Year 10 Work Experience Week 5 Term 4
Monday 5th November /Friday 9th November

Dear Parents and Carers,

All Year 10 students will complete a week of Work Experience. Work Experience will occur in Week 5 Term 4 from Monday 5th November/Friday 9th November.

The Careers Advisor must ensure all legal paperwork is completed between the employer, parents, students and school prior to Work Experience commencing.

Students are to research possible employers of their choice. Assistance on how to choose and locate possible employers will be given by the Careers Advisor at school.

Students then have two options for arranging Work Experience:

Option 1. Students provide details of employers and businesses where they would like to spend their week of Work Experience including business cards to the Careers Advisor Ms Henson in the Careers room.

Option 2. Students can see Ms Henson for available places that have been offered by local employers after they have made every attempt to find their own.

Once students have made a decision they must provide this information to the Careers Advisor. The Careers Advisor will make contact with the employers to check details of the placement and finalise the legal paperwork.

Students need to consider the following points:

➢ Their ability to travel to the place of employment to meet starting times
➢ Relevance to their future careers
➢ The opportunity to source casual and part-time work.

Work Experience places need to be sourced by Rouse Hill Year 10 students as soon as possible as local employers are approached by many students from many different local high schools. This process needs to be finalised by the end of Week 8 Term 3 as at the 7th September.

Parents and Carers are welcome to contact the Careers Advisor Ms Henson at anytime with questions about the Work Experience programme.

I would like to thank you for supporting your child in assisting them with their Work Experience.

Ms K.Henson  
Careers Advisor  

Ms K.Chapman  
Principal