WORK EXPERIENCE PROGRAM – JUNE 15-19 2015

Dear Year 9 students, parents and guardians

The College’s Work Experience Program is part of the Year 10 Extra Curriculum program and is designed to prepare students for future employment. In preparation for Work Experience in Year 10, students are encouraged to start to organise their work experience placement now.

Work Experience is an excellent opportunity for students to learn about the field of work they are interested in, including the skills and knowledge required beyond the classroom. In many cases Work Experience assists students in clarifying future career directions. This is a compulsory program at Mount Waverley Secondary College.

Year 9 students have had the opportunity to be involved in Career exploration through the Pathways Coaching Program this year and are developing the skills to seek information about their education and career direction. This is another chance to further investigate future pathways options. If you need any assistance, please contact the Careers office.

Important dates to note:

May 1 2015  Due date for Work Experience Arrangement forms to be submitted to the Careers office.

Students can access forms on the intranet: careers/work experience and resumes OR collect one from the Careers office.

May 4-8 2015  Compulsory after school meeting – students who have not submitted their form will be advised when they must attend the Careers office. Careers staff will assist to finalise arrangements.

May 15 2015  Internal Suspension – as this is a compulsory program, students who have not finalised Work Experience arrangements will incur an internal suspension.

Why start planning now?
• You will have more success in obtaining a preferred placement if you contact organisations early, as many students across the state are also doing work experience. For example hospitals, courts, architectural firms have limited placements available.
• A student may have to contact many employers numerous times before obtaining a placement.

What do Year 9 students need to do?
• Think about what careers you would like to further investigate through work experience. (This is a realistic way for students to find out first-hand what a particular career is like on a day by day basis).
• Contact prospective employers and organisations to request work experience for June 15 to 19 2015.
• Download the Work Experience Arrangement form and travel arrangement form from the intranet: careers/work experience & resumes: must be filled in and signed by the employer and parents, then returned to the Careers office for processing before the due date mentioned above.

Important – be aware that:
• Students seeking a placement with an employer associated with the construction industry are required, under the Occupational Health and Safety Act, to complete an additional Work Safety Certificate known as the Construction Card. This may be required for a workplace such as architecture, plumbing, building, electrical, interior design and others. A cost of up to $180 will be incurred for the Certificate. Students may seek further advice from the Careers office. This certificate is required even if the workplace is a private home.
What will the College’s Careers office do to support students?
• Be available so students can discuss their ideas, especially period 7 Tuesdays and Thursdays.
• Encourage students to develop a current resume during their English classes.
• Provide support to students when contacting employers and for organising interviews.
• Provide assistance to students to organise their required legal documentation.
• Organise for College staff to contact employers to book visits during the placement.

Yours sincerely

Stephanie Thomas
Careers Coordinator
Email: careers@mwsc.vic.edu.au

Lyn Manning
Head of Student Services

Please return this slip to the Careers office Monday November 10 to assist us in our planning.

WORK EXPERIENCE PROGRAM 2015

Student’s Name: ................................................................. Home Group ...........

• I am aware that:
  - it is my child’s responsibility to make contact with employers to organise a Work Experience placement for June 15-19 2015. Several prospective employers may have to be contacted before a suitable placement is found.
  - due date for submitting Work Experience Arrangement forms is May 1 2015.

• If your employer would like to be included on a database of prospective work experience placements for Mount Waverley Secondary College students, please let us know the following details:

  Employer .................................................................

  Contact details .................................................................

  Work type .................................................................

  Location .................................................................

Parent/Guardian signature ................................................................. Date .................................