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21st October 2020

Year 10 Work Experience
 Term 4



Dear Students, Parents and Carers

Unfortunately due to the restrictions associated with COVID19, our current Year 10 cohort missed out on Year 10 **Work Experience Week** this year. Whilst we cannot send students out on mass as we usually would, the school is happy to support individual students who arrange work placement. Students have been advised of the relevant process in applying for work experience during careers class.

Whilst we can be flexible in when students take this work experience, it can NOT be out of school hours. Students would be best placed to plan for the second half of term 4, from Week 6 onwards, after sitting their end-of-year exams. Students will still need to check their Assessment Schedules to avoid missing in-class assessment tasks after their examination week as work experience does not exempt students from scheduled assessments.

Students wishing to secure work experience need to attend the Careers Office to collect the following documents. Previous documents issued are now invalid as there are now Covid19 Safety Compliance requirements to be met as outlined in the new documentation.

Document	Action Required
1. DoE Student Placement Record (SPR)	To be returned to Careers Adviser once Student, Employer and Parent/Carer sections have been completed and signed. Please check thoroughly for completion before handing in. Before attending Work Experience, students will receive three copies of the completed SPR to give to parents, the employer and for themselves.
2. Vehicle Travel with Host Employer/Supervisor (Blue)	Only required if there is travel involved between various locations with a supervisor or employer.
3. Employers Guide to Workplace Learning	To be given to the Employer when organising your placement.

4. Parent/Carers Guide to Workplace Learning	For your information – please keep.
5. Employer Evaluation Form	To be completed and returned to Careers Adviser with the Work Experience Journal.
6. Emergency Contact Card	Given to student with their three copies of the Student Placement Record (SPR). This needs to be filled out and kept with the student at all times during their placement.
7. Accommodation Away from Home	Only upon request and if required.

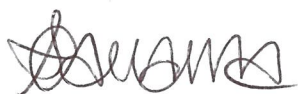
Students have been instructed on how the **Student Placement Record** is to be filled out, how to approach organisations to request Work Experience and have learnt about their roles and responsibilities as an employee in the workplace.

It would be appreciated if you could please assist your child with the organisation of their placement where needed. Careers staff are happy to provide suggestions and details of past placements students have used. As part of the process for work experience, students are encouraged to make contact with the employer themselves.

The **Student Placement Record (and other paperwork) will only be accepted a full week prior to the work placement commencing, allowing for ample time for administrative processes. Students must NOT start work experience prior to receiving the final sign off from careers or they are not covered by the DoE insurance in the event of an accident or injury.**

If you have any further questions about Work Experience, please do not hesitate to contact the Careers Faculty at the school on (02) 4646 1899.

Yours sincerely



Ms Samantha Caruana
Careers Adviser