



21/02/2024

2024 WORK EXPERIENCE

To whom it may concern,

Thank you for considering hosting one of our students for Work Experience. The College's Work Experience program is a great opportunity for students to gain an insight into various career pathways as well as being valuable exposure to working with others in a workplace environment. Work Experience has been exceedingly helpful for many students as they start to consider work and careers after school.

Work experience can be arranged at various times through the school year or in term breaks. The hours of work are negotiable between your organization/business and the student, but as the purpose is to gain an understanding of work - normal working hours for your workplace is usually preferred. Similarly, it is our hope that students will be able to participate in and/or observe (as appropriate given their age and experience) as many aspects of the job as possible. They are keen to work, excited to be involved and eager to learn.

Students have minimal administrative expectations for Work Experience, and we purposely focus expectations on work, not administration. As such, the only administrative components we ask of you is the completion of a workplace placement form prior to placement and a one-page evaluation form at the completion of work experience. Both are attached to this letter. It is important that the work placement form is completed and returned prior to students commencing in the workplace.

The Work Experience Coordinator for the College is **Mr. Jason Van Zyl**. Should there be any questions or issues at all, please don't hesitate to contact me on email at jason.vanzyl@rehoboth.wa.edu.au

As this is a School authorised event, students are covered under the school's insurance cover. A copy of the school's insurance policy cover page is also included with this letter.

Once again, please accept our thanks for providing this wonderful opportunity for one of our students. I am sure that they will benefit greatly from this experience.

With many thanks,

M. Louwen

Mrs. M Louwen
Principal

J. Van Zyl

Mr. J Van Zyl
Workplace Coordinator