



Thursday 5 March, 2018

Dear Parents/ Carers of Year 10 students

**Work Experience programs** are recognised as providing a unique opportunity for students to discover the world of work, and more specifically, careers of interest to them as individuals. Students are able to draw on the knowledge of professionals and establish links within their chosen fields.

The Year 10 Work Experience Program continues **at St Joseph's College, Hunters Hill**, in 2018 and I am looking forward to assisting your son in this important program.

All Year 10 students are required to undertake a compulsory week of Work Experience during the final week of Term 2, from **Monday 25 June to Friday 29 June 2018**. The timing of the work experience program in the SJC calendar assists students in making appropriate subject choices in preparation for the Preliminary and HSC years.

All **work experience documents** are attached and available on JNET and ilearn. Printed copies will be posted to your home address. Year 10s have received a copy of the 'St Joseph's College Work Experience Resource booklet'. The booklet has important dates, documentation, information, and templates to assist in finding work experience placements. Parents and students should take note of the exclusions for work experience which are clearly itemised in the CEC insurance documents.

Students are strongly encouraged to **source their work experience placement** during the April school holidays. Please assist in this most important requirement. Once a placement has been finalised, students should arrange for the employer to complete the 'St Joseph's College Student Workplace Record 2018' form and return it to the Career Counsellor, Lorna Charters at the College or by email [lcharters@joeys.org](mailto:lcharters@joeys.org) for insurance purposes.

Work experience takes place in Australia due to current insurance requirements. Enquiries regarding **overseas work experience** should be directed to Mrs Charters.

Year 10 boys will not **complete their Term 2 requirements** at the College until after the First XV Rugby fixture on Saturday 23 June 2018. Students are not permitted to travel home from the College prior to this date. If travel arrangements prevent a Monday 25 June start for Work Experience, a delayed start on Tuesday 26 June is permitted, with a finishing date of Monday 2 July.

Please **contact** via email at [lcharters@joeys.org](mailto:lcharters@joeys.org) if you have any questions or concerns.

Yours Sincerely,

Lorna Charters

Careers Counsellor

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