

Work Experience

2013

Safe @ Work Modules

To be able to do your Work Experience you **MUST** complete a **GENERAL** Module and an **INDUSTRY** Module.



NO MODULES = NO WORK EXPERIENCE

Web Address: www.education.vic.gov.au/safe@work

Open up **2 tabs** on the internet both with the same web address, as above.

One tab can be used to read the module information and the other to complete the test. The tests are 16 multiple choice questions. You must achieve 75% to pass. If you do not achieve this, you should immediately complete another test and continue until you pass the test.

GENERAL MODULE INSTRUCTIONS

- Open 2 separate tabs in Internet Explorer with the above web address
- On the 1st tab - Click ➡ **General Module** (4th on left hand side menu)
- Read all information – keep this tab open to refer back to while completing test
- Using your 2nd tab - Click ➡ **Tests** (8th on left hand side menu)
- Enter your name and school – please ensure you use correct spelling and capital letters where required, as these details will be on the final certificate.
- Click the Drop Down Menu next to 'Assessment Module' and Select **General**
- Click **Begin Test**
- You need to select the BEST response to ALL 16 questions.
- Click **Submit Test**
- If you have passed, your certificate will appear on screen.
- Please **SAVE IT** and **PRINT ONE COPY** to hand in to the Middle School Office **OR** **SAVE IT** and email the certificate to jstrange@fhs.vic.edu.au

P.T.O...

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COMPLETE THE INDUSTRY MODULE SUITED TO YOUR WORK ENVIRONMENT

INDUSTRY MODULE INSTRUCTIONS

- Open 2 separate tabs in Internet Explorer with www.education.vic.gov.au/safe@work
- On the 1st Tab Click ➡ **Industry Module** (5th on left hand side menu)
- Choose the most relevant 'Industry Module' to your work experience.

Please note in some cases you may need to complete 2 'Industry Modules'

- Read through all the information and keep this tab open to refer back to.
- Using your 2nd tab - Click ➡ **Tests**
- Fill in your name and school details as per your General Module.
- Click the drop down menu next to 'Assessment Module' and select the most relevant 'Industry Module' related to your work experience.
- Click **Begin Test**
- You need to select the BEST response to ALL 16 questions.
- Click **Submit Test**
- If you have passed, your certificate will appear on screen.
- Please **SAVE IT** and **PRINT ONE COPY** to hand in to the Middle School Office **OR** **SAVE IT** and email the certificate to jstrange@fhs.vic.edu.au

