Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE

As part of the Personal Pathways Planning Program, our students are strongly encouraged to participate in work experience during Year 10.

Each student is asked to consider a career of interest, do some research, and make contact with an Employer to establish the possibility of a work experience placement. Students are encouraged to utilise the networks of family and friends in the first instance. We support students taking three to five days to participate in their work experience placement; however it is also beneficial to both Students and Employers for a one (Taster) day placement. This is at the discretion of the Employer and Student.

There is no designated period when work experience takes place. Students may choose to undertake it during term time or school holidays; however work experience cannot be taken the week before, or during exam time. Students should also consider their extra-curricular commitments and check with their Teachers before confirming a date with the Employer. All school work must be kept up-to-date and it is imperative that each student communicate with their Teachers about this.

Mrs Michelle Baker or I will make every attempt to visit the girls whilst on placement. Each girl will keep a daily diary and the employer will be asked to complete an evaluation form. These documents, including a Merit Certificate presented at assembly, will be kept in the student Record of Achievement Folio as evidence of initiative. Throughout the year, other avenues of exploring work and careers will be available to your daughter and advertised in The fountain.

Work Experience is a valuable opportunity for your daughter to learn some new knowledge and skills in a Career she is interested in, and will empower confidence as she plans her personal pathway into years 11 and 12 and beyond.

All students are covered against accident or injury by our College Public Liability insurance whilst on work experience.

If you have any questions, please contact me on the College telephone number or email me at amitchelmore@smc.tas.edu.au.

The Work Experience Form (attached) must be handed in to the office at least 3 weeks prior, for follow-up by our Work Experience Coordinator. The placement details will be confirmed via telephone and email.

Yours sincerely

Angela Mitchelmore
Learning Area Coordinator VET and Careers
St Mary’s College, Hobart
Pathways Program

Student Participation in Work Experience
2015

PART A: CONSENT

I understand that my daughter will be covered against accident or injury by the St Mary’s college Public Liability Accident Insurance Policy, and hereby give permission for her to participate in work experience.

ALL SECTIONS MUST BE COMPLETED

STUDENT’S NAME ................................................................. In Home Room Class ....................

(Full Name of Business/organisation)

........................................................................................................................................

Address ................................................................................................................................

Focus area whilst on work experience......................................................................................

Contact Person (full name and position)

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Business telephone number..........................................................

Preferred date(s): From .....................................................to ....................................................

Student’s preferred email address (confirmation will occur through email)

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Any special requirements: (health alerts etc) ........................................................................

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PARENT/GUARDIAN (full name and email/phone contacts please :)

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Please turn over............

St Mary’s College Pathways Program, 2015
Work Experience (cont.)

PART B: ACKNOWLEDGEMENT

My daughter will contact the employer before she goes to the placement, to confirm arrangements.

My daughter will work the Employer’s hours, not the school’s hours, so sports training, music lessons, casual work etc will be postponed (unless arrangements are made with the Employer, but only under special circumstances).

My daughter will be punctual and arrange her own transport to and from the placement, daily.

If she is unable to attend, due to illness the College and the employer will be notified before the start of the work day.

My daughter will not participate in any strikes or union movement activities whilst on work experience. She will not use her mobile phone, IPAD, or conduct electronic conversations inappropriately.

If for any reason, my daughter is not required to be at the workplace, she will return to school for the remainder of the College day.

My daughter agrees to sign the student contract in her work experience diary, confirming her acceptance of the above conditions.

SIGNED – PARENT............................... CONFIRMED – STUDENT ......................

(Please return this form to the College for the attention of Mrs Mitchelmore).

Note to students: Work experience needs to be arranged at least 3 weeks in advance so that administrative paperwork and insurance can be confirmed between the Employer and School. If changes occur, they must be consented by Mrs Mitchelmore prior to the change occurring.

Work experience cannot be undertaken the week before, or during, exams.

You should check with your teachers regarding special events (e.g. Drama/Music productions, Camps or excursions etc.) before confirming dates. If possible visit the Employer yourself to confirm details and meet them in person before the placement begins.

Thank you for your cooperation, and best wishes for your work experience.

Kind regards

Mrs Angela Mitchelmore & Mrs Michelle Baker

St Mary’s College Pathways Program, 2015