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. A teacher should visit students on work experience during 15-18 March, however this may not always be possible due to timetable restraints and the availability of your employer. If you have any queries or concerns, please contact Ms Alexander or Ms Todisco immediately on 93319999.

2. Remember to give your employer the following:
   i. Evaluation form. When the employer completes the evaluation form, it can be added to your resume for future employment
   ii. Guidelines for Employer information sheet
   iii. safe@work certificates – general module and specific to your placement
   iv. 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. Not only are we concerned about your wellbeing, but we need to check that a teacher hasn’t organised to visit you on the day.

5. Also on the website is an assignment to be completed during your placement. Submit the assignment on you return to school for assessment towards your semester 1 result. Not completing or submitting the assignment will have an impact on your result. Students participating in work experience later in the year should submit the assignment on return to school.

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