



24 May 2019

Year 10 Work Experience

Dear parent/caregiver

Students are able to complete work experience as part of their studies in Year 10. The school allocates Week 9 in Term 4 for work experience to occur. Students are expected to find work experience, by contacting a host employer and discussing with Mrs Stroud the process of completing all paperwork. A copy of this process is attached. They can go throughout the year when it suits them, the employer and also the school (in relation to assessment tasks, excursions) or in Week 9 of Term 4.

Work experience has many benefits and provides a general introduction to the 'world of work'. During this time young people are able to:

- observe a variety of work being done
- undertake supervised work appropriate to their skill level
- ask questions about the workplace
- identify skills or adjustments they may need to participate in workplace tasks
- gain important employability skills
- learn how enterprises work and how to be enterprising
- complete course assignments relevant to the industry or workplace
- find out about careers and training and employment opportunities
- fine-tune their career aspirations and career and transition planning.

Some students may have an opportunity to complete a block of work experience throughout the year. They can also complete a placement during Week 9 (9th -13th of December) in Term 4. Normal classes will not operate during this week so if a student has not been able to arrange their own work experience, the school will operate 'school based' work experience which will involve beautification of the school grounds.

Students who have completed a work placement throughout the year may be eligible for approved leave during Week 9 of Term 4. Please complete the slip below to be considered for this leave and return the slip to Mrs Stroud **prior** to Week 9 Term 4.

For further clarification please don't hesitate to contact Mrs Stroud.

Yours faithfully

Mrs Jo-Ann Stroud
Careers Adviser

Mr Don Dixon
Principal

✂ _____

Application for leave Week 9 Term 4

I give permission for _____ to be considered for leave in Week 9 Term 4. This is because they have already completed a prior placement at _____ during Term _____, Week _____ for the dates _____.

I understand that with this leave my child will not attend school during Week 9 Term 4.

Parent/Caregiver signature: _____ Date: _____