WORK EXPERIENCE PROGRAM – INFORMATION FOR EMPLOYERS

Dear Sir/Madam,

An integral part of Careers Education at this school involves a Work Experience Program for Year 10 students. The program is conducted one (1) week. The designated week is:

**Monday 13th to Friday 17th July 2015**

Work Experience programs aim to provide students with a greater understanding of the world of work, familiarise them with an actual working environment and, where practical, allow them to gain some closely supervised ‘hands on’ experience in their chosen field.

Whilst on Work Experience the **students are fully insured** in the event of an accident or injury. This coverage is provided by the school and is at no cost to the employer. Students participating in these programs are classified as volunteer workers and as such are neither entitled to expect or receive payment for any work performed.

If you can assist the school by providing work experience for the student who has approached you, please complete the relevant section of the student’s application form and give it to the student who will return it to the school.

Additional information in regards to insurance and government regulations has also been attached to this letter. If you need clarification of any details or any extra information regarding the program please contact the school and ask to speak to Mrs. Allchin in the Careers Office.

Thanking you for your time and anticipated assistance.

Yours sincerely,

L. Allchin
CAREERS ADVISER