Any student who is studying a VET course is not required to take part in work experience as generally there is a practical placement required for your course outcomes. This is known as SWPL (Structured Workplace Learning Program) SWL is very different to work experience and has different forms.

All year 10 students will be required to do two OHS units (online) before organising their work experience or SWPL. This will be done in healthy future classes or if students are yet to be scheduled in Healthy Futures they will need to see me in the library.

- Vic Police is not an option so do not approach the police station, please.

Students can do work experience interstate if you are staying with someone over the age of 18, all costs associated are the responsibility of the family.

Nursing or Medical requests need to be via email to Ms Bell in careers and through email. Please include the dates you are requesting, department and current subjects being studied, why you want placement at the hospital and extra curriculum information that will favour your request.

Please pay attention to the dates in red font as they are the deadlines for all formal returned paperwork. Any paperwork not returned will result in a cancellation of the placement. This is a state government requirement, not a college stipulation.

Please consider work experience as it will assist you to develop key networks and a very good insight into industry areas you are considering post year 12.

You may do more than one placement each year from year 10-12.

Year 10’s who are currently studying the Healthy Futures subject will be completing the theory component of a First Aid certificate, the practical assessment component of the certificate will be scheduled to take place in the first week of term one holidays. A parent letter will be mailed home with preferences asked as to what date will suit families.

All year 10 students that have Healthy Futures subject timetabled in semester one are completing a First Aid certificate. The theory component is completed in class time, however, the practicum component required for the full qualification is scheduled to take place in the first week of term 1 school holidays on school grounds. Students are asked to select a date that suits them to complete the First Aid assessment and return to Ms Bell in Careers asap.

If your son/daughter has already completed a Level II First Aid Certificate and you wish to receive a refund I require a copy of the valid First Aid Certificate.

Please note that if your son/daughter has prior confirmation that they are partaking in Work Experience (all forms must be signed and returned to the College) in the first week of Term 1 school holidays,
then they must inform Ms Debbie Bell as soon as possible to arrange to do the practical component of First Aid on another date.

**Year 11**

All year 11 and 12 students are encouraged to attend the 2019 VCE Careers Expo May 3-5. Students have been emailed and the letters to those students will be sent home in the coming weeks. Any SACS scheduled for the week of Monday 6 will need to be negotiated with the relevant teacher.

**Year 12**

All year 12 students will be invited to attend a one on one careers discussion with Ms. Bell during February, these times will be scheduled during academe to minimalise the interruption to timetables. This is something not to be feared and purely a discussion to inform. Any parent wishing to schedule an additional appointment to these can do so from March on. The students will be sent home with the discussion points and key dates for families to consider.

All year 12 students will be scheduled a one on one careers discussion time with Ms Bell in the coming weeks during their academe time.

The appointment times are for 15 minutes with set questions around interests and key terminology. It is an opportunity to ask further tailored questions and gather careers related key dates for the year.

I hope all year 12’s find the discussions informative and are the bases to start planning for pathway options regardless if this is full-time employment, University Studies, Vocational Training or Apprenticeships.

Parents are more than welcome to schedule subsequent meetings where more time is allocated post the initial meeting.