



Monivae
College Hamilton

ACN 071 878 549

Monivae College
133 Ballarat Road
PO Box 423
Hamilton Victoria 3300

T: (03) 5551 1200
F: (03) 5571 1074
W: monivae.com
E: reception@monivae.vic.edu.au

14/2/24

Dear Parent/Guardian,

Re: Work Experience Introduction and Process

This year your child will make decisions around subject selection for his/her final years of schooling and may also be starting to consider possible pathways after school finishes. Work Experience is one of the ways to help your child make informed decisions.

Students not continuing cadets:

Complete work experience during the cadet camp week, April 29 - 3 May. Students are expected to organise their work experience placement themselves, however you can play an important role with any connections and help make the first approach to a possible employer.

Students continuing cadets:

Are encouraged to complete work experience in the Term 1, 2 or 3 holidays. However, in recognition of their commitment to cadets, work experience is not compulsory for these students.

All students will complete a work experience induction program in their Careers classes this term.

Work experience forms are due Friday, 15th March.

What are the next steps after successfully obtaining a position?

1. Fill out the student and parent/guardian sections of the work experience arrangement form. Also fill out the travel and accommodation form if relevant to your child's work experience. (Spare copies of these forms can be found on the Careers Google Classroom.)
2. Take the form to the employer to sign.
3. Return the forms to the green box in the Careers office.
4. Mr Rowe will then sign the form to confirm this placement. (All other signatures must be on the form before his.)
5. You will then receive two copies of the completed form closer to the work experience week: one for you and one for the employer.

You are welcome to contact me for any further information.

Sincerely,

Michael Harms
Careers Coordinator
mharms@monivae.vic.edu.au

educating the
mind spirit heart