



# Ambarvale High School

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

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## Year 10 Work Experience Week Information Note

Dear Parent

Your child will be participating in work experience during Term 4 in Week 8. 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, 22 November 2021 to Friday, 26 November 2021.**

Students have the option of doing an additional week from 29 November 2021 to 3 December 2021, however this is voluntary.

Planning starts in Term 2, Week 10 when students receive a work experience information pack in class. 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 required to find an employer and return their student placement record by Term 3, Week 8 on Monday, 30 August 2021. Students who need support to find an employer must see the Career Adviser for assistance early in Term 3.

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

Mrs E Fitzgerald  
Deputy Principal  
22 June 2021

Mrs K Abelitis  
Careers Adviser