23rd May, 2016

Dear Parents and Students of Year 10,

This letter is provided to assist you to ensure that your Work Experience from 14th June – 17th June is both successful and enjoyable. Please make sure you read this letter and if you have any queries, contact the Careers Staff at the College.

- Firstly, congratulations on initiating and organising your own placement and ensuring the forms were completed on time. Thank you.

- IN THE NEXT FEW DAYS. To ensure a professional approach, please contact your place of employment to determine the required arrival time if you do not already know it, the appropriate standard of dress, and the meeting place for this important first day.

- When you arrive give your employer the large envelope which contains the Guidelines for Employers leaflet, your report form and reply envelope and the Employer’s copy of the Work Experience Arrangement Form.

- Be interested in what you are doing, and ask questions when appropriate.

- You are a guest of your employer. Some employers go to considerable lengths to ensure you have a good experience, so be appreciative. They place you because they are interested in helping young people. When you have completed your Work Experience, please send them a brief “Thank you” note.

- Find out about the arrangements for tea breaks and lunch as soon as possible.

- SMOKING – this is prohibited in many work places, but out of consideration for your colleagues and for the good name of the school, there is to be No Smoking while at work.

- Appearances should be neat; you will want to look your best, but no extremes with make-up or hairstyle.

- Clothes appropriate for the place. In an office generally skirts for girls, ties for boys. Flat heels for anyone standing for long periods. If you are likely to get dirty, wear old clothes and use protective clothing if available.

- Carefully comply with all safety regulations. You will be advised of these, but if uncertain please ask.
SICKNESS. If you have to miss work you must

- notify your employer as soon as possible;
- Ring Student Services at the College and tell them that you are absent from Work Experience. There is no need to speak to the Careers Counsellor.

You have signed an agreement to do this when you signed the Arrangement Form. This is important because Staff will be visiting and they would like to see you.

- A member of Staff will try to visit you. Please make them feel welcome, and introduce them to your supervisor if this is possible. If you have any concerns, this is an opportunity to discuss them.
- TRAVEL CONCESSION CARD: If you need a Card, application forms are available from Student Services.
- NO student may change Work Experience under any circumstances. Please contact Careers Staff as soon as possible if an unexpected situation arises.

Remember you are a Representative of the school, your family and yourself. So

1. Be POSITIVE, HELPFUL, CO-OPERATIVE, RESPONSIBLE and ENTHUSIASTIC;
2. SHOW INTEREST, INITIATIVE and CURIOSITY;
3. LISTEN TO and FOLLOW INSTRUCTIONS CAREFULLY;
4. ASK QUESTIONS.

HAVE A GREAT WORK EXPERIENCE AND GOOD LUCK!

Any queries or concerns while you are on Work Experience, please contact Careers Staff at the College on 9845 3211.

Yours faithfully,

Graeme Merrick
Careers Counsellor

Tony Hirst
Principal