

12 August 2019

Dear Parent/Guardian,

**Re: Year 10 Work Experience**

In Year 10, students undertake a work experience program as a component of their Humanities class. It is an expectation that all Year 10 students participate in this 5-day program. Your child will undertake work experience in Semester 2 on the following dates.

**Class: 10HUM1, 10HUM2, 10HUMD5**  
**Monday 21 October – Friday 25 October 2019**

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

Students are required to source their own work experience placement. This provides students with the 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, teachers and careers staff will step them through the documentation process.

Please discuss work experience placement with your child, encourage them to 'have a go' at calling and speaking with or visiting employers. Please find a 'Work Experience Placement Student Support Sheet' on the reverse side of this letter. Students will be given a copy 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

Kirsty Mitchell  
Careers Pathway Coordinator

Michael Lakeman  
Assistant Principal