



TOOGOOLAWAH STATE HIGH SCHOOL

7 December 2023

Dear Parents and Caregivers

As part of the Toogoolawah SHS Career Education Program, our School will conduct Work Experience for all 2024 Year 10 students from **Monday 25 to Thursday 28 March 2024**. Participation in work experience is a compulsory part of the Career Education Program and contributes to students meeting the requirements for the QCAA Short Course Career Education. Work Experience is designed to provide students with valuable learning opportunities and to support their personal development.

Parents and students are responsible for organising their work experience placement. Relatives, friends and neighbours are often good contacts to help with placements. Information regarding insurance is outlined in the attached document.

It is the students' responsibility to make contact with a prospective work experience provider and complete the attached **PERMISSION FORM**. The school will then facilitate arrangements with the provider. When considering your options, please remember that:

- Due to safety issues and the student's inexperience, businesses can sometimes only support limited experiences and students may only be able to observe in some areas.
- All work experience placements are subject to stringent legal requirements and our School is responsible for authorising all placements and ensuring they meet all legal requirements.
- Many other schools and institutions compete for work experience places at this time of year and it is important that arrangements are made as early as possible to maximise the chance of being able to be placed in an area of interest.
- Expenses incurred for transport, accommodation, General Construction Induction Card (White Card) etc. are the responsibility of parents and caregivers.

The PERMISSION FORM must be returned to the School Office by Friday 16 February 2024 at the latest. Students who do not return their form by this date will not be placed in work experience and therefore will not be able to complete their QCAA Short Course in Career Education which attracts 1 QCE point. **Any students not on work experience will be required to attend School.**

If any problems arise in organising a work experience placement, the parent/student is urged to contact the Head of Department for Senior Secondary immediately. We strongly encourage the participation of your student in this most worthwhile undertaking.

Yours sincerely

Pamela Henderson
A/HOD Senior Secondary

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Principal

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Working Together