

## Year 10 Work Experience

Dear Employers

As part of the Year 10 Career Development program this year our students will be required to do Workplace Learning. The Work Experience will take place during the period of 24<sup>th</sup> – 29<sup>th</sup> June 2019.

This work placement will give students the opportunity to experience and learn about an industry they may wish to work in once they have finished school. It also gives them an opportunity to gain skills that will be valuable in the workforce as well as a great addition to their resumes. You will not be required to pay the student for the time that they are with you.

With this letter you should also be receiving a:

- Sheet containing insurance information
- Work Placement Agreement for your signature and business details
- Risk Assessment Sheet to fill out

Students are required to fill in a work book whilst at Work Experience. You will be required to sign this at the completion of their experience to verify the hours worked. They also need to have followed Workplace Health and Safety requirements of your workplace and followed appropriate personal presentation standards.

If you have any questions please don't not hesitate to contact Lynn Davies Industry Liaison Officer on 5580 7555 or [ldavi157@eq.edu.au](mailto:ldavi157@eq.edu.au)

Yours sincerely

Lynn Davies  
Industry Liaison Officer

Kylie Gurney  
Acting Senior School Principal