Wednesday 4th February 2015.

WORK EXPERIENCE PROGRAM – LETTER TO PARENTS

Dear Parents,

As an integral part of Careers Education at this school, students from Year 10 will be given the opportunity to participate in a Work Experience Program for a period of one (1) week:

Monday 13th to Friday 17th July 2015.

Work Experience provides students with the opportunity to gain ‘hands on’ experience in a closely supervised working environment, thus giving them the opportunity to gain some practical experience in a potential career field.

Students participating in the program are fully insured in the event of an accident or injury whilst at work or whilst travelling to and from work.

Please be aware that, while your child is supervised at their place of work, it may not be equivalent to that which occurs at school. A comprehensive explanation of this can be found in the attachment entitled “Work Experience Program – Information for Parents and Students”.

In order to make the program more realistic, participating students will be expected to have made a genuine attempt to secure their own placements. Placements should be selected with a view towards potential careers. Please be aware, there are certain rules students must observe when searching for an employer. These rules are clearly stated on the reverse side of this letter.

Students will need to obtain all of the relevant details for the position that they are seeking as well as the employer’s signature on the Employers Application Form. All potential placements will need approval by the school.

Those students who experience difficulties in selecting or obtaining a suitable placement should see Mrs. Allchin in the Careers Room (M1) during recess or lunch as soon as possible in order to obtain assistance.

If you need clarification of any details or any further information regarding the program please contact the school and ask to speak to Mrs. Allchin.

Yours sincerely,

L. Allchin
CAREERS ADVISER