



# ST JOSEPH'S COLLEGE HUNTERS HILL

Monday 24 February 2020

Dear Year 10, Parents & Carers

## YEAR 10 WORK EXPERIENCE 2020

I am writing to you regarding the **Year 10 Work Experience Program at St Joseph's College in 2020** and I am looking forward to assisting your son in this important initiative.

All Year 10 students are required to undertake a compulsory week of Work Experience during the final week of Term 2, Week 9, from **Monday 22 June to Friday 26 June 2020**.

Boys are encouraged to find their own work placement with the support of the school.

Work Experience programs are recognised as providing a unique opportunity for students to discover the world of work. Students are able to draw on the knowledge of professionals and establish links within their chosen industries. Work experience also helps to test career ideas and to challenge boys to consider career pathways for their future.

The timing of the work experience program will also assist students in making appropriate subject choices in preparation for the Preliminary and HSC years.

During the next two weeks, we will begin working with all of Year 10 to provide the necessary information and guidance for the boys to commence their search for work experience. This will include documentation, forms, dates and templates.

Please note the following documentation provides important information and will assist your son plan and apply for work experience.

- SJC Work Experience Resource Booklet (Detailed Information)
- Student Workplace Learning Record (Approval Form)
- SJC Work Experience Report (Employer's Report)

This and other supporting documentation can be found on the Year 10 Career iLearn page. Parents and carers can access this at <https://ilearn.joeys.org/homepage/code/CAREER.22>.

Please note that the '**SJC Work Experience Resource Booklet**' contains detailed information, important dates, documentation, and templates to assist in finding work experience. The booklet also includes links to a range of industries that may provide work experience opportunities.

Parents and carers should take note of the insurance related exclusions for work identified in the above resource booklet and associated insurance documentation. Enquiries regarding **overseas work experience** and identified exclusions should be directed to Mr Cousins.

Students are now strongly encouraged to commence their search for work experience.

Once a placement has been identified, students should arrange for the employer to complete the '**Student Workplace Learning Record**' (attached) and return this to the Career Counsellor, Mr Rob Cousins at the College or by email [careers@joeys.org](mailto:careers@joeys.org). This should be signed by all stakeholders, including parents and carers, the employer, and student before being returned to the school for approval.

Approval for Work Experience should be finalised by Week 7, Friday 12 June.

I look forward to working with you and your son for this important and exciting career opportunity. Please contact me via email at [careers@joeys.org](mailto:careers@joeys.org) if you have any questions or concerns.

Yours Sincerely

Mr Rob Cousins  
Careers Counsellor  
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