



29 August, 2018

Year 10 Work Experience – Final Preparations

Dear Year 10 Parents and Students,

As you are aware, Year 10 students are venturing out on their Work Experience placement next week. We also have some VET students completing their Work Placement during this time. We are busy finalising details and the students have been working through topics related to the workplace in their Work Experience Activity booklet, to prepare them for the week ahead.

Students are supervised by a Stage 5 teacher whilst at work experience. Sometimes workplace communication prevents contact – if your child has not heard from their supervising teacher by Tuesday evening (4th September), please contact the school first thing Wednesday morning. Whilst it is very unlikely, students have been instructed to contact school or their parents at any time if there is an incident resulting in injury or unacceptable risk.

The following are a few last-minute items of preparation that the class has been reviewing:

BEFORE WORK EXPERIENCE

1. Organise transportation to/from work. Ensure that you are a little early on the first day.
2. If possible, clear all other commitments so that you can be at work for the required hours.

DURING YOUR TIME AT WORK EXPERIENCE

1. Greet your employer with a firm handshake and have a positive attitude.
2. Be on time and preferably a little early. Make sure that you return from all breaks on time.
3. Don't ask to leave early unless this has been previously arranged for an important reason.
4. Follow the dress code and all company procedures.
5. If you need to take your mobile phone with you, avoid using it during work hours.
6. Ask questions if you are unsure and try to think of the next job to do in the day.
7. Be prepared to work as part of a team. Be helpful and courteous.
8. Expect that there will be some jobs that you cannot participate in – just observe!
9. Ask your employer to complete your evaluation and email or fax it back to the school.

Please do not hesitate to contact me via the school front office if you have any questions.

Yours in Christ,

Kath Berry

Careers Advisor