Dear Employer

Letter of Introduction

Woolgoolga High School will be conducting a Work Experience program which is aimed at providing our Year 10 students with the opportunity of working in and observing a job of their choice.

We hope this experience will help students to develop specific job related skills and to assess their own suitability for that type of work when making final career choices. In addition, the social and communication skills of students will be developed during the period.

The Year 10 student presenting this letter would be most grateful if you could accommodate them for a five day work experience placement with your organisation from Monday 8 April 2013 to Friday 12 April 2013.

If it is possible for you to assist us during this period could you please complete the enclosed student placement record and return it to the school as soon as possible.

As some employers may not be familiar with Work Experience Program, the NSW Department of School Education has provided the following guidelines:

1. Students are not to be employed to perform duties of existing or vacant positions - they are permitted to assist staff members in their work.
2. Students should be given directions as to their conduct while in the workplace.
3. Ideally students should be rotated through as many positions as possible.
4. As the students are working to gain experience and personal benefits, no payment will be involved.

Also, the NSW Department of School Education has arranged insurance to protect employers against any injury to students arising out of the work experience placement.

If you require any further information about the program please contact Jeff Allen on 02 6654 1500.

Yours faithfully

Jeff Allen
Careers Adviser

Guy Wright
Principal

www.woolgoolga-h.schools.nsw.edu.au