



MENAI HIGH SCHOOL

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ABN: 18 246 198 266

Relieving Principal
J Stanley

Relieving Deputy Principal
L Ferraro

Deputy Principal
E Sayed-Rich

Deputy Principal
L Meagher

To Whom it May Concern,

My name is _____

and I would like to book **Work Experience** with your company between:

___/___/_____ and ___/___/_____

To assist my placement, I would appreciate you completing the **Host Employer Details** (pages 2 & 3 Section 3 of the 'Student Placement Record') and return it to me. Alternatively, I can pick it up in person or it can be posted directly to the careers adviser at the above address. I appreciate your support and thank you for welcoming me to your workplace. I am committed to attend work experience with a positive attitude and willingness to learn. I look forward to the opportunity to work with you.

Yours sincerely,

(Student Signature)

(Student FULL NAME)

EMPLOYER INFORMATION

To meet the requirements for work experience:

- A copy of 'The Workplace Learning Guide for Employers' is included.
- Students are covered by an insurance policy issued by iCare against any injury whilst undertaking work experience. A copy of the 'Certificate of Currency' is included.
- A copy of 'Prohibited Activities' is included.
- Students are prepared for participation in the workplace through school activities and in accordance with curriculum / syllabus and safety requirements.
- Students undertaking work experience that require them to be on a building site will have a **White card**.
- The workplace learning activity is supported according to the guidelines in the **Workplace Learning: Procedures and Standards** published by the Department of Education. Additional information can be found at: <https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms>
- Students are aware that they are NOT to be paid as part of the work experience program.
- For any further information contact the careers advisers on (Ph) 9543 700 or (Email) kathleen.rae1@det.nsw.edu.au or colin.b.mccartney@det.nsw.edu.au

Mrs K.Rae
Relieving Careers Adviser

Mr J. Stanley
Relieving Principal