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3 February 2021

Dear Parents

Work Experience 2021

Five days of Work Experience is part of the Personal Learning Plan (PLP), a compulsory Stage 1 SACE subject, undertaken by all Year 10 students at St John's Grammar School.

Work Experience should be viewed as an educational/learning experience that is conducted in another environment, the workplace. Whether your son/daughter intends to seek employment or undertake further education or training on completion of their secondary schooling, work experience is invaluable in the preparation for the eventual post school transition. The school recognises the value of this experience and therefore requires all Year 10 students to participate in the program.

Organisation of the actual placement is the responsibility of the student. This means that your son/daughter is required to contact the employer and arrange to spend the five days in a work experience placement.

Work Experience for your child will be from **Monday 24 May to Friday 28 May 2021**, which is in Week 5 of Term 2. It is most important that the Work Experience placement is organised as soon as possible. Please give this placement considerable urgency and begin or continue conversations with your child about possible future career pathways and industries they might like to explore during work experience.

During the semester, students will participate in a mock job interview appointment, which they will have prepared for in their PLP classes. These interviews will have a formal tone and will be conducted by members of industry and the local community. If any parents would like to be involved in the interview process, please email me at vcastine@stjohns.sa.edu.au to express your interest.

Please note that Mrs Tracey Wilson (8278 0224) twilson@stjohns.sa.edu.au manages the administrative side of the Work Experience placement and is a very helpful contact should I (or your child's PLP teacher) be unavailable.

Guides for students, parents/caregivers and the workplace provider are attached, along with the Workplace Learning Agreement form and Work Health and Safety checklist. These documents are also available to download from the St John's Careers website, Future Career Pathways: <https://pathways.stjohns.sa.edu.au>. You will find the documentation needed from the Workplace Learning tab under Required Documents. Your child should provide the workplace with the relevant booklet when getting the Workplace Learning Agreement Form and Work Health and Safety Checklist signed.

Learning to Soar

The Workplace Learning Agreement form needs to be completed and signed by student, employer and then the parent/caregiver **by Friday 9 April**, which is the end of Week 11, Term 1. The Work Health and Safety checklist also needs to be completed by the employer and returned at this time.

Thank you in anticipation of your support with this meaningful and beneficial experience.

Yours sincerely

VIRGINIA CASTINE

Careers Counsellor

Work Experience Coordinator

