



March 2016

Dear Student

Congratulations on organising your work experience placement. This should be a rewarding time and assist with future decisions relating to your career pathway. Please take time to read the information below:

1. Due to parent teacher interviews, it is not possible for staff to visit students at the workplace; however a phone call will be made. If you have any queries or concerns during work experience, please contact Ms Alexander or Ms Todisco immediately on 93319999 or email [ar@buckleyparkco.vic.edu.au](mailto:ar@buckleyparkco.vic.edu.au) to [to@buckleyparkco.vic.edu.au](mailto:to@buckleyparkco.vic.edu.au)
2. Remember to give your employer the following:
  - **Evaluation form.** When the employer completes the evaluation form, it can be added to your resume for future employment
  - **Guidelines for Employer** information sheet
  - **safe@work certificates** – general module and specific to your placement
  - **Employer copy** of the arrangement form
3. Pay. If your arrangement form states you will be paid, it is your responsibility to chase this up. In most cases it is an oversight, so don't be reluctant to ask for payment – you have completed the work and the employer has agreed to pay.
4. If you are sick, please inform your employer and the school immediately; a message with the school office is fine. We concerned about your wellbeing, and need to be sure you are managing.
5. In previous years, there has been an assignment to complete during your placement. Due to the elective nature of your studies, it is difficult to know where the assignment sits in the curriculum, so it has been decided that completing the assignment is not necessary this year. Instead there will be a reflective Connections session where you will be asked to evaluate your experience. Parents will also have the opportunity to evaluate the program.

All the best for work experience and remember that we are only a phone call away if you have a query or concern. Enjoy the world of work!

Ms Alexander  
Post School Transition Coordinator

Ms Todisco  
Yr 10 Student Engagement Leader