



24 January 2022

Dear Parents/Guardians and Year 10 Students

### **Work Experience 2022**

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 2022 will be as follows:

#### First Term School Holidays

- Monday 11 – Thursday April 14, or
- Tuesday 19 – Friday April 22

#### Second Term School Holidays

- Monday June 27 – Friday July 1, or
- Monday 4 – Friday July 8

#### Third Term School Holidays

- Monday 19 – Friday September 23, or
- Monday 26 – Friday September 30.

#### Fourth Term School Holidays

- Final day – Thursday December 15, 2022.

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.
- Students must find their own place of employment. They will be given assistance in this area if they require it.
- Students are required to return completed Work Experience Arrangement Forms to Ms Dimasi no later than three weeks before the proposed placement dates. Arrangements can then be confirmed by the college.
- If arrangements regarding work experience are changed for whatever reason, Ms Dimasi must be notified as soon as possible.
- Go to [Safe@work modules](#) to complete the general module and an industry specific module relevant to the placement you are undertaking (i.e.: plumbing, retail, business). Once completed, please return to Ms Dimasi, along with the Work Experience 2022 Booking Form (attached). Please note these modules will be completed during Year 10 Core but can be completed at any time for work experience if required.

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. 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/guardians are asked to encourage their son/daughter to take initiative and approach the employer.

Once arrangements for work experience have been made please return the booking form to Ms Dimasi, this must be returned at least three weeks prior to the placement.

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

Yours sincerely



**Mr Mel Ficarra**  
Head of VCE/VET/VCAL

**Work Experience Booking Form 2022**  
*(Please return this form to Ms Dimasi or to the Student Office)*

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

Homeroom: \_\_\_\_\_

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

First Term School Holidays

- Monday April 11 – Friday April 14, or
- Tuesday April 19 – Friday April 22.

Second Term School Holidays

- Monday June 27 – Friday July 1, or
- Monday July 4 – Friday July 8.

Third Term School Holidays

- Monday September 19 – Friday September 23, or
- Monday September 23 – Friday September 30.

Fourth Term School Holidays

- Final day – Thursday 15 December 2022

*\*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.*

Name of Business: \_\_\_\_\_

Name of Business Contact: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Proposed Dates : \_\_\_\_\_

Hours of work: \_\_\_\_\_

Completed Safe@work modules must be attached to this form.  
<https://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx>

I give permission for my child to participate in work experience:

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_