

Mount Waverley Secondary College

College Postal Address: PO Box 346 Mount Waverley 3149

Internet home page: www.mwsc.vic.edu.au

Senior Campus:

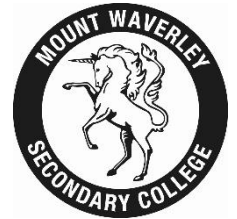
Lechte Road Mount Waverley

Phone: 9803 6811 Fax: 9887 9308

Junior Campus:

145 Stephensons Road Mount Waverley

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ABN 19 486 840 793

February 2021

2021 WORK EXPERIENCE PROGRAM 31 MAY – 04 JUNE 2021

Dear Parents/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. All students are expected to be involved in a placement external to the school unless they are 14 years of age. Please contact the Careers team if your child will be 14 during this period to discuss arrangements that will be in place.

Students will be expected with the support of the Careers team to secure their own work experience placement; this process incorporates the following steps;

1. Completion of safe@work General and Industry specific modules and assessment tests
(*This is completed during the School day within Term 1*)
This is a legal requirement and students who have not completed this step will not be approved to attend Work Experience placement.
2. Identifying and contacting prospective Employers.
3. Negotiating Work Experience placement.
4. Completing and submitting relevant Work Experience documentation inclusive of Employers, Parents and Students signatures.
5. Attend Work Experience placement.

Researching prospective Employers may incorporate internet research, visiting the Careers Office during recess and Lunch to access the Work Experience resources.

In addition to these research methods Students are encouraged to request Work Experience placements using:

- contacts through family and members of their local community
- internet and telephone directories to research possible placements.

It is recommended that Students commence the research ASAP, as available placements fill up very quickly. Work Experience placement hours generally follow a standard 9am-5pm work day.

Construction industry requirements: students seeking a placement with an employer associated with the construction industry are required to complete a **Construction Card**. This may be required for workplaces including architecture, plumbing, building, electrical, interior design and others. A cost of up to **\$180** will be incurred for the training required for the certificate. A Construction Card is required even if the work place is in a private home. Students may seek further advice from the Careers Office. You will need to arrange for your child to complete the certificate at a TAFE before the end of Term 1 2021.

Please encourage your child to visit the Careers office during recess or lunchtime for assistance to finalise their placement. You are also invited to ring the Careers office for further information on **98142231**.

Students may collect a printed form from the Careers office.

Placements must be finalised by **Monday, 26 April 2021** to enable the necessary administration to be finalised. The Careers team will be assisting your child in partnership with families to participate in the work experience program.

Students can access helpful information from the student intranet tab: work experience and resumes. 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 careers@mwsc.vic.edu.au or phone 9803 6811. Work experience relies on the support of our community.

Yours sincerely



Ms Athena Geros
Careers/Work Education Coordinator



Mrs Joanne Hall
Manager of Careers Education



Mr Ian MacLeod
Campus Principal-Middle School