



Work Experience

Last Week of Term: 24th-28th June

Key Dates

- Work Experience Forms are well overdue.
- If you still need to submit them, please hand them into Morgan ASAP.



Work Safe Module

- **IMPORTANT:** All Year 10 students in Victoria are required to complete the Dept Education **Safe@work** online program and upload their **Certificate of Completion** to Compass before work experience.
- You have been given class time to work on this, the rest must be completed at home.
- **If you have not done this, you will be doing it at lunchtime in Room B3 With your device.**



If you haven't got a placement

- You will be attending school for the week and completing an alternative Work Experience program with us.
- This is compulsory as it's part of your Year 10 program.
- If you don't want to do this, organise your placement asap!



When on Work Experience

- Teachers will visit students on Work Experience to see how you are going and speak with your employer.
- At the end of the English exam you will receive an envelope with a completed employer assessment form on your performance and a letter of thanks.
- If you will be absent from the English exam please see Ms Butera to pick up your letter



How to Prepare for Work Experience

- Know the address of where you are going and have all the contact details of your employer - A poster outside the Middle School office will give you this information, please check!
- If you are going to be absent due to illness or running late: contact Morgan and the employer first thing in the morning. Communication is key.



How to Prepare for Work Experience

- Wear appropriate clothing for your place of work
- If you experience any problems while on work experience, contact:

Ms Butera - ph.9091

8122 josie.butera@education.vic.gov.au or

Ms Fairbrother- ph.9091

8123 tara.fairbrother@education.vic.gov.au

immediately

- Make sure you hand over the letter to the employer on your first day



Where to get help – A4

