

Mount Waverley Secondary College

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Junior Campus:

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ABN 19 486 840 793

October 2017

2018 Work Experience Program Monday 4 June to Friday 8 June

Dear Parents and Carers

The Work Experience Program is an annual event which gives Year 10 students the opportunity to explore and experience a workplace/career they may be interested in. Students are encouraged to think about an occupation they would like to explore and contact an appropriate organisation or company to apply for a placement. Many schools conduct Work Experience Programs throughout the year therefore some popular work experience opportunities may fill very quickly.

All students are expected to be involved in a placement unless they have **not** turned 15 years old as at 4 June 2018. Please contact the Careers office if your child will not be 15 years old as at 4 June 2018.

The following information is provided to assist your child to secure a work experience placement. If you have any questions, please contact the Careers office on 9803 6811 or careers@mwsc.vic.edu.au

- MWSC students may access work experience forms from the Careers office or the Student Intranet:
Careers Work experience and resumes
 - o do not delay in seeking a placement as many companies have limited placements available
 - o use contacts through your family and members of the local community
 - o use internet and phone directories to research possible placements

Students may access the Work Experience Employer Database during recess and lunch times in the Careers office. The School Checklist, 'Work Experience Arrangement and travel forms' and any relevant 'Safe at Work' (general and industry) forms must be submitted to the Careers office **before the close of business on Monday, 7 May 2018**. The college will complete the 'Principal Consent' section.

The following mandatory requirements are to be completed before a placement is approved:

- ✓ The School Checklist for placements
- ✓ DET *safe@work* modules
- ✓ **Construction Card** (at own cost) for work in construction industry including a private home; contact a TAFE before the end of Term 1 to complete a Construction Card course.

In Term 3 Year 9 students were allocated time to commence writing their resumé and in Term 4 they will learn about procedures for completing all legal requirements. Alumni members have also introduced workplace culture and skills concepts to the students.

If you work for an organisation which is in a position to offer a Work Experience placement to one of our students, please contact the Careers office on 9803 6811. The successful placement of students relies on our college community working together to support the students.

Yours sincerely

Mrs Stephanie Thomas
Careers and Work Education Coordinator

Mrs Julie Cain
Senior Campus Principal