



12 February 2021

Dear Parents/Guardians and Year 10 Students

Work Experience 2021

If your child wishes to undertake a work experience placement, they are encouraged to do so. 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 at the college is not compulsory.

Dates for 2021 will be as follows:

First Term School Holidays

- Tuesday 6 – Friday April 9, or
- Monday 12 – Friday April 16.

Second Term School Holidays

- Monday June 28 – Friday July 2, or
- Monday 5 – Friday July 9.

Third Term School Holidays

- Monday 20 – Friday September 24, or
- Monday September 27 – Friday October 1.

Fourth Term School Holidays

- Final day - Friday 17 December, 2021.

Students are encouraged to organise their 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 without the need for the prospective employer having to obtain a Child Employment Permit, and supervising staff to hold a Working with Children's Check.
- They must find their own place of employment. They will be given assistance in this area if they require it.
- Students are encouraged to make an early return of completed Work Experience Arrangement Forms to Ms Fiona Dimasi no later than two weeks before the dates as outlined above. Arrangements can then be confirmed by the College.
- As a rule, only one student will be placed in any work place.

- Students will be given a timeline and they will be required to adhere to it. This will include keeping appointments and completing assignments in preparation for Work Experience.
- If arrangements regarding Work Experience are changed for whatever reason, Ms Dimasi must be notified as soon as possible.
- There are many legal requirements associated with the organisation of Work Experience so it is important that students adhere to the arrangements and dates given above.

Students may complete Work Experience outside the Mildura area, New South Wales or South Australia. All students who travel outside their local area must have satisfactory accommodation and transport for which the College cannot accept responsibility. Please be aware, this will be subject to change as per the Victorian state government COVID-19 guidelines.

Students are encouraged to look at a variety of jobs and choose a position with which they are not familiar. Students, therefore, will seldom be placed in a position of employment with family. With so many of our young people already having part-time work they are therefore more ready to use their initiative and decision making skills in preparing and planning further experiences of work. Parents are asked to encourage their son/daughter to take initiative and approach the employer.

Once the student has made the Work Experience arrangements, please notify Ms Dimasi of the details and complete the required forms. The college will then confirm the placement and the final decision remains with the college.

Please do not hesitate to contact Ms Fiona Dimasi on 5018 8000 or email fdimasi@sjcnda.vic.edu.au if you have any queries.

Yours Sincerely



Mr Mel Ficarra
Head of VCE/VET/VCAL

Work Experience 2021

(please return this form to reception or directly to Ms Dimasi)

Student name: _____

Homeroom: _____

Will be participating in the 2021 St Joseph's College Work Experience program.

Please note that students wishing to do work experience in Victorian schools or kindergartens, the only time available for you to do work experience is in the December time slot.

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

First Term School Holidays

- Tuesday April 6 – Friday April 9, or
- Monday April 12 – Friday April 16.

Second Term School Holidays

- Monday June 28 – Friday July 2, or
- Monday July 5 – Friday July 9.

Third Term School Holidays

- Monday September 20 – Friday September 24, or
- Monday September 27 – Friday October 1.

Fourth Term School Holidays

- Final day - Friday 17 December, 2021

Please list your top three work experience placement choices for 2021:

1. _____

2. _____

3. _____

These choices are subject to confirmation with Ms Dimasi at the beginning of 2021 and does not guarantee you a placement.

Parent Name (Please print): _____

Parent Signature: _____

Date: _____