undertaken by the CEO of the TAFE.

Secondary School Student (or Student) means any student who is:

- a) enrolled in a School in Victoria (or in certain circumstances in another State or Territory, under section 5.4.12 of the Act);
- b) at least 14 years of age and (except in the circumstances set out in section 9 of the Ministerial Order covering mature age students) 21 years or younger.

Supervisor means an employee (non-casual) of the University appointed to supervise Students during the work experience at the University.

Work experience arrangements (otherwise known as ‘work experience’) are arrangements made under section 5.4.3 of the Act, for 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.

RESPONSIBLE OFFICER

The Chief People Officer is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Executive Director, Workplace Relations, Governance & Investigations is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

REVIEW

This procedure is to be reviewed by 17 December 2027.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
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1	Senior Vice Principal	24 August 2012	24 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	CPO	16 December 2024	17 December 2024	Updated procedure with minor change