

4<sup>th</sup> April 2022

Dear Parent/Guardian,

### **Re: YEAR 10 WORK EXPERIENCE**

In Year 10, students will undertake a work experience program as part of their study group work education class. It is an expectation that all Year 10 students participate in this 5-day program. Below is the date your child is to partake in work experience.

#### **Term 3 – Monday 25<sup>th</sup> July to Friday 29<sup>th</sup> July (inclusive)**

Work experience is a one-week placement where students will be placed with employers to provide insights into the industry and the workplace in which they are located. It provides students with a valuable opportunity to develop employability skills, explore possible career options, understand employer expectations and 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.

Students are required to source their own work experience placement. Doing this, provides students with a great opportunity to develop their communication skills, initiative and 'real world' experiences. Should students have any issues or difficulties in gaining a work experience placement they can be supported through this by teachers and Careers staff. Once students have found a placement, the documentation process can begin. Teachers and Careers staff will step students through this process.

Please discuss work experience placement with your child and encourage them to 'have a go' at calling and speaking with employers. Please find, attached to this letter, a 'Work Experience Student Support Sheet'. A copy will also be given to students to work through with their teachers and Careers staff.

Please note that every industry has their own vaccination mandate and protocols. It will be up to the student and the employer to determine vaccination requirements; please discuss this with your child. Here is a helpful website that will assist you.

[www.coronavirus.vic.gov.au/worker-vaccination-requirements](http://www.coronavirus.vic.gov.au/worker-vaccination-requirements)

Should you have any questions regarding this matter, please contact the Careers staff on 5127 9200.

Regards

Alisha Disisto  
Careers and Pathways

Adam Hogan  
Principal