

'we make the difference' for your child.



**ClontarfBeach**  
State High School

March 2022

Dear Parent/Caregivers

**YEAR 10 WORK EXPERIENCE PROGRAM**  
**Tuesday 24<sup>th</sup> to Thursday 26<sup>th</sup> May 2022**

Year 10 students enrolled at Clontarf Beach SHS have the option to participate in a three day work experience program. The Clontarf Beach SHS WEX Program is an important experience for our students and can cement the ideas and goals that our students have for their future pathways. While students may wish to experience industries they hope to be employed in in the future, the priority is on students having a professional experience in the workforce and developing an understanding of the skills which make them employable in any field. The success of this program in previous years has resulted in students gaining school-based traineeships, casual employment or future career contacts.

For your student to get the most out of this opportunity – we advise you to discuss the following with them:

- *The industries they may be interested in doing their work experience in.*
- *How they would travel to their work placement. (eg: bus, train, public transport, parent)*
- *Arranging their own work placement. (eg: with family or friends or by contacting businesses directly)*

**★ Students will be required to source their own work experience placements ★**

Work experience placements are to be organised for the three program dates, 24<sup>th</sup> to 26<sup>th</sup> May 2022. A student can do placement on one, two or all three of the program dates. This is to be discussed with the business. Please note work experience is voluntary work and students cannot be paid during their placement.

A *Letter to Potential Businesses* outlining the program can be obtained from Bel Smith at any time. Students can give these to potential businesses to explain what the program is and to help organise their placement.

There will be **no cost** for this work placement, however some industries require a dress code, personal protective equipment, White Card or Blue Card. Trade based businesses students will be required to hold a White Card (these can be sourced for a fee) and Childcare may require a Blue Card (these can be applied for free of cost for students at least 4 weeks in advance).

**ELIGIBILITY TO PARTICIPATE IN THE PROGRAM**

- Student behaviour at school is to be satisfactory and participation in the program is at the House Dean's discretion.
- At Clontarf Beach State High School students are required to maintain an attendance rate of 90% or above to be able to participate in extra-curricular activities. Students who have an attendance rate of less than 90% will not be permitted to participate in this Work Experience Program.

A Work Experience Registration Form is attached. By signing this you agree to the participation requirements above and their placement with the sourced business. Please fill this out with your student (including details of the business) and ask the student to **return it directly to Bel Smith as soon as a placement is found BUT no later than Friday 29<sup>th</sup> April 2022.**

If you require any further information please call Bel Smith on 3480 4726.

Kind regards

Ms J E House  
Principal

  
Bel Smith  
VET Pathways Officer

# Year 10 WORK EXPERIENCE PROGRAM

Tuesday 24<sup>th</sup> to Thursday 26<sup>th</sup> May 2022

## Student Registration Form

Given Name	Surname	Date of Birth	Age	Care Class
Parent/Guardian Emergency Contact Details:	Name:  Relationship to Student:  Mobile Phone:			
Student allergies or medical conditions?	If yes, please specify.			

**IMPORTANT NOTE.**

Students cannot do work experience at a business in which they are employed and cannot be paid during the time of the work experience. If the student is paid the work experience insurance is deemed null and void and students/employers will not be covered by the QED insurance agreement.

<p><b>Details of sourced employer and work experience agreement information</b></p> <p><small>(School will contact them to confirm participation)</small></p>	Hours per day: Business Name: Business Address:  Contact Person: Phone Number: Email Address: Industry Type :  Summary of duties/workplace activities (brief):  Special requirements (eg. PPE, uniform, orientation, WHS):
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I/we hereby give permission to collect and disclose the information on this form to generate the Work Experience Agreement (WEA) form and that these details will be provided to the employer and kept on file at school for insurance purposes. I/we hereby give consent to my student's participation in the work experience program and agree to the participation requirements listed in the letter to parents, including behaviour and attendance at school is satisfactory, as well as agreeing that transport to/from the work experience is the responsibility of the student/parent.	<b>Student Signature</b>	<b>Date</b>
	<b>Parent/Guardian Signature</b>	<b>Date</b>