



OUR LADY OF MERCY CATHOLIC COLLEGE BURRANEER

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Year Ten Work Experience Program

Dear Parents/Caregivers,

Work Experience has been running at Our Lady of Mercy Catholic College for many years. In order for the program to continue to be successful, we require a team approach between the College, students, parents and employers in supporting this worthwhile and enriching initiative. Work Experience offers a chance for students to gain valuable skills and insights into diverse career paths.

The following dates in Term 4 have been allocated, where ALL Year Ten students are required to find a work experience location, and attend for the week:

Monday November 21 – Friday November 25, 2016 (inclusive)

This program is covered by CEC insurance that requires the correct completion of the Sydney Catholic Schools Student Workplace Learning Record by all parties:

- Student (page 1)
- Parent/Caregiver (page 1)
- Host Employer (pages 2 and 3) - referring to pages 12-14 of Employer Guide to Workplace Learning
- School (page 4)

Once all FOUR sections are complete, the School will need to give the FINAL approval of this work experience PRIOR to the student commencing the placement.

Students need to actively work on finding a suitable work experience location, under the guidance of their parents. Further advice can be obtained from Ms Rayer, who may also be able to recommend areas to investigate for possible work experience. The Student Workplace Learning Record is to be completed and **returned to school before August 12, 2016**, either in person by the student to Ms Rayer or to Student Services. The applications will then be processed. This involves a long process of checking forms, phoning and/or visiting work places to ensure their suitability, and to meet workplace health and safety and child protection requirements.

Please be aware that there are limitations regarding students' duty of care (listed at the top of page 3 of the Student Workplace Learning Record). If you need to discuss any of this further, please email annmarie.rayer@syd.catholic.edu.au or phone myself at the College. There are also limitations if students intend to work with animals. Once again, under these circumstances please make contact to discuss the placement.

Thank you in anticipation of your support, and looking forward to another engaging and enriching year of Work Experience.

Yours sincerely,

Ms Annmarie Rayer
Careers Coordinator

Ms Gilda Pussich
Principal