

Year 10 Work Experience Program 20-24 2017

As part of the Career's and Transition curriculum students in Year 10 are strongly encouraged to complete a block of Work Experience. This has been scheduled for **20th November to 24th November 2017 (Term 4, Week 7)**. The Purpose of Work Experience is to assist students through the transition from school into working life. It also helps students to understand the relationship between school studies and the world of work and to develop greater awareness of their abilities and interests and expand their employability skills.

This year, our school has formalised the process of Work Experience to enhance the students' skills and confidence to be independent, resourceful and well prepared to take charge of their future. The Work Experience Program will involve students preparing a Personal Portfolio consisting of a CV and a letter of application.

The employers complete a report on each student, which may be used by the student as a reference in their subsequent job search. Some students even return from Work Experience with a firm job offer or traineeship, others are often given recommendations which result in employment.

The Work Experience Program aims at linking classroom activities to the practical exercise of work experience.

Work Experience is part of a broader Careers Program within the school, covering topics such as;

- Employability Skills
- Personal Attributes, Skills and Perceptions
- Career Planning
- The Job Search and Application Process
- Personal Portfolio
- Interview Process

Documents which need to be completed by your child, yourself and their placement employers have been given to all students and extra copies are available on the Jamison High Careers website: www.jamisonhighcareers.com

Students will be shown in their Career's class how to complete these documents. Once completed the documents need to be returned to Mr Markham in the Careers Office. Hard copies of Parent, Employer and Student Workplace Learning Guides have been included in this package. The Employer's Guide should be presented to the employer with the Letter of Application and Placement Document.

The student's Placement Document must be completed and returned to school by Friday 20th October (Term 4 Week 2) for endorsement by the Careers Adviser to ensure Work Experience insurance cover.

Students are not to be withdrawn from or change their Work Experience Placement without prior consultation with the Deputy Principal Mr Grahame and Careers Advisor.

Please note that any students, who will be doing Work Experience at a construction zone, even if it is only as part of a delivery to such a site, are required to hold a WH&S White Card. For students who do not hold a White Card, a WH&S training course will be held at school during term 3 on Friday 25th August before work experience. More information regarding this course will be provided over the next few weeks. If your child requires this qualification can you ensure they register their name with me in the careers office by 18 August, 2017.

While you are urged to provide guidance and direction for your son/daughter, it must be stressed that to gain the maximum benefit from this program, he/she be encouraged to follow through on each step for himself/herself. It must also be stressed the Work Experience cannot be seen as an extension of a part time job, nor is it desirable for students to do work experience with parents or close relatives.

Please feel free to contact me about this program or any other careers related matter.

Regards,
Peter Markham
Careers Advisor