



20 July 2023

Dear St Joseph's College families

Work Experience 2023

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.

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

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

Dates for 2023 will be as follows:

Term 1 School Holidays <ul style="list-style-type: none">• Tuesday April 11 – Friday April 14, or• Monday April 17 – Friday April 21	Term 2 School Holidays <ul style="list-style-type: none">• Monday June 26 – Friday June 30, or• Monday July 3 – Friday July 7
Term 3 School Holidays <ul style="list-style-type: none">• Monday September 18 – Friday September 22, or• Monday September 25 – Friday September 29	Term 4 School Holidays <ul style="list-style-type: none">• From dismissal to Friday December 15

Students undertaking work experience in what is considered a [General Construction](#) or [Building Construction](#) workplace must hold the Worksafe [Construction Induction Card](#). The [Construction Induction Card Course](#) is conducted by SuniTAFE and is the responsibility of the student and family to organise.

Students are encouraged to organise their own work experience placement early so that they have the greatest chance of securing their place of choice.


Students will be required to follow these guidelines in obtaining a place for Work Experience:

- Fifteen is the legal age to undertake a Work Experience program.
- Students are required to return 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 below booking sheet (Safe@work modules are completed during Year 10 Core but can be completed at any time if required for work experience). Go to [Safe@work](#), complete the general module and an industry specific module relevant to the placement you are undertaking (i.e.: plumbing, retail, business).
- If applicable, a copy of students CI Card to accompany the permission form.

Should you have any queries, please contact Ms Fiona Dimasi, Careers Practitioner on 5018 8000 or email fdimasi@sjcnda.vic.edu.au.

Yours sincerely

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

Mr Mel Ficarra
Head of Senior Pathways

Work Experience 2023 Booking Form
(Please return to Ms Dimasi via the Careers Office)

Student Name: _____ Homeroom: _____

Please indicate the date/s you wish to complete your Work Experience:

Term 1 School Holidays

- ☐ Tuesday April 11 – Friday April 14, or
- ☐ Monday April 17 – Friday April 21

Term 2 School Holidays

- ☐ Monday June 26 – Friday June 30, or
- ☐ Monday July 3 – Friday July 7

Term 3 School Holidays

- ☐ Monday September 18 – Friday September 22, or
- ☐ Monday September 25 – Friday September 29

Term 4 School Holidays

- ☐ From dismissal to Friday December 15*

**Please note that students wishing to undertake work experience in Victorian schools or kindergartens are only able to do this during the December time slot.*

Business Name: _____

Name of business contact: _____

Address: _____

Contact phone number: _____

Contact email: _____

Proposed start and finish time: _____

- ☐ Completed Safe@work modules must be attached to this form
<https://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx>
- ☐ [Completed Construction Card Course](#) (if applicable) – copy of card attached
- ☐ I give permission for my child to participate in work experience.

Parent/Guardian Name: _____ Signature: _____ Date: _____