



27 January 2026

Dear St Joseph's College families

WORK EXPERIENCE 2026

Work experience is the short-term placement of students with employers to provide insights into the industry and the workplace. It provides students with the valuable opportunity to:

- Develop employability skills
- Explore possible career options
- Understand employer expectations
- Increase their self-understanding, maturity, independence, and self-confidence

While work experience is **not** a compulsory requirement of St Joseph's College, it is encouraged.

Dates for 2026 are as follows:

<p>Term 1 School Holidays Tuesday April 7 – Friday April 10 Monday April 13 – Friday April 17</p>	<p>Term 2 School Holidays Monday June 29 – Friday June 3 Monday July 6 – Friday July 10</p>
<p>Term 3 School Holidays Monday September 21 – Friday September 25 Monday September 28 – Friday October 2</p>	<p>Term 4 School Holidays From dismissal to Friday December 11</p>

Please note: students participating in work experience in a General and Building Construction workplace must possess a WorkSafe Construction Induction Card (CIC). This course is offered by SuniTAFE, all bookings and enrolments must be made through Ms Dimasi before work experience commences.

Students are encouraged to organise their own work experience placement early, so that they have the greatest chance of securing their place of choice. In addition to the Construction Induction Card Course (if applicable), students will be required to fulfil the following guidelines:

- Fifteen is the legal age to undertake a work experience program.
- Students are required to return their completed Work Experience Booking Form to Ms Dimasi no later than **three weeks before** the proposed placement.
- [Safe@work modules](#) must be completed and handed to Ms Dimasi with the attached booking form. Go to [safe@work](#) and complete the general module and an industry-specific module relevant to the placement you are undertaking (i.e. plumbing, retail, business).
- If applicable, a copy of your Student Construction Induction Card to accompany the permission form.

Should you have any further queries, please contact Ms Fiona Dimasi at the college on 5018 8000 or email fdimasi@sjcnda.vic.edu.au.

Yours sincerely



Mr Mel Ficarra
Head of Senior Pathways

WORK EXPERIENCE BOOKING FORM
To be returned to Ms Dimasi – Careers Practitioner

Student Name: _____

Please advise which week you have arranged to do work experience with your employer:

Term 1 School Holidays

- Tuesday April 7 – Friday April 10
- Monday April 13 – Friday April 17

Term 2 School Holidays

- Monday June 29 – Friday June 3
- Monday July 6 – Friday July 10

Term 3 School Holidays

- Monday September 21 – Friday September 25
- Monday September 28 – Friday October 2

Term 4 School Holidays

- From dismissal to Friday December 11

Information required for the work experience arrangement form:

Business Name: _____

Work Experience Supervisor Name: _____

Work Experience Supervisor Position: _____

Business Address: _____

Business Phone Number: _____

Business Email: _____

Proposed start time: _____

Proposed finish time: _____

Final Checklist:

- Completed Safe@Work Modules attached to this form or emailed to Ms Dimasi
- Completed Construction Induction Card Course (if applicable check with Ms Dimasi if unsure)

I permit my child to participate in work experience and can confirm the employer's details above.

Parent/Guardian Name: _____

Signature: _____

Date: _____