Dear Parents/Guardians

RE: COMPULSORY WORK EXPERIENCE 2013

During the last week of Term 2 next year, all current Year 9 students will undertake Work Experience from Monday 23 June to Friday 27 June. The one-week program is a compulsory part of the College curriculum.

It is desirable that all students begin looking EARLY for work placements because legislation relating to Occupational Health and Safety requires them to complete two online Occupational Health & Safety modules (a general questionnaire and an industry-specific questionnaire) prior to starting work. This is a time-consuming process which will be completed in class time, late in Term 4 and early in Term 1, 2014.

Students are encouraged to find their own employment and must telephone or write a letter of application to an employer of their choice. Students need to act promptly in order to secure a position in the region, as many positions are highly sought-after by students from other schools.

Attached please find a letter to employers, Guidelines for Employers and a Work Experience Arrangement Form. To ensure that students are covered for Workcare by the State Government, all sections of the form must be completed prior to the work experience period.

*STUDENTS CANNOT WORK UNTIL ALL SECTIONS OF THE FORM HAVE BEEN COMPLETED*

All students should make an appointment for an interview to meet a prospective employer. They should take the attached letter, together with the Guidelines for Employers and the Work Experience Arrangement Form, to the interview.

The following procedure is to be followed in preparation for Work Experience:

- Students seek a position (parents can often help here). If there are any difficulties with this do not hesitate to contact Mrs Dufty by telephone on 9237 1363 or by email: duftye@mlmclilydale.catholic.edu.au.

- Students telephone or write a letter of application to the employer (Homeroom teachers will help).

- When a position has been secured, students and parents complete Pupil Details, Pupil Agreement and Parent/Guardian Consent sections of the attached Work Experience Arrangement Form.
Students attend interview and hand the enclosed letter, Guidelines for Employers and the Work Experience Arrangement Form to the employer. Alternatively, the letter and form may be posted to the employer if an interview cannot be arranged.

Students, or employers, return the completed Work Experience Arrangement Form to the CAREERS RESOURCE CENTRE in Barak Campus on or before the 24 February 2014.

The Principal will sign the last section of the Work Experience Arrangement Form after all other sections have been completed.

The school will forward a copy of the Work Experience Arrangement Form and a student evaluation form to the employer.

Parents receive a copy of the Work Experience Arrangement Form (to be kept for seven years for insurance purposes).

During the last week of Term 2, 2014, students attend work at the appointed time.

- *REMEMBER – GROOMING, MANNERS, PUNCTUALITY*

A member of staff will contact the employer to check on the progress of the student.

After the work experience period the employer will forward the completed evaluation form to the school, or hand it directly to the student.

- Students should remind employers to complete the evaluation form
- as it may be useful as a reference in the future.

If work experience is to be a successful experience, students must spend some time researching the job of their choice. At work students must be attentive and polite at all times and remember that they are representing the College as well as themselves.

I have begun arrangements early to ensure that all students are suitably placed. If students begin now they will be assured of this. However, if arrangements are made at the last minute, students may be disappointed with the position they eventually get. Often the best jobs are snapped up quickly!

Attachments:  
1. Letter to employer  
2. Guidelines for Employers  
3. Work Experience Arrangement Form