Attention Parents

Year 10 students have been invited to participate in a Work Experience Program from 16 - 20 November 2015. Work Experience will be the major component of the Work Education Program and is expected of all Year Ten students.

Work Experience allows students to gain firsthand knowledge about the working world. This in turn should provide valuable insights about employment and help students to plan a career path.

Please discuss with your son/daughter their preference for work placement and assist them by filling out the Student Placement Record. In most cases, students are to find their own work placement. If the student experiences difficulties then the student should make an appointment to see the Careers Adviser.

Students have been provided with; a) a Letter of introduction to show employers, b) The Workplace Learning Guide for Employers c) the booklet, Advice on Completing of Student Placement Record to meet the Department’s Standards – Information for host employers and c) the Student Placement Record. All of these documents are deemed ‘mandatory’ by the Department of Education and Communities and must be provided to employers.

Students must return the STUDENT PLACEMENT RECORD by 6 November to allow time for checking, editing and processing.

The form must be signed by:
   (a) Student
   (b) Host Employer or Workplace Supervisor
   (c) Parent or Caregiver

The Workplace Learning Guide should be left with employers. This document explains the responsibilities of employers and explains Department of Education and Communities policies especially with regards to insurance.

Students must attend the five days of Work Experience, and attend for the full working day, to comply with the rules or regulations of the job they are performing and are required to dress appropriately. Travelling to and from work should be by the usual method of transport for employees. The cost of fares and any incidental expenses are to be met by the student. No student is to drive a motor vehicle while on Work Experience, in the rare case of a student having their driver’s license they may drive to and from work.

In case of illness, the employer and the school authorities are to be notified as early as possible on the day of absence, and a note of explanation is to be provided on the student’s return to school.

The employer during Work Experience does not pay students, as the program is part of the School Curriculum and the employer is taking on a student in the capacity of a learner.

The employer and students are covered by insurance and indemnity through the Department of Education and Communities provided that all precautions are adhered to prevent harm to students.

I would appreciate your assistance in encouraging your child to participate in the Work Experience Program. Please do not hesitate to contact me at the School for any enquiries or concerns that you may have.

Sincerely;

John Chamberlain
Careers Adviser