



Dear parents/carers,

Work experience is an essential part of our Year 10 program at St Anne's College. It provides insight into industry and it provides students with the opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations
- increase their self-understanding, maturity, independence and self-confidence.

Typically work experience placements take place as a five-day block, or one day per week over five weeks, on a day that suits the employer. It is expected that your child will participate in a work experience placement during one of the following:

- **Week 9; 4th-8th September** for *Majella and Montessori House*
- **Week 10; 11-15th September** for *Charles and Cooper House*

During Careers lessons, students will receive the following forms that will need to be completed and handed in NO LATER than two weeks prior to the beginning of the placement.

- [“Work Experience Arrangement Form”](#) will need to be completed by parents/carers, students and the employer BEFORE the final approval from the principal.
- [“Work experience additional Covid 19 form”](#) that will need to be signed by students and parents/carers.
- [“Work Experience Travel and Accommodation”](#) form (this is only relevant if you are traveling around throughout the days of your placement or if you will be staying somewhere other than your usual home for the duration of your placement).
- [“Working with animals application form”](#) (this is only required if a student will be working with animals as a part of their placement).

In addition to the attached paperwork, students MUST complete the “safe@work” **General** module and the relevant **industry specific** module. ***These certificates must be attached to the abovementioned paperwork for the arrangement to be approved.***

St Anne's College is a Child-Safe school, committed to the safety, wellbeing and inclusion of all children.

St Anne's College acknowledges the Yorta Yorta Nation as the traditional and ongoing custodians of the land on which our education community is situated.

Once the placement has been approved by the principal, all parties will receive written confirmation via email with copies of all the documentation. Students are not permitted to attend the workplace until this confirmation has been received.

The link for the safe@work modules and assessments is:

<https://www.education.vic.gov.au/school/students/beyond/Pages/generalmodule.aspx>

Students have been allocated time in class throughout terms 2 and 3 to support the work experience process. They have been allocated time to conduct research on relevant local businesses/employers, complete the safe@work certificates, and have had access to one-on-one support and guidance from the college's Careers Practitioner.

To maximise outcomes for students and to meet employer expectations, please support and encourage your child to make the initial contact with, and meet employers face to face to initiate the negotiation of the work experience placement.

You can also support your child to seek a work experience placement by:

- Having conversations with your child about their interests, skills and strengths
- Asking questions that help your child clarify their interests and abilities
- Making suggestions and offering advice but ensuring you listen to what your child has to say
- Helping connect your child to people working in jobs they are interested in
- Encouraging your child to participate in workplace learning experiences

On completion of the placement, students will need to reflect on their experience and submit their "Work Experience Diary". Their reflection along with evidence of their planning for work experience will form their Careers Assessment task.

If you have any concerns, please don't hesitate to contact me at:

bgleeson@sackialla.catholic.edu.au

Kind regards,

Belinda Gleeson, Careers Practitioner

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