



Ambarvale High School

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Principal: Ms L Barnott-Clement, M.A., M.Ed., B.A., Dip.Ed.
Deputy Principal: Ms E Fitzgerald, BSc (Health), Dip.Ed.
Deputy Principal: Ms S Arts, M.Ed., B.Sci., Dip.Ed.

Information Note Year 10 Work Experience Week Monday, 23 November to Friday, 27 November 2020

Dear Parent

Your child will be participating in work experience during Term 4 in week 7. The Department of Education has approved the return of Work Experience from Term 3 and requires employers to enact the necessary COVID 19 precautions. Planning for Work Experience starts now but will be subject to any change in the health advice.

Work Experience is compulsory and no classes will be held for Year 10 during that week. Work Experience is an excellent opportunity for students to get first-hand experience of the world of work and better understand the skills and attributes that employers expect.

When: Monday, 23 November to Friday, 27 November 2020.

Students will receive a work experience information pack in class this week. All students will receive a Student Placement Record which is a four page document which formally records the details of the work experience and must be signed by the student, parent, work place and school. Once completed and signed the student placement record serves as insurance for the student during work experience week.

Students are encouraged to find an employer and return their student placement record by Term 3, Week 6 on Monday, 24 August 2020. Students can also come to the Careers Office and collect a pre-filled form for popular employers such as local schools, supermarkets, child care centres and trade facilities that take Ambarvale students each year.

Closer to the date students will receive additional information which will be required at work experience including an emergency contact card, work experience diary and employer evaluation report. Students will also complete an on line Work Readiness Certificate.

If you have any questions about the program, please do not hesitate to call Mrs Abelitis on 4627 1800.

Mrs K Abelitis
Careers Adviser
22 June 2020