17 December 2012

Dear Parent/caregiver,

Your son/daughter will be participating in the Year 10 School Work Experience Program in 2013 on the following scheduled dates:

- Week 1 - Monday 8 April to Friday 12 April (last week of Term 1)
- Week 2 - Monday 24 June to Friday 28 June (last week of Term 2)
- Week 3 - Monday 25 November to Friday 29 November (Week 8 Term 4)
- Week 4 - Monday 2 December to Friday 6 December (Week 9 Term 4)

The program is voluntary and students can choose to do one or all of the scheduled weeks available. What we have discovered, however, since using this model over the last four years is that students often find it difficult knowing how to approach an employer in the first instance. With this in mind, along with the support of the Woolgoolga Chamber of Commerce, we have decided to encourage all Year 10 students to apply for a place with a local Woolgoolga and surrounding area business during our scheduled first week from 8 to 12 April 2013.

The plan is for this employer to become more of a mentor introducing our students to the world of work so that the focus is not so much the job itself but more about learning how to successfully navigate around the business and how to relate to staff members at an adult level. For many students this will be the first opportunity to experience work in any form and one of the primary objectives will be to begin to compile a personal resume which will include relevant on the job skills they have learnt during this time with the employer mentor.

The Chamber of Commerce has been compiling a list of local employers willing to support this initiative and their details will be available early in Term 1 2013 for our students to access as a point of contact for work experience.

Most of these employers have also committed their time to our very successful Careers Youth Forum, scheduled to take place on Wednesday 22 May 2013, as a lead in to our second week of work experience which focusses on choosing subjects for the senior school years. We hope that the advice from employers at the forum about relevant subjects is then reinforced by employers during the June work experience to help our students make an informed choice.

As a parent or caregiver we are therefore seeking your support to help your son or daughter work through the Student Guide to Workplace Learning over the upcoming school holidays so our students will get the most out of the work experience opportunities during Year 10.

Yours sincerely

Jeff Allen  
Careers Adviser

Guy Wright  
Principal

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