

GILROY SANTA MARIA COLLEGE

PO BOX 1013 Ingham QLD 4850 | 17 Chamberlain Street Ingham QLD 4850

P : (07) 4776 2888 E : admin@gilroysm.catholic.edu.au



Dear Parents and Carers,

Friday Work Placement

Work Placement is an important educational opportunity for all vocational students. It provides invaluable insight into the workplace and helps students develop the skills and qualities they will need for a successful transition into working life. It also provides a firsthand experience for students to explore and evaluate the career pathway of interest.

Students attend work placement each Friday (unless there are exams, or interhouse/interschool sports, camps etc). At no time will the student stay home or come to school to do assignments or catch up on schoolwork.

It is important that students choose their work placement carefully and find a workplace in which they have a genuine interest. Many students in the past have been successful in obtaining part-time work or a school-based traineeship/apprenticeship following work experience.

Each term, students are asked to change their workplace to ensure they experience different areas or different professions.

It is the responsibility of students to organise their work placement. To do this please contact the workplace and gain permission and take note of the contact person. Explain to them the dates you will be attending. Discuss work hours, dress code and expectations.

It is expected that:

- students work the normal hours of the business
- no payment is received
- the student arranges private transport to and from work
- the student makes the first contact with the work place
- the student completes the work experience agreement form.

PLEASE NOTE THE FOLLOWING EXCEPTIONS: If your child is wishing to go to a Primary School, Honeycombs, Hinchinbrook Shire Council and Lahtinen Electrical then we will make the initial contact for placement.

Students also need to be mindful of any requirements they need prior to placement. For example, White Card for entering a construction site, appropriate work wear and boots etc.

Please contact Mrs Ashley Sartor at the school if you have any questions or need assistance with this process.

Yours sincerely,

Ashley Sartor

Careers Officer

Ph: 47762888 Email asartor1@gilroysm.catholic.edu.au

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2022 TERM 4 Friday Work Placement Dates

Step 1 – Advise Mrs Sartor of which workplace you have been approved to attend:

Step 2 – Sign and return agreement form

WEEK	FRIDAY'S DATE	Year 11
Week 1	7 th October	Friday placement
Week 2	14 th October	Friday placement
Week 3	21 st October	Friday placement
Week 4	28 th October	Friday placement
Week 5	4 th November	Friday placement
Week 6	11 th November	Friday placement
Week 7	18 th November	Friday placement
Week 8	25 th November	No Work – Final day of school