



North Bundaberg State High School

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Dear Parents/Guardians,

We are proud to announce that we will be conducting a Year 10 Work Experience program this year, as part of our career education program. Students will participate in one week of Work Experience commencing Monday 27 November to Friday 1 December 2017. This is after final assessment is complete and will not impact on classwork.

The program will give students an opportunity to experience working in a career that is of interest to them, assist them in future choices regarding career pathways and subject selection for senior schooling.

This term all Year 10 students are creating their SETP (Senior Education Training Plan), selecting subjects for year 11/12 and attending their SETP interview. We encourage all parents to attend the SETP interview with their student to discuss future career and subject choices as well as options for a Work experience placement. SETP interviews will be held from September 8-15 and more information will be available shortly about the process for making a SETP interview booking.

Your student has participated in our career education program since Year 8. This has included:

- Development of a career and education plan called 'My Big Picture Plan'
- Ongoing adjustment to this plan as part of the Student Led Conference process
- Participation in career planning lessons
- Support provided by our Guidance officer – Careers
- Engagement in our SET Planning program.

Work experience will be a further addition to this program as participating in a variety of work experience placements during a student's senior years assists them in making more informed choices about their future pathways.

Students will be required to find their own work experience placement. They will be given an application form to take to possible employers and once they have their placement, they submit employer details to our Work experience coordinator to generate the necessary paperwork. We encourage students to organise their placement early. Students are **not** encouraged to arrange their work experience placement where they have a part time job or in a family business, as this limits exposure to other possible careers and work environments.



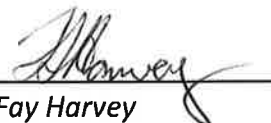
We value RESPECT – RESPONSIBILITY and the RIGHT to learn


Due to a high number of students potentially engaging in work experience at the same time, early contact with employers by students is highly recommended. Students will need to have their placement arranged by the *October 13th*. If your child has not found a placement they need to contact the *Work Experience Coordinator* for suggested placements.

All placements are to be confirmed by the Work Experience coordinator. No student will be permitted in a workplace unless all appropriate paperwork is completed and signed off by all parties prior to start date, as they will not be covered by insurance. Further detailed instructions about the process and guidelines to follow will be communicated to you throughout the term. This letter is to inform you that the Work Experience program will be conducted and that students should begin thinking about possible work experience locations.

We look forward to your son/daughter's participation in the Work experience program.

Yours faithfully,


Fay Harvey
Work Experience Coordinator


Ross Robertson
Principal