



23 August 2023

Dear Parents and Carers of Year 10 students

Thank you to all the parents/carers who have sent emails or left messages regarding work experience in response to Ms Connor's email yesterday. See below for clarification.

- Dates for optional work experience are between Monday 27 November to Tuesday 12 December (last day of school).
- There is no hard copy documentation to complete as we have gone paperless.
- Before you can complete the work experience expression of interest form (EOI), students **must source and identify their own employer** and have employer's contact details, including name, company name, mobile number, and email address.
- **Expressions must be submitted no later than Friday 13th October 2023 (Term 4, Week 1)**
- Once this EOI form is completed, work experience documentation will be sent via email with a docusign link that will be **emailed to your son**.
- Once he completes his section it will then automatically be sent to his parent/carer and the employer.
- When all parties have completed their sections of the form, it will be processed and approved by the school (please ensure you comply with all guidelines), and once approved all three parties will receive a copy of the completed docusign document for their information and records.
- Note: If your son has two employers he would like to do work experience with, he will need to complete two EOI's forms.
- REMINDER: Do not complete the EOI unless you have already sourced an employer and ensure all contact information for student, parent and employer is accurate.

We are excited to be able to offer optional work experience for Noah and hope that he enjoys the opportunity. For those students not undertaking work experience we have a fantastic skill development program at school that will also develop their entrepreneurial and employability skills.

If you have any questions regarding work experience, please do not hesitate to contact me.

Link to EOI [register here](#)

Yours faithfully

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