



St Mary's College Toowoomba

Forming young men of faith, integrity, action and excellence

28th February 2018

Dear Parents

Re: Work Experience: Monday 17th September – Friday 21st September, 2018

St Mary's College has allocated a five-day period during Term 3 for a Work Experience Program for all Year 10 students on a compulsory basis. This year the program will operate from **Monday 17th September – Friday 21st September, 2018**.

Work Experience Placement is important and valuable as it assists students in their transition from school to work. The type of work experience that is adopted by St Mary's College is 'Work Sampling'. Work Sampling provides students with an opportunity to gain first-hand, the knowledge, skills and attitudes required in a workplace. It also gives students an opportunity to test personal vocational preferences through performing tasks in a workplace. It is anticipated that students will use their experience to assist their career choices and subject selections for senior school as well as providing them with some insight into the world of work.

While the work experience program does not commence until the end of Term Three, it is strongly advised that you assist your son in securing a placement for this period in the near future. It is important to note, however, that the onus on finding a placement is on your son as we seek to provide him with the communication skills he needs to be successful in his post-schooling endeavours.

You will find attached to this letter a number of documents. They include:

- **Work Experience Insurance Information for Parents and Students**, which advises you on legal and organisation requirements for the work experience placement that is arranged by you and your son.
- **Work Experience Expression of Interest Form** which is to be completed by your son and you once he has successfully negotiated with an employer for a placement during the work experience period. This document must be returned to Mrs Lisa Cocks cocks1@stmaryscollege.com in the Curriculum Office or emailed to work-experience@stmaryscollege.com by Tuesday 12th June 2018. The school will issue a *Work Experience Agreement Form* at the start of Term Three, which is to be signed by all relevant parties prior to placement commencing.

These documents will also be available to download from the St Mary's College Website, under **Latest Forms and Letters** <http://www.stmaryscollege.com/>

If you have any queries regarding work experience, please contact the St Mary's College Director of Senior School, Ms Eleigha Hannam, or Lisa Cocks on (07) 4631 7333 or via email on work-experience@stmaryscollege.com. Thank you in anticipation of your support for our Work Experience Program.

Yours sincerely

Mr Michael Newman
Principal

Ms Eleigha Hannam
Director of Senior School

