



18 January 2023

**ENRIGHT CAMPUS**  
154 TWELFTH STREET  
MILDURA VICTORIA 3500

**MERCY CAMPUS**  
CORNER RIVERSIDE AVENUE  
& ELEVENTH STREET  
MILDURA VICTORIA 3500

**LANGTREE CAMPUS**  
8-10 LANGTREE PARADE  
MILDURA VICTORIA 3500

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E [reception@sjcmda.vic.edu.au](mailto:reception@sjcmda.vic.edu.au)

[sjcmda.vic.edu.au](http://sjcmda.vic.edu.au)

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:

#### First Term School Holidays

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

#### Second Term School Holidays

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

#### Third Term School Holidays

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

#### Fourth Term School Holidays

- From dismissal to Friday December 15

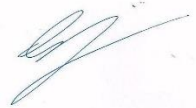
Students are encouraged to organise their own work experience placement early so that they have the greatest chance of securing their place of choice.

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 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 Booking Form to Ms Dimasi no later than three weeks before the proposed placement
- [Safe@work modules](#) must be completed and handed into 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 (ie: plumbing, retail, business)

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

Yours sincerely



**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:

First Term School Holidays

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

Second Term School Holidays

- Monday June 27 – Friday June 30, or
- Monday July 3 – Friday July 7

Third Term School Holidays

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

Fourth Term School Holidays

- From dismissal to Friday December 15\*

*\*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.*

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

Name of business contact: \_\_\_\_\_

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

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Proposed dates: \_\_\_\_\_

- 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: \_\_\_\_\_

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