28 February 2011

WORK EXPERIENCE PROGRAM

For students NOT attending the Northern Excursion 2011

Dear Parent/Carer,

Students who are NOT attending the Northern Excursion in 2011 will be offered the opportunity to participate in a work experience program during Weeks 2, 3 and 4 of Term 2, 2011.

The Northern excursion leaves on Tuesday 3rd May and returns on Friday 20th May 2011.

Students can do one placement for the duration of the excursion or a maximum of 2 placements over these dates. Students who do not accept this offer are expected to attend school and follow an alternate program of lessons.

Students doing work experience are required to organise their own placement.

Students must complete and return their indemnity form(s) which can be obtained from Mr Coyle.

Please Note: if two placements are organised, two indemnity forms must be returned.

These documents are of great importance for insurance purposes. The form(s) must be returned to Mr Coyle by the end of Term 1.

Late applications will not be processed.

All students must ensure their placements with me as there are some types of work experience not covered by Department of Education and Training insurance.

Work placement is a very valuable learning experience. Many students find full-time or part-time employment as a result. Participation in this program is a positive step for your son/daughter and provides important documents for their resume or portfolio.

Please contact me at the school on 6765 7888 if you have any further enquiries.

Yours sincerely

Mr Tony Coyle
Careers Adviser