

GILROY SANTA MARIA COLLEGE

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

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



Dear Students, Parents and Carers,

Term 4 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.

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.

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.

EXCEPTIONS: If your child is wishing to go to a school, Honeycombs, Hinchinbrook Shire Council, Ergon, then College 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@gilroism.catholic.edu.au

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TERM 4 Friday Work Placement Dates

Step 1 – Advise Mrs Sartor the workplace you have been approved to attend.

Step 2 – Sign and return your workplace agreement form returned by end of Term 3.

Term 4		
Week 1	Fri 7 th October	Work Placement
Week 2	Fri 14 th October	Work Placement
Week 3	Fri 21 st October	Work Placement
Week 4, 5 & 6	Monday 24 th October to Friday 11 th November	External Exams Work Placement recommended!! Communication with workplace is essential
Week 7	Graduation week	Graduation Week - At School

FAQ's

Work placement during External Exams (Week 4, 5 & 6)

Monday 24th October to Friday 11th November

Is work placement during External exams compulsory?

No, but it is highly recommended as this is the final opportunity for you to complete work experience through the school and be covered by the school's insurance.

Do I need to complete a signed workplace agreement for this time if I intend on doing work placement?

YES, otherwise you will NOT be covered by insurance.

If I have a part-time job can I work during External Exams?

Yes