

MARCELLIN COLLEGE RANDWICK

19 February 2018

Dear Parents/Carers,

YEAR 10 WORK EXPERIENCE

All Year 10 students will participate in the College Work Experience Program in Terms 3 and 4. This year the two separate weeks are between **Monday 13th August** and **Friday 17th August (Term 3, Week 4, 5 days)** and **Monday 10th December** and **Thursday 13th December (Term 4, Week 9, 4 days)**. Students should begin seeking employment in their desired career area and gain a position with **two separate** employers for these dates.

Each student must complete and return the **Student Workplace Learning Record** for **each** of the work experience weeks. These forms are essential for students wishing to participate in the Work Experience Program and the process of completing the forms will be covered in their Year 10 Pastoral Care meeting.

For this exercise to be successful, all paperwork must be completed for each block of work experience and returned to the College on **Monday the 4th of June, Week 6 Term 2, during their pastoral meeting**. A hardcopy of the *Student Workplace Learning Record* will be provided for students and can alternatively be found on the M-learning platform, under the year 10 careers folder.

Any forms not returned by the required date will result in that student being placed on a Wednesday detention. If the *Student Workplace Learning Record* is still not completed by Wednesday the 6th of June, that student will be placed on a Saturday detention.

All students intending to work 'on site' with tradesmen will need to obtain their **OH&S 'White Card'** here at the College prior to placement. Details will be sent home as arrangements are made.

As the first work experience coincides with Yr11 Ministry week, students will **not be allowed to choose a work placement with a primary school** during this period (**Term 3, Week 4**). However if students would like to work with a primary school for their second block (Term 4, Week 9), they may do so.

An '**Insurers Certificate of Currency**' is also provided for the employer and parents. This can also be found in the M-learning platform in the year 10 careers folder titled *Work Experience Insurance Form*.

There may be opportunities for students to complete extra work experience outside the allocated blocks, however they will still need to complete their work experience in the allocated blocks.

Everyone who has been involved in the Work Experience Program agrees that it extremely worthwhile and very rewarding. With your co-operation I'm sure this program will run smoothly and your son will gain great benefits and enjoyment through his participation.

Regards



Nicolas Lee
VET and Careers Coordinator

