FV-15 | Work Experience Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

Secondary school work experience placements and their supervisors.

Purpose and opportunities

Offer supported opportunities to learn about community education, fishing, environmental stewardship and not-for-profit operations. Placements depend on safe supervision, suitable tasks and operational capacity. Applicants may send a brief expression of interest to info@fishcare.org.au; offer accessible alternatives to a formal resume where appropriate.

Activities may include drafting newsletters and education resources, observing or assisting safe workshops, attending appropriate meetings and training, community events and supervised administration. Do not expose students to confidential case material merely because they attend a meeting.

Eligibility and arrangements

The program targets Years 10–12 in Victorian secondary schools. Current Department of Education guidance permits school work experience generally between ages 14 and 21, with specified exceptions. Assess any proposed placement outside Fishcare's target group before agreement, rather than treating a school year as the statutory minimum age.

Before starting, obtain the current signed school work experience arrangement, parent/carer consent where required, task and site risk assessment, learning goals, hours, breaks, payment arrangements and written confirmation of insurance coverage, exclusions and incident reporting. Do not assume the school insures every task or journey. Follow the current Education and Training Reform Act 2006 (Vic), Ministerial Order and Department guidance applicable to the arrangement.

Under current Victorian guidance, secondary-school work experience may be exempt from the child employment licence requirement, whereas home-schooled arrangements may require a licence. Other paid or unpaid work by children under 15 may require a licence under the Child Employment Act 2003 (Vic). Check the actual arrangement with the school and Workforce Inspectorate before commencement.

Payment, supervision and screening

Apply the current minimum payment and any lawful exemption for the placement; Department guidance generally specifies $5 per day with exceptions, including certain not-for-profit arrangements. Document the basis rather than

assume every placement is unpaid. Confirm permitted hours and breaks with the school; do not simply roster a student as an employee or use them to replace staff.

Nominate a competent adult supervisor and backup, provide induction, explain safe reporting and complete school requirements. Supervisors of students under 15 must meet the Department's WWC requirements. Verify each adult supervisor and any adult student's actual clearance or exemption under current law; do not assume all 18- or 19-year-old students are exempt. Children remain protected by all child safety controls even if exempt from a WWC Check themselves.

Safe participation and conclusion

Provide low-risk, age-appropriate tasks and close supervision. No unsupervised participant care, water entry, rescue, towing, driving participants or cutting implements. Assess fishing licence requirements and exemptions individually. Arrange safe travel and handover responsibilities in advance and review any off-site change with the school and family.

Invite feedback and reasonable adjustments. Pause or end a placement if risks cannot be controlled, consulting the student and school promptly and recording reasons. Report injuries and safeguarding concerns under the relevant policies and school arrangements without delaying external duties. Provide feedback and a participation certificate at completion.

References and review

Reviewed November 2026.

Department of Education: work experience age requirements
https://www2.education.vic.gov.au/pal/work-experience/guidance/required-age-students

Workforce Inspectorate Victoria: child employment and work experience exemptions
https://www.vic.gov.au/child-employment-licence

Department of Education: work experience payments and exceptions
https://www2.education.vic.gov.au/pal/work-experience/guidance/payment-taxation

Worker Screening Act 2020 (Vic); WWC Connect requirements
https://www.vic.gov.au/working-children-connect

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards