TO WHOM IT MAY CONCERN,

I would like to introduce ___________________________ who is in Year 10 at Copperfield College. He/she is endeavoring to obtain on his/her own initiative, a one week Work Experience in the field of: _________________.

Work Experience programs are schemes whereby students are employed in the community for a short period (in this case five working days). The student will be covered for any Work Cover by the Department of Education, Employment and Training, and should be paid a minimum of $5.00 per day by the employer. The student will be required to attend work punctually and regularly as an employee. This student will be briefed regarding what will be expected of him/her and is required to successfully complete the safe@work (General and Industry Specific) modules before starting the Work Experience placement. This educates the student regarding responsibilities at work and familiarizing them with the Occupational Health & Safety in the workplace. I will visit the student during the Work Experience period.

Students’ experiences in the work force can have many outcomes. One is that they provide a basis on which future decisions about careers and employment can be made. While on the job, the students may also come to realise the relevance of some school subjects to working life while they still have the opportunity to follow them up. There are aspects of work which will encourage responsibility, independence and self-discipline. In addition students may gain greater knowledge of sections of the community with which they would rarely come in contact.

If you are willing to take part in this scheme and assist a student, would you kindly complete the section below. Should you wish to further discuss any details or seek additional information before you offer your support I will be happy to speak with you. You can contact me directly on the number below.

Yours faithfully,

Jenny Zahra
Careers Advisor
Sydenham Campus Ph: 9361 3887

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** STUDENTS ARE TO RETURN THIS SECTION TO THE CAREERS OFFICE 6 WEEKS PRIOR TO THEIR START DATE**