

Dear Parent/Guardian,

Year 10 Work Experience Program 2023

During Term 4, all Year 10 students at the WA College of Agriculture Harvey will be required to participate in the Work Experience Program. The program provides an invaluable opportunity for students to learn and develop some of the many skills they need for employment. There are many benefits to students:

- best possible start to identifying career options;
- meaningful input in the preparation for the transition from school to work;
- opportunity to explore possible career pathways.

The Work Experience Program will take place in the last two weeks of Term 4 2023. There are two options available, and students select to undertake one:

Option 1: Week 9: Monday 4th – Friday 8th December (COMPULSORY) – all students undertake work experience with the one employer.

OR

Option 2: Week 9 & 10: Monday 4th – Thursday 14th December (excluding the weekend) – this option is inclusive of the compulsory week 9 option above and is for students who wish to undertake a longer period of work experience with the one employer.

Week 10 is OPTIONAL – students who do not undertake the longer period of work experience are not required to be at school. Therefore, their last day of school is Friday 8th December.

The Department of Education provides personal insurance and public liability insurance through RiskCover for students engaged in unpaid work experience. The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site. The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the workplace can be demonstrated.

Students and parents are responsible for sourcing the Work Experience placements and this can be done either as **one placement for Week 9 only or a full fortnight placement. Note: either option is with the same employer.** Please fill in the attached form and return to Mrs Amelia Raper in the College administration building by **Wednesday 11th October 2023**. It is important that students undertake as much of the communication with employers as possible to practice valuable workplace communication skills. Students are encouraged not to use family businesses or previous work placement.

Please note: students are unable to reside at the College during the duration of the Work Experience Program, Term 4, Weeks 9 & 10 and therefore will need to vacate the College on Friday 1st December 2023

Kind Regards

Amelia Raper
School Officer/Workplace Learning Coordinator

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Year 10 Work Experience Program 2023

Timelines

- Application forms need to be returned to Mrs Amelia Raper in the College Administration Building by **Wednesday 11th October 2023** or emailed to: Amelia.Raper@education.wa.edu.au
- Work placement (please select and tick one only):
 - Monday 4th – Friday 8th December 2023 (**Week 9 only, this is compulsory**).
 - or
 - Or a full fortnight placement Monday 4th – Thursday 14th December 2023 (excluding the weekend) – for students who wish to undertake a longer period of work experience. This is inclusive of the week 9 compulsory week.)**

Note: If an employer is not available week 9 but can host you in week 10 you can swap the weeks around – contact Mrs Raper to discuss this.

Student Name _____

Name of business: _____
Type of business: _____
Activities to be undertaken: _____
Contact Person: _____
Address of business: _____
Phone number of business contact person: _____
Email address: _____
Working hours for workplace learning placement: _____
Accommodation/Transport arrangements for workplace learning placement: _____

Administration Use ONLY:

Form Received:

Staff Signature: _____

Date: _____

Placement Suitable Yes (contact host)

No (state reason) _____