

## Year 10 Work Experience – 2021

**WORK EXPERIENCE PLACEMENT DATES: - Monday 22<sup>nd</sup> to Friday 26<sup>th</sup> November 2021**

**Process to follow:**

**Step 1:**

**Work Experience Agreement**

- Fill out *Student Details* and list a phone number for the student
- Student sign and date the *Student Responsibilities* section
- Parent/guardian sign and date the *Parent Consent* section

**Step 2:**

**Approaching the employer**

- Student calls or visits the employer to ask them about a work experience placement

**Step 3:**

**Visiting the employer/employer signs form**

- Once the employer has agreed to host student for work experience, the student needs to arrange a visit to have their form signed
- During the visit, discuss placement details – start/finish times, workplace activities, what to wear/bring with you
- Ask the employer to sign the form

**EVERYTHING ON THE FORM NEEDS TO BE COMPLETED  
BEFORE RETURNING IT TO SCHOOL**

**Step 4:**

**Return the form to Marian**

- Take the form to Marian in J07 and she will get the Principal's signature to complete the form.

**Step 5:**

- Once the form is completed, the school will email a copy to the employer along with a copy of Certificate of Currency.

**Important: WORK EXPERIENCE AGREEMENT IS VERY IMPORTANT – IT IS FOR INSURANCE COVERAGE FOR PLACEMENT**