



# WOODENBONG CENTRAL SCHOOL

Unumgar Street  
Woodenbong NSW 2476  
Phone: 02 6635 1281 Fax: 02 6635 1488  
Email: [woodenbong-c.school@det.nsw.edu.au](mailto:woodenbong-c.school@det.nsw.edu.au)  
ABN: 1824 619 82 66  
Acting Principal: Miss Anne-Marie Mason



Dear Parents & Carers,

## WCS Work Experience Program

As part of the Careers Program students in Year 10 and 11 are strongly encouraged to complete a block of Work Experience. The Purpose of Work Experience is to assist students through the transition from school into working life. It also helps students to understand the relationship between school studies and the world of work and to develop greater awareness of their abilities and interests and expand their employability skills.

This year, our school has formalised the process of Work Experience to enhance the students' skills and confidence to be independent, resourceful and well prepared to take charge of their future.

The Work Experience Program aims to provide students insight into what employment looks like in their area of interest. It provides students with the following:

- Employability Skills
- Personal Attributes, Skills and Perceptions
- Career Planning
- The Job Search and Application Process
- Personal Resume and Portfolio
- Interview Process

Documents which need to be completed by your child, yourself and their placement employers will be given to all students. Students will be shown in their Career's class how to complete these documents. Once completed the documents need to be returned to Mrs. Smith at the front office.

Copies of Parent, Employer and Student Workplace Learning Guides can be found on the school careers website [Woodenbong Central School \(woodenbongcentralschoolcareers.com\)](http://www.woodenbongcentralschoolcareers.com) under the workplace learning menu, **Required Documents** tab.

Before starting students need to complete the **Ready for Work Experience modules** <http://go2workplacement.cls.janison.com/> and obtain a certificate of completion to present to the employer.

The **Employer's Guide** should be presented to the employer with the blue Student Placement form.

The student's Placement Document must be completed and returned to school one week prior to work experience for endorsement by the Careers Adviser to ensure Work Experience insurance cover.

While you are urged to provide guidance and direction for your son/daughter, it must be stressed that to gain the maximum benefit from this program, he/she be encouraged to follow through on each step for himself/herself. It must also be stressed the Work Experience cannot be seen as an extension of a part time job, nor is it desirable for students to do work experience with parents or close relatives.

Please feel free to contact me about this program or any other careers related matter.

Yours sincerely,

Careers Advisor

Anthony Quantrill

Principal

Anne-Marie Mason