



# Barker College

23 November 2015

Dear Parent/Guardian,

This letter provides some detail regarding my role as Dean of Careers & External Programs at Barker College. It also details the requirements of the compulsory Work Experience Program undertaken in September each year by our Year 10 students.

Barker College has a dedicated Careers & Counselling Centre, located at the Chapel Gate entrance to the School. As the Dean of Careers & External Programs, I am based in the Careers & Counselling Centre and am responsible for all the careers education and information programs across the Senior School. Students and parents are able to request a careers interview with me through Christine Willis, Administrative Assistant – Careers & Counselling, on 9847 8365.

Work Experience has proven to be an enjoyable and valuable part of the careers program and we have had very positive feedback from both the students and their supervisors. It is vital, however, that students organise themselves as early as possible as most organisations have limited placements and these tend to fill up very quickly.

## WORK EXPERIENCE REQUIREMENTS

Barker College requires Year 10 students to undertake Work Experience as part of their career education.

- In 2016, Work Experience will take place from Monday 19 – Friday 23 September.
- Students who are not Cadets are required to complete the full five days of the Work Experience program.
- If a student is in the Barker College Cadet Unit, they are required to complete Work Experience on Monday 19 and Tuesday 20 September and then attend the Term 3 Cadet Camp at Glenworth Valley.

**Students should start seeking a Work Experience placement for the week commencing Monday 19 September 2016 as soon as possible.**

Please note that there are some industries, such as the construction industry, that require students to undertake Work Health & Safety training prior to the commencement of the placement. This requirement is mandated by the WorkCover Authority of NSW – it is the student's responsibility to arrange for this training.

While it is tempting for students to complete their Work Experience placement with one or other of their parents, it is the School's experience that such arrangements are less than satisfactory. It is the School's strong recommendation that the students do not complete their Work Experience at their parents' workplace.

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The School does not supply a list of potential employers for Work Experience. However, some former Barker College students have supplied their details to Director of Alumni Relations, Mrs Mandy Loomes. Students can email her on [mandy\\_loomes@barker.nsw.edu.au](mailto:mandy_loomes@barker.nsw.edu.au) to see whether there is someone in their field of interest, but this will also need to be done as soon as possible.

While many students hope to secure a Work Experience placement within the vocational area to which they aspire, it may not be possible for such a placement to occur. Approaching community service and charity organisations for work experience is a legitimate alternative.

In Term 1 2016, students will receive further information about Work Experience. **The Work Experience Approval Form & Checklist, as well as insurance cover information, are attached and are also available on the School portal. This is a legal document and must be completed in a full and legible manner. The deadline for returning the completed Approval Form & Checklist to the Careers & Counselling Centre is Friday 22 July 2016.**

In addition, if students wish to undertake an additional Work Experience placement at other times during the year, parents are required to write to Matthew Macoustra, Deputy Head – Operations (K – 12), to request permission for the student to be absent from School. The same forms must be completed and returned to School prior to the commencement of Work Experience in order to ensure the student is covered by the School's insurance for any placement.

Should you have any further enquiries, please do not hesitate to contact either myself or Christine Willis on 9847 8365.

Yours sincerely



Andrew Moody

**DEAN OF CAREERS & EXTERNAL PROGRAMS**