

Workplacement – Frequently Asked Questions



Will I be doing Workplacement during secondary schooling at MSC?

Most likely - Some VET delivery is only one day a week. In most instances – it is a College requirement that students undertaking a VET training program that is scheduled for 1 day a week will also be allocated a Work placement day on their timetable as well.

This arrangement occurs for most VET training offered on Mondays/Tuesdays or Thursdays/Fridays.

ATAR students can also access the Workplacement program if they want to.

Even if my VET training course does not have a requirement for Workplacement, do I still have to do Workplacement?

Yes - The College values Workplacement as an opportunity for students, whether required for training qualifications or not, to develop work readiness skills to assist them to transition from secondary schooling to employment or higher training.

- Work readiness skills are a **set of skills and behaviours that are necessary for any job and assist students with adult responsibilities**. Work readiness skills are also called employability skills or job readiness skills.
- VET students undertake placement even when it is not linked to a training qualification, as it is highly valued by the College as a beneficial and safe environment for students to develop a host of skills in communication, team work, initiative, independence, problem solving, conflict resolution and diversity – to name a few.

Why do I have to do Workplacement?

Workplacement is a proven endorsed program to develop work readiness skills in secondary school students. The College supports Workplacement as an integral part of our young adult environment and as a student at Manea Senior College - you will most likely be required to undertake placement at some point in your time with us. Workplacement provides opportunities for students to:

- Gain employment (either casual/part time or apprenticeships/full time)
- Add to university entrance portfolios
- Attain an insight into the world of work and what being employed involves
- Try out industries/careers that may interest them
- As part of a VET training qualification component

Can my Workplacement hours contribute towards WACE attainment?

- **Yes** – Workplacement at the College is an endorsed program and once students meet all requirements at the end of each school year – WACE units are credited in end of year resulting.

Will I need a COVID vaccination to do Workplacement?

In most instances – **YES**.

COVID vaccinations will be compulsory for any Workplacement undertaken in health, childcare, education, hospitality, community services, building and construction, veterinary nursing and select retail. Any employer can request proof of vaccination prior to accepting a Workplacement student on their premises. The College strongly recommends all students undertaking Workplacement consider vaccination and when required, provide proof of vaccination to the College when Workplacement applications are processed.

Can I work at my part time job and use this as my Workplacement?

No - Students are unable to undertake paid work during school hours when they are enrolled in secondary schooling. Workplacement is unpaid voluntary work specifically aimed at increasing work readiness skills.

Insurance does not cover a person who is employed at their work place.

Will I be finding my own placement?

Yes – at the College students are central to the Workplacement process, to enable them to develop the skills and confidence to have work – related conversations.

Who can help me?

In the first week of Year 11 – the College will run a Work Readiness/VET/WPL Induction program for students (information regarding this will come out closer to the time). These sessions will allow VET staff to support students to identify and contact suitable Workplacement hosts.

Students are responsible for

- Identifying potential Workplacement employers (they can go somewhere close to home)
- Telephoning employers requesting a placement
- Completing a Student Workplacement Application form and submitting it to their VET Coordinator to allow insurance documents to be processed before any placement can commence
- Seeking assistance from VET staff and communicating with VET staff about all aspects of their placement
- Completing a SMARTMOVE safety certificate (industry based and online) prior to commencing placement.

I am a parent of a workplacement student – do I need to find them a placement?

No – whilst it may be daunting for your son/daughter to find a Workplacement, doing it for them prevents them from developing the skills and independence that our College workplace environment requires. Our motto is “*we will help you, but we won’t do it for you*” – we ask that parents do the same.

If you are concerned that your son/daughter is struggling – let their VET Coordinator know and we will provide additional support in College to help them get it done.