

## 2025 Dates and Guidelines

Work Experience is an optional part of the Year 10 program at Scotch College and will be conditional on current COVID-19 restrictions and workplace safety. **Boys who choose to participate must complete four to five consecutive days' work experience, with a workplace by the beginning of Term 4, 2025.**

**Placements must be completed in the state of Victoria. Exclusive Dates for 2025 placements fall in the Term 3 holiday: September 22<sup>nd</sup> – 26<sup>th</sup>, 2025.**

A reminder that boys cannot attend a placement outside of the set dates during the set school academic program. Please note boys are NOT allowed to complete arrangements over the year-end Summer break.

Most large hospitals, museums, zoos and government organisations will have opened their application processes online for 2025, now. Please encourage boys to research the websites of relevant organisations before preparing an application. Support materials will be issued to boys early in 2025 and you can also find all of the forms and guidelines on our website:

<https://www.scotch.vic.edu.au/my-scotch-students/course-and-careers-services/work-experience.aspx>

Please note the following legal requirements:

**Boys must be 15 when they complete their placement.** If there are any problems with this please contact Ophelia Hopkins or your Head of House.

Boys must complete and submit a general module safe at work certificate of attainment and an industry specific certificate. Please note some boys deemed to be working in a high risk occupation may be required to complete further safety training. The School may not allow/cancel certain placements if they are considered high risk activities and/ or safety requirements have not been met. The certificates can be completed online and links can be found through the Careers resources page on the Scotch intranet. Please also be aware that any action plans and/or relevant medical information for severe conditions will be given to employers.

A Work Arrangement form must be signed by all parties and is not valid until final school approval has been given. There is also an additional COVID safety form which must be completed. Please note that you cannot retrospectively apply a Work Arrangement form- this must be completed well before the placement. **Arrangement forms cannot be approved or accepted by the school outside of the set period. The deadline for completion of this paperwork is July 25<sup>th</sup> and it is imperative that forms are submitted by the due date.**

Boys cannot work directly with a parent, friend or relative however they may work at their firm under the supervision of someone else. Nor can they work at their usual part-time job and be credited with work experience.

A reminder that the school does not provide a placement service and boys must find their own placements.