

Steps to Work Experience in 2007

- Research a range of possible work areas related to your current interests. You may borrow the '**Job Guide**' that contains hundreds of job descriptions from the Careers Room or the Tiverton Library.
- As the Outdoor Education Camps in 2007 are being conducted simultaneously as the Work Experience you need to consider your outdoor education preference before specifying to your employer the week requested for your Work Experience.
- Send a letter (see Sample) to prospective employers providing information about yourself and requesting a placement. Attach the letter from Mrs Taylor/Mr Marshall which has a tear-off reply slip for employers to complete and return to school. If more appropriate, you can simply telephone the employer before you send the letter from the Counselling Centre.
- When your reply slip is submitted, a '**Work Experience Arrangement Form**' will be issued to you. The procedure to follow from this point will accompany the form.
- The Arrangement Form must be signed by you, your parents, the employer and finally the Principal, Br Bill Firman or Mr Peter Riordan.
- On completion of all signatures a photocopy of the fully signed Arrangement Form will be forwarded to you and also to the employer. The original is kept in the Careers Office.
- An appointment will be made with the Counselling Centre in Term 1 to discuss your Work Experience placement.
- **The initial reply slip must be returned to via homeroom no later than Friday 23rd March 2007, to allow sufficient time for the arrangement to be finalised.**
- Occupational Health and Safety (OH & S) training is a compulsory aspect of Work Experience. A training session will take place in Term 1 for all Year 10 students, followed by the completion by students of their appropriate 'Safe@Work' modules prior to commencing Work Experience.