



25 January 2024

Dear St Joseph's College families

Work Experience 2024

Work experience is the short-term placement of students with employers to provide insights into the industry and the workplace in which they are located. 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

Students are placed with employers primarily to observe and learn, not to undertake activities that require extensive training or expertise. Work Experience Placement is encouraged if your child wishes to undertake it, but **not** a compulsory requirement of St Joseph's College.

Dates for 2024 will be as follows:

Term 1 School Holidays <ul style="list-style-type: none"> • Tuesday April 2 – Friday April 5, or • Monday April 8 – Friday April 12 	Term 2 School Holidays <ul style="list-style-type: none"> • Monday July 1 – Friday July 5, or • Monday July 8 – Friday July 12
Term 3 School Holidays <ul style="list-style-type: none"> • Monday September 23 – Friday September 27, or • Monday September 30 – Friday October 4 	Term 4 School Holidays <ul style="list-style-type: none"> • From dismissal to Friday December 13

Students undertaking work experience in what is considered a [General Construction](#) or Building Construction workplace must hold the Worksafe [Construction Induction Card](#).

The Construction Induction Card Course is conducted by SuniTAFE on the following dates:

- Monday 19 February*
- Monday 4 March*
- Monday 29 April
- Monday 13 May
- Monday 3 June
- Monday 22 July
- Monday 12 August
- Monday 2 September
- Monday 14 October

**For SJC students only, the later classes will be mixed groups from other schools.*

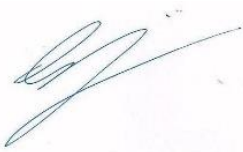
Students are encouraged to organise their own work experience placement early, so that they have the greatest chance of securing their place of choice. Should you wish to attend this course, please advise Ms Dimasi prior to your work experience dates.

In addition to the Construction Induction Card Course (if applicable), students will be required to follow these guidelines in obtaining a place for work experience:

- 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](#), complete the general module and an industry specific module relevant to the placement you are undertaking (ie: plumbing, retail, business).
- If applicable, a copy of your student CI Card to accompany the permission form.

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

Yours sincerely



Mr Mel Ficarra
Head of Senior Pathways

Work Experience 2024 Booking Form
(Please return to Ms Dimasi via the Careers Office)

Student Name: _____

Please indicate the date/s you wish to complete your work experience:

Term 1 School Holidays

- Tuesday April 2 – Friday April 5, or
- Monday April 8 – Friday April 12

Term 2 School Holidays

- Monday July 1 – Friday July 5, or
- Monday July 8 – Friday July 12

Term 3 School Holidays

- Monday September 23 – Friday September 27, or
- Monday September 30 – Friday October 4

Term 4 School Holidays

- From dismissal to Friday December 13*

Business Name: _____

Contact Name (supervisor): _____

Business Address: _____

Contact Phone Number: _____

Contact Email: _____

Proposed start time and finish time: _____

CHECKLIST (to be completed and attached to this note, no later than three weeks before placement):

- Completed safe@work modules must be attached to this form
<https://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx>
- Completed Construction Card Course (if applicable) – copy of card attached.
- I give permission for my child to participate in work experience.

Parent/Guardian Name: _____ Signature: _____ Date: _____