



20 January 2025

Dear St Joseph's College families

### Work Experience 2025

Work experience is the short-term placement of students with employers to provide insights into the industry and the workplace in which they are located. It provides students with the valuable opportunity to:

- Develop employability skills
- Explore possible career options
- Understand employer expectations
- Increase their self-understanding, maturity, independence, and self-confidence

Work Experience Placement is encouraged if your child wishes to undertake it, but **not** a compulsory requirement of St Joseph's College.

Week block dates for 2025 will be as follows:

<b>Term 1 School Holidays</b> Tuesday April 7 – Friday April 11 Monday April 14 – Thursday April 17	<b>Term 2 School Holidays</b> Monday July 7 – Friday July 11 Monday July 14 – Friday July 18
<b>Term 3 School Holidays</b> Monday September 22 – Friday September 26 Monday September 29 – Friday October 3	<b>Term 4 School Holidays</b> From dismissal to Friday December 12

Students participating in work experience in a General or Building Construction workplace must possess a WorkSafe Construction Induction Card. This course is offered by SuniTAFE, all bookings and enrolments must be made through Ms Dimasi before your work experience commences.

Students are encouraged to organise their own work experience placement early, so that they have the greatest chance of securing their place of choice. In addition to the Construction Induction Card Course (if applicable), students will be required to follow the guidelines below to obtain a place for work experience:

- ☐ Fifteen is the legal age to undertake a work experience program.
- ☐ Students are required to return their completed Work Experience Booking Form to Ms Dimasi no later than **three weeks before** the proposed placement.
- ☐ [Safe@work modules](#) must be completed and handed to Ms Dimasi with the attached booking form. Go to [safe@work](#) and complete the general module and an industry-specific module relevant to the placement you are undertaking (ie: plumbing, retail, business).
- ☐ If applicable, a copy of your Student Construction Induction Card to accompany the permission form.

Should you have any further queries, please contact Ms Fiona Dimasi at the college on 5018 8000 or email [fdimasi@sjcmda.vic.edu.au](mailto:fdimasi@sjcmda.vic.edu.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mel Ficarra', is written over a faint, light blue rectangular stamp.

**Mr Mel Ficarra**  
Head of Senior Pathways

## WORK EXPERIENCE BOOKING FORM

To be returned to Ms Dimasi – Careers Practitioner

Student Name: \_\_\_\_\_

Please advise which week you have arranged to do work experience with your employer:

### Term 1 School Holidays

- ☐ Tuesday April 7 – Friday April 11
- ☐ Monday April 14 – Thursday April 17

### Term 2 School Holidays

- ☐ Monday July 7 – Friday July 11
- ☐ Monday July 14 – Friday July 18

### Term 3 School Holidays

- ☐ Monday September 22 – Friday September 26
- ☐ Monday September 29 – Friday October 3

### Term 4 School Holidays

- ☐ From dismissal to Friday December 12

### Information required for the work experience arrangement form:

Business name: \_\_\_\_\_

Work Experience Supervisor Name: \_\_\_\_\_

Work Experience Supervisor Position: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Proposed start time: \_\_\_\_\_

Proposed finish time: \_\_\_\_\_

### Final Checklist:

- ☐ Completed Safe@Work Modules attached to this form
- ☐ Completed Construction Induction Card Course (if applicable check with Ms Dimasi if unsure)

I permit my child to participate in work experience and can confirm the employer's details above.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_