



# Sapphire Coast Anglican College

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9 October 2015

Dear Parents/Guardians and Year 10 Students,

## 2015 Work Experience Program

It is expected that students in Year 10 will participate in the 2015 Work Experience Program in Term 4, Monday November 30 to Friday December 4, 2015.

This program is provided for students to gain an understanding of work life and what is expected of employees. It is also an ideal opportunity to gain work skills and test out a career area or a specific job that students may consider pursuing in the future.

If students have already completed work experience earlier in the Year they are not required to complete an additional work experience, although this is encouraged. Students in this case are not required to attend school in the work experience week.

Students who are intending to leave school at the end of Year 10 to seek work opportunities can complete their work experience earlier. Please ensure that your child has advised Mrs Meers of such intention so that work experience can be organised in the coming weeks.

We request that students, parents or guardians contact employers in the first instance to ensure that they are able to accept work experience students and have availability during this week. Once an employer has agreed to accept a student for work experience the College will coordinate all the necessary paperwork including student insurance.

Please complete the attached form and return it to Reception by Friday October 16, 2015 to enable appropriate planning to continue seamlessly.

Mrs Debbie Meers  
Careers Advisor

Mr Andrew Duchesne  
Principal



**2015 Work Experience Program**  
**30 November – 4 December 2015**

**Student:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

It is a student's responsibility to find their own work experience placement, but I am able to provide ideas and advice.

1. Often it is 'not what you know, but who you know' that results in great work experience opportunities. Do you know someone or a business who could offer you a work experience opportunity?

Yes

No

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

2. Have you confirmed your work experience with the above business?

Yes

No

I have discussed the work experience options with my child and support the information on this form.

\_\_\_\_\_  
Parent Signature

If you require any further information or would like to discuss the program with me, please contact me on 64947777 or 0418206236. Please return this form to Reception by Friday 16 October.

Mrs Debbie Meers  
Careers Advisor