

# Department of Education and Early Childhood Development – Victoria

For all secondary schools and principals, P-12 schools and principals, specialist schools and principals, regional directors, careers teachers and work experience coordinators

## **AMENDMENT: S573-2010 Changed Arrangements for Work Experience and New Ministerial Order 382 – Work Experience Arrangements**

*Please note the inclusion of the attached document that provides additional information on changed arrangements for work experience.*

### **Main Points**

- Following the amendments to the *Child Employment Act 2003*, a new Ministerial Order 382 – Work Experience Arrangements has been made. A new work experience arrangement form has also been developed to accompany the new Order.
- This new Order will replace Ministerial Order 56 from 31 December 2010.
- The new Order contains changes to policy that only affects students under 15 years undertaking work experience. It does not affect work experience arrangements for students aged 15 years and over.
- Under the new arrangements all employers of work experience students under 15 years will be required to obtain a Child Employment Permit and ensure that all supervisors of these students hold a valid Working with Children Check card.
- Existing requirements for employers and supervisors of work experience students aged 15 years and over will continue.

### **Actions Required**

- All work experience arrangements made on or after 31 December 2010 must be made using the new Work Experience Arrangement Form attached to Ministerial Order 382. This will be available from 31 December 2010 at:  
<http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/default.htm>
- Schools can download the new guidelines for work experience students under 15 years from this site from 31 December 2010.
- Please read the attached document, which includes additional information on changed arrangements for work experience.

### **Critical Dates**

- All work experience arrangements finalised prior to 31 December 2010, for placements to be undertaken prior to and including 30 December 2011, do not need to be re-made under the new Order.
- All new work experience arrangements made on or after 31 December 2010 must be made in accordance with the new Ministerial Order 382, using the new Work Experience Arrangement Form.

### **Additional Information**

- Please read the attached document for additional information on changed arrangements for work experience.
- All procedures governing the requirements around Working with Children Checks for supervisors of students under 15 years undertaking work experience and all other

relevant information will be available from **31 December 2010**, at:

<http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/default.htm>

- For further enquires relating to changed arrangements for students under 15 years undertaking work experience, please contact Katie Cullinan, Youth Transitions Division at [youth.transitions@edumail.vic.gov.au](mailto:youth.transitions@edumail.vic.gov.au) or your regional Youth Transitions officer.

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