



15 September 2023

Dear Parents/Carers of Year 10

Please find attached Skills Development Program and workshops information for Year 10 from weeks 8 to 10 of Term 4.

In a designated Careers lesson this week students completed an online form informing the College whether they were doing work experience and also chose their workshops for Tuesday and Wednesday.

Regarding work experience, students were instructed to choose 'unsure' if they wanted to do work experience but hadn't found an employer or, have an employer but have not completed the work experience expression of interest form (EOI). Shortly I will be emailing all these students who have indicated 'yes' or 'unsure' the EOI for completion. The end date for EOIs will be Monday 23 October Term 4.

See below details from my original email sent to parents back in August.

- Dates for optional work experience is between Monday 27 November to Tuesday 12 December (last day of school). Students can do one week or both.
- There is no hard copy documentation to complete as we have gone paperless.
- Before you can complete the work experience express of interest form (EOI), students must source and identify their own employer and have their contact details, including name, company name, mobile number, and email address.
- 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 FIRST.
- Once your son 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 on Wednesday afternoons, with all three parties receiving 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 EOIs 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.

It is wonderful to see so many students excited about this targeted skill development program that develops their employability and entrepreneurial skills.

If you any questions, about the program please free feel to email me.

Regards

[Click Here for the Weeks 8-10 Program](#)

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[Click Here for the Workshops on Offer](#)