Dear parents of students in Year 10 and 11

In order to give each student the best start to the career journey, the school requests that students complete two formal work experience placements before commencing Year 12. Those with exceptional circumstances are asked to discuss this matter with the Careers Coordinator.

The following dates have been set aside this year for work experience:

**July 15 -19 (except Wed if needing to attend VET or VCE classes outside the school)**

**November 25 – 29 (Year 10 only)**

It is important to start searching as soon as possible for work experience placements. Outer Easter Local Learning and Employment Network (OELLEN) is a government funded organisation whose role is to assist young people to find learning and employment opportunities within their local community. They came to speak to Year 10 students on Tuesday 5th March to explain how they can help connect them with local businesses who are trustworthy and willing to accept the responsibilities of taking on a work experience student. Students were shown how to use their website to search for available placements and to indicate their interest being connected with the employer. This is something you and your child could do at home together. The OELLEN website link can be found on the Careers page of our school website or you can enter OELLEN into your search engine. Year 11 students who wish to complete some work experience this year can come and see me if they are interested in using this service.

Work Experience Forms are available from outside the senior school office. It is important that the employer, student and parent complete the original form before returning it to the Careers Coordinator. It will then be signed by the principal before a copy is sent back to the employer along with other important information for the employer.

Those students intending to work with animals for their work experience will be required to fill out a separate form. Please see Amelia Koole if you think you will need one of these.

Students are now required, under a Ministerial Order, to complete Occupational Health and Safety requirements before commencing work experience. In Year 10, students will complete safe@work certificates online in class. They are required to complete a general module and a specific module that aligns with the type of work experience that they will be doing. Safe@work certificates are valid for 12 months. If work experience is to be commenced after this period of time, students will need to do the Review Module and a specific module again in their own time. More information can be found on the safe@work website (a link to this is in the careers section of the school website).
If your child is over 15 and intends to work in aged care they will need to have a Police Check obtained. This can be done through the school office at a reduced price. If your child is over the age of 16 and they want to work with children, they will need to obtain a Working with Children Check (check with the employer first if this is needed if you are unsure). Forms for this are obtained from the post office and the application is free.

If you have any further questions, please don't hesitate to email me at akoole@mecs.vic.edu.au or call via the school.