

## Work Experience Documentation For the Student and Parent/Guardian

Please find enclosed:

- **A copy of the school's Work Experience Policy**
- **A Student's/Parent's Guide to Workplace Learning**
  - This outlines rights and responsibilities and a copy of the school's work experience policy. This is yours to keep.
- **Student Workplace Personal Journal**
  - This is to be completed at the end of each day during work experience and kept by the student as a record of activities, skills and tasks during the work experience period.
- Please complete and sign all relevant documents in the **McCarthy Catholic College Work Experience Documentation Booklet** and return to the school the week BEFORE work experience begins. You will be given a copy of all the *relevant paperwork*. The **Work Experience Documentation Booklet** also contains details of our relevant insurance policies.

Please ensure the employer completes their section as well.

**Parents/guardians are responsible for notifying both the employer AND the school if the student cannot attend work experience on any day in the period during school terms.**

At the conclusion of work experience, the student must complete an evaluation form upon returning to school.

Thank you for your cooperation with the paperwork involved.

Mrs. Raelee Balderston

Careers/VET Support Officer

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