

6 March 2025

**Re: Year 11 Work Experience - Monday 30 June - Friday 4 July (Term 2, Week 10)**

Dear Families

Our Year 11 students have been working on preparations for their work experience program and are looking forward to the opportunity that this week may provide. This letter provides some further details for our students and families.

- **Friday 4 July will be at school completing activities related to work experience.**
- Cert 2 Automotive students **will complete it during the term break.**
- Students are responsible for the **Workplace Agreement Form** that must be completed by all stakeholders: student, workplace provider, parents or caregivers and the school delegate.
- If the student is travelling out of town, they must also complete the **Accommodation Away from Home** form.
- Work placements must be confirmed by the end of Term 2, Week 2 to ensure paperwork can be completed.
- It is the student and families' responsibility to get to and from their workplaces for the allocated days.
- Students and families must read the **Guide for Parents and Caregivers** and **Guide for Students** available on our school website, by clicking [here](#) or alternatively accessed through the CESA Vocational Education page by clicking [here](#).

If you require further information or have any queries, please contact the College on 8648 9700.

Yours sincerely



Susy Rogers  
Year 11 Homegroup Teacher  
VET Co-ordinator



Nathan O'Brien  
Year 11 Homegroup Teacher



Damian Smith  
Principal