



Seaview High School

Year 10 Work Experience

Week 10, Term 2
29 June - 3 July



Work Experience Benefits



- Research and identify various industries
- Investigate own skills and personal goals
- Understand the world of work
- What do I need to get there?
- Resume ideas
- Connect with the community
- Provides students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- Improve students' maturity, confidence and self-reliance
- Network to gain employment or opportunities



Work Experience Benefits



- Best way to confirm this is the right pathway/industry for you
- Spend a week with a company to experience the work and tasks involved
- Demonstrating industry understanding is required to gain a VET position



Work Experience Timeline



1

2

3

4

5

Now

Think about Jobs and Future Pathways Research and choose a pathway

Use:
www.student.pathways.sa.edu.au

Make an appointment with Ms Holmes to discuss options.

End of Term 1

Complete - PLINK WorkPRO and Send Certificate to your Care Group Teacher

Or
Kass.holmes92@schools.sa.edu.au

Term 2, Week 1

Collect Work Placement Agreement Form (WPLA) from:

Care Group Teacher, Front Office or 3rd floor office.

By Term 2, Week 4

Contact a business or organisation for work experience.

Complete WPLA forms and return to care group teacher.

Term 2, Week 5

WPLA DUE

Ready for work experience in WEEK 10.

What is PLINK WorkStart?



- "Plink WorkStart" refers to the "Work Preparation Readiness Orientation" program.
- The South Australian Department for Education uses an online training course to educate students about their rights and responsibilities during workplace learning.



plink.

WorkStart Training



Explore ▾

Resources

My Sessions

Record external tra

Catalogues / ... / WorkSTART

WorkStart 2026

 Self paced

Description

WorkStart is work health and safety training designed for secondary students. All students must do work health ar includes work experience, structured workplace learning for VET, or a work trial for an apprenticeship.

Learning objectives

- Understand the purpose, and steps to prepare for, workplace learning.
- Understand the role of a work experience student while on placement.
- Identify and treat hazards in line with WHS standards and workplace policies.
- Identify the similarities and differences between school and work expectations.
- Know what to do if something doesn't feel right while on workplace learning and who should be notified.

Contact details

Student Pathways and Careers



charli hennig

Completed the online course

WorkStart

Completion date: 30-Jan-2026

This online course covered the below learning objectives:

- Understand the purpose, and steps to prepare for, workplace learning.
- Understand the role of a work experience student while on placement.
- Identify and treat hazards in line with WHS standards and workplace policies.
- Identify the similarities and differences between school and work expectations.
- Know what to do if something doesn't feel right while on workplace learning and who should be notified.

Workplace Learning Agreement



Workplace Learning Agreement form – COLOUR CODED

- Orange – school
- Blue – student details
- Green – employer
- Blue – parent/guardian

A copy of the form will be emailed along with a report for the employers to complete. Both forms will be uploaded to your Daymap records.

Government of South Australia
Department for Education

aisa Association of Independent Schools of South Australia

catholic education south australia

WORKPLACE LEARNING AGREEMENT FORM

The Workplace Learning Agreement form must be completed prior to a student undertaking any type of workplace learning as defined by the relevant sector's Workplace Learning Procedure.

Work health and safety is everybody's responsibility in the workplace. For introductory information about your responsibilities as a worker and employer, visit: Simple Steps to Safety on SafeWork SA's website.

School	>	Complete the orange sections
Student and Parent/ Caregiver	>	Complete the blue sections
Workplace Learning Provider	>	Complete the green sections

SCHOOL DETAILS

The school completes this section and the declaration in section 3.4.

School name:	School contact name:	School contact phone:
School address:	School contact email:	

WORK PLACEMENT (tick one)

Work experience	<input type="checkbox"/>	Structured workplace learning (VET etc.)	<input type="checkbox"/>	Work trial for potential apprenticeship or traineeship	<input type="checkbox"/>
Industry area or VET course aligned to this placement:					

SECTION 1: ABOUT THE STUDENT

The student and parent/caregiver completes this section and the declarations in sections 3.2 and 3.3.

1.1 1.1.1	Student name:	Student mobile number:	Student email:
	Date of birth:	Year level:	Student home address:

How do I get work experience?

It is important that a student (with support from a parent/caregiver) secure their own placement, where possible

- Use your network of family and friends
- Call/visit businesses in your local area
- If having problems finding a workplace your Student Pathways Leader can assist



How do I get work experience?

Face-to-Face is BEST – shows initiative and enthusiasm

It is hard to refuse someone when they are facing you!

- Managers are impressed with students who visit in person
- What the student aspires to be / or is interested in doing
- What they hope to gain from the experience
- What specific part of the business is the students' area of interest
- How much experience they have (if any)
- Negotiate days and times if required



School Support



Don't know what to say?

Basic steps:

- Face to face – best option!!
- Phone - to make sure they are available
- Email – only if you have to

What is an elevator pitch

01	Keep it simple
02	Focus on the benefits
03	 Be specific
04	Practice, practice, practice
05	Have a call to action

Teacher Monitoring Report



Student Pathways



Government of South Australia
Department for Education

WORKPLACE LEARNING MONITORING REPORT

As part of the school's duty of care, a school staff member must visit the student or make direct phone contact with them at least once during a workplace learning placement.

A record of the visit and any information collected can be recorded using this form or a suitable alternative.

STUDENT

Student's name:	Mobile:	Alternative Phone:
Email:	D.O.B:	Year level:

Student's learning goal:

WORKPLACE LEARNING PROVIDER DETAILS

Workplace learning provider business name:

Workplace learning provider address:

Work Experience



- Always communicate with the employers (sick/late)
- Understand what to wear and what to bring
- Know where to go and what time
- Be respectful
- Be enthusiastic
- Keep your phone off! And PUT AWAY!
- Ask questions
- Show initiative

IMPORTANT

If you feel unsafe contact the school or Ms Holmes



Student Results

- 2 students gained School-based apprenticeships
- 10 students gained employment directly after work experience
- 8 students gained employment later in the year
- 58 students used their work experience as evidence for a VET course
- Improved confidence and self-esteem



Further Information



Make use of career information:

1. Senior Student Pathways Leader, Job Guide
2. Career Portal Student Pathways, My Future, Industry websites, SEEK, Universities, and TafeSA websites, SATAC
3. Agencies: Mas National, CEG, Maxima





Questions?

 Daymap Message Ms Kass Holmes

 kass.holmes92@schools.sa.edu.au

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