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**College Principal:** Mr. Adam Hogan

February 2020

Dear Parent/Guardian,

**Re: YEAR 10 WORK EXPERIENCE**

In Year 10, students will undertake a work experience program as part of their Humanities class. It is an expectation that all Year 10 students participate in this 5-day program. Whether your child undertakes work experience in Semester 1 or 2 is dependent on their Humanities class, which are listed below.

**Semester 1 – 10HUM11, 10HUM51, & 10HUM61 – Monday 11<sup>th</sup> May – Friday 15<sup>th</sup> May 2020**

**Semester 2 – 10HUMA12, 10HUMB12, 10HUMD52 – Monday 12<sup>th</sup> October – Friday 16<sup>th</sup> October 2020**

Work experience is a one-week placement where students will be placed with employers to provide insights into the industry and the workplace in which they are located. It provides students with a valuable opportunity to develop employability skills, explore possible career options, understand employer expectations and increase their self-understanding, maturity, independence and self-confidence.

Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

Students are required to source their own work experience placement. Doing this, provides students with a great opportunity to develop their communication skills, initiative and 'real world' experiences. Should students have any issues or difficulties in gaining a work experience placement they can be supported through this by teachers and Careers staff. Once students have found a placement, the documentation process can start. Teachers and Careers staff will step students through this process.

Please discuss work experience placement with your child encouraging them to 'have a go' at calling and speaking with employers. Please find on the reverse side of this letter a 'Work Experience Placement Student Support Sheet'. A copy will also be given to students to work through with their teachers and Careers staff.

Should you have any questions regarding this matter, please contact the Careers staff on 5127 9200.

Regards

Lauren Gibson  
Careers Administration

Adam Hogan  
Principal

# WORK EXPERIENCE DEPARTMENT OF EDUCATION

FOR VICTORIAN SECONDARY  
SCHOOLS

## Year 10 Work Experience prohibited industries list

Abattoirs

Any business where firearms and/or ammunition are manufactured, repaired or sold

Aviation

Butchers or fishmongers

Civil construction (such as roads and bridges)

Defence Force

Emergency Services

Equine industry

Fishing vessels

Funeral homes

Gaming

Mining, quarrying, extraction, recycling plants, foundries and tips

Morgues

Prisons, correctional or remand centres, or immigration detention centres

Recreational vessels

Security industry

Sex industry

Tattoo shops

Trading vessels

Transmission and distribution industries (linework and/or cabling)



## WORK EXPERIENCE PLACEMENT STUDENT SUPPORT SHEET

### MAKING CONTACT WITH AND VISITING THE WORKPLACE

#### CONTACTING POTENTIAL EMPLOYERS

Once you have decided on the type of work experience you are interested in and have completed your list of choices you are ready to contact potential employers. It is a good idea to think about how you will contact employers and what you will say to them before making contact.

#### METHODS OF CONTACTING EMPLOYERS:

Cold calling, a phone call or through friends or family contacts.

#### PRACTICE WHAT YOU ARE GOING TO SAY BEFORE YOU CONTACT A POTENTIAL EMPLOYER

(Make sure you have a pen and paper next to the phone)

1. **Ask to speak to the owner or manager of the place of employment contacted. Introduce yourself.**

"My name is .....  
I am a Year 10 student at Lowanna College."

2. **Explain the purpose of the telephone call or workplace visit.**

"As part of my Year 10 Humanities Work Education, I am required to do work experience placement for 5 days from 11th May to 15th May 2020.

3. **Explain why you would like work placement with this employer**

"I am interested in..... because..... and I hope that you will consider having me as a work experience student."

4. **Response from employer**

If the response to your request is positive, your potential employer will probably have some questions about the work experience arrangements.  
If the employer is not interested or cannot offer you a work placement, politely thank them for their time (Steps 5 to 7 are not required)."

5. **Provide details about what the school requires for work experience**

"I am required to do 5 days of work experience from Monday 11th May- Friday 15th May."  
Advise that this week you will have no timetabled classes, school will cover your workplace insurance and that payment is \$5.00 per day unless a not for profit organisation.

6. **While speaking to the employer organise to meet them**

Ask if you can visit the workplace to meet the owner or manager. Find out what time after school hours is suitable. Advise them you will have paperwork for them to sign.

7. **Thank the employer**

Thank the employer for considering you and say that you are looking forward to meeting them if you have made telephone contact.

**OR**

Thank the employer for their time and say that you are looking forward to hearing from them if you have visited them.