20th June 2016

Dear Parents/Caregivers,

As part of the Careers Education Program at Kingsgrove North High School, Year 10 students will have the opportunity to participate in our Work Experience Program.

Work Experience allows students to experience the world of work and gain some insights into the working environment before they enter the workforce in a full-time capacity. Work Experience can also lead to employment for those students wishing to leave school at the end of Year 10.

Students in Year 10 are eligible to undertake work experience for a minimum of two full weeks, provided all ROSA and final year assessments have been completed.

The dates for work experience in 2016 are:

1. **Term 4 Week 7 21st November – 25th November (5 days)**
2. **Term 4 Week 8 28th November – 1st December (4 days)**

To be eligible to participate in this program students must have:

* completed all examinations for **all** subjects
* not be N awarded for any subject

Students will be required to find their own placements. They may choose one workplace for the two full weeks or two different workplaces for one week each.

Once placement is found:

1. The student and parent/caregiver must fill in and sign **Section 1** and **Section 4** of the **‘Student Placement Record’**
2. The employer must fill in **Section 3** of the **‘Student Placement Record’**
3. The completed **‘Student Placement Record’**- must be returned to the Careers Adviser no later than *Friday 14th October 2016 (Term 4 Week 1)*
4. The Careers Adviser contacts the employer and confirms the placement
5. Students/Parents & Employers to get a copy of all paperwork before student commences placement

**Please note: If the student is going to a different employer/workplace for each week of Work Experience, they will have to collect a second lot of Employer Paperwork from the Careers Office.**

More details about the Work Experience diary and tips for going out will be provided closer to the dates. At the conclusion of Work Experience, students will receive a Work Experience Certificate and an Employer Report.

Please don’t hesitate to contact me on (02) 9502 3933 should you have any questions or concerns about the Work Experience program.

Kind regards,

Ms M.Kabbara

Careers Adviser