

EMPLOYERS LETTER
YEARS 10/11 WORK EXPERIENCE

Dear Sir/Madam

I am writing to you regarding a Work Experience Program to be operated by [insert your school]. This school operates a work experience program for all students in Years 10 and 11 on an “Individual Release” basis. Interested students from either of these school Years are able to participate in work experience for one week at any time in the school year that is suitable to the student, school and employer.

The purpose of this letter is to introduce a student from Year 10 or 11 who is seeking a placement with your organization.

Name:

Home Address:

Home Phone:

Dates:

This student should have already made initial contact with your firm/organization, unless the placement was co-ordinated by the school’s Career Adviser.

Work Experience Programs are valuable for a student’s vocational and social education. In conjunction with the Careers Education Program in the school this experience will:

- Provide students with first-hand knowledge of a career and the working world in general.
- Help students to develop a greater awareness of their own abilities, interests and to balance ambition with reality.
- Help students decide on educational goals that are relevant to the careers that interest them.
- Provide a means of interaction between the school and the community.
- Help develop students’ self esteem, confidence and communication skills.

You may be interested in the following conditions which apply to any student who participates in a Work Experience Program:

- The student is classed as a volunteer worker and has no rights under the “Workers Compensation Act” and would not expect to be paid by the employer

- The Department of Education and Training has provided comprehensive insurance cover and indemnification, as outlined on the attached leaflet
- The students are obliged to find their own transport, dress correctly for the job, and be responsible for their own attendance record, which will be provided each day for the employer to sign.

It is desirable that students should participate as fully as possible in the 'normal' work and also have the opportunity to observe career areas that will be available with further study and experience. Each employer will be asked to complete an evaluation of the student and the program after the work experience session.

If you think you are able to assist this program by 'employing' a student for the week, please complete **Section 3** of the attached "**Student Placement Record**" and **return it** to the **student** at least one week before the work experience date. The student will have obtained parental permission to participate in the program and is aware of the conditions and the need for acceptable behaviour.

If you require any further information, please contact the Careers Advisers, [insert Career advisers names] on [insert contact number] during school hours 8.30 am – 3.00 pm.

Thank you in anticipation of your support.

Yours faithfully,