



YEAR 10 WORK EXPERIENCE – 2024

Dear Parents /Guardians,

As an integral part of the Year 10 program at Lakeview Senior College, we would like to invite our Year 10 students to participate in two weeks of work experience. The Placement can occur at any time during the year (other than exam time).

Work experience will be an optional program in 2024, however students who participate in the program need to find one, two week placement that is related to a career-based pathway that they are interested in pursuing. Please note that work placements within the fast food or supermarket industry **will not** be approved.

To be considered, students must have the following documentation submitted to the Lakeview Senior College Careers office:

1. Work Experience Arrangement form signed by the employer, parent & student and fully completed with personal details.
2. Travel and/or Accommodation Documents signed by parents.
3. The individual student completing the two tests to meet the Occupational Health & Safety requirements by logging onto:
<http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?Redirect=1>
 - A printed Safe@Work *General Module* certificate in their name
 - A printed Safe@Work *Industry Specific Module* (matched to the industry of the work experience).
 - Students cannot go to their work experience placement without a printed copy of these certificates being submitted to the Careers office. If support is needed to complete these Modules students can check in with Year 10 coordinators or the Careers office.

We hope that this opportunity encourages our students to find authentic and valuable work experience that provides them with insights into the career pathways available to them.

If you have any queries regarding the Work Experience Program, please contact the Careers Office at Lakeview Senior College on 9219 3100 or via email.

Kind Regards,

Shayne Rule
College Principal

Jo Maxwell
Vocational Pathways Coordinator
joanne.maxwell2@education.vic.gov.au

