



Glenmore State High School

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The Glenmore High Dragon symbolises strength, courage and endurance together with good fortune and success

15/02/2024

Dear Parent/Guardian

Year 10 Work Experience Placement Program Week 10 Term 2 – 17 to 21 June 2024

To assist our students to explore potential career pathways and to expose them to industry employers, we are offering a flexible work experience placement program.

The Work Experience Placement Program will be conducted for all Year 10 students from Monday 17 June to Friday 21 June 2024.

Enclosed is an Expression of Interest Form. The Expression of Interest (EOI) form must be returned by Friday 15 March 2024, from all students participating in Work Experience.

Students are encouraged to source potential work experience placements direct with suitable employers. This practice is encouraged to develop self-confidence and communication skills, as well as to provide experience in seeking employment and making employer connections. Details regarding the placement, including the contact details of the person offering the placement, are to be entered on the **EOI** form.

If you and your student are unable to find placement or are experiencing difficulty in finding placement, they can contact Ms Thomasson or Mrs Fairley (details over the page) in Senior Schooling who will provide assistance.

Once the EOI form is returned to GSHS, it will be reviewed and processed by the Senior School Office. On approval, students will be issued a Work Experience Agreement form. This form is to be reviewed, signed by the Parent, Student and the employer and returned to GSHS for the Principal's signature.

Please note: For the placement to proceed, a fully signed copy (by all parties) of the work experience agreement must be received by GSHS. A copy will be sent to all signing parties.

What to Wear to Work Experience

Appropriate dress for work experience should be based on what existing employers at the workplace are wearing and what is requested by the employer.

Students working in an office/retail environment should choose dark coloured slacks or skirt below the knee matched with plain coloured shirts with collars and sleeves. Closed in shoes should be worn at all times so to be work safe.

Students interested in the trade occupations will need to enquire if they are required to wear steel-cap boots and/or high viability clothing.

To secure work wear, consider asking family or friends to borrow clothing or visit Charity shops which offer cheap, clean, work wear at a fraction of the new price. Please remove any logo or names to avoid confusion.

Industry Requirements

Certain industries have additional requirements for student to participate in Work Experience with their organisation. Common industries requirements/qualifications are:

COVID-19 Vaccination, Blue Card** – Health Care, Education
White Card – Construction

** Most childcare centres require students to have a Blue Card

Glenmore State High School will be offering a White Card course prior to placement – further details to come. This course is offered at cost price by an external RTO. Please check with your employer for their industry requirements.

Insurance Information

Liability/insurance conditions and exclusions are stated on the Insurance Information Sheet, please familiarise yourself with the terms and conditions of the insurance cover.

Other Considerations

Placements with parents or other relatives are not encouraged, as work experience programs should assist students to broaden their experiences by working in an unfamiliar environment.

Please contact Mrs Lorelle Thomasson via email should you have any queries, seniorschool@glenmoreshs.eq.edu.au or phone on 07 4923 0339.

Yours sincerely



Brendan Shannon
Principal



Nathan Shonhan
Senior Secondary Deputy Principal

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Year 10 work experience EOI form
Work experience placements for school students – insurance information
Responsibilities relating to student work experience placement
Script to call employers for work experience
Benefits for completing work experience