

# YEAR 10 FAMILIES

## INFORMATION ON CAREERS PROGRAMS



Following on from our presentation at the Year 10 and 11 information evening regarding the Year 10 Careers programs at Sacred Heart College, I would like to share some further information with you and hopefully address some FAQ's around Structured Workplace Learning and Mock Interviews.

### STRUCTURED WORKPLACE LEARNING 2018

STRUCTURED WORKPLACE LEARNING is the compulsory, practical component of VCE Industry and Enterprise Unit 1. At SHC, we do SWL in place of *work experience* to give students a more hands on experience. All students must undertake 38 hours of SWL to successfully pass the VCE Industry and Enterprise Unit 1.

All students in Year 9 at the end of 2017 were issued with a hard copy of **THE GUIDE to STRUCTURED WORKPLACE LEARNING 2018** during step-up. The guide contains every bit of information required for SWL, including **dates, deadlines and copies of all the forms**, and advice on how to secure a placement. Students prepare for their SWL 5-day block in their Industry and Enterprise or VEIP classes, where teachers introduce students to the safe@work modules and employability skills required to enter the workplace.

#### **Q: WHERE DO I GET A COPY OF THE GUIDE?**

A: If your child did not collect their guide or is new to the school, the Careers department has limited spare hard copies available. The guide is also accessible on SIMON and PAM under Careers - Structured Workplace Learning.

#### **Q: WHY IS MY CHILD NOT IN INDUSTRY AND ENTERPRISE CLASSES?**

A: VCE UNIT 1 INDUSTRY AND ENTERPRISE has this year been split across the year for 2018. Previously delivered in Semester 1 to all students, we now have half of our year10 students undertaking this subject this semester and the other students will be in I and E Semester 2. Your child may also be in VEIP: this is a year-long Industry and Enterprise class where students undertake a work-placement one day per week AND a 5-day block in Term 4.

#### **Q: WHEN WILL STUDENTS DO THEIR STRUCTURED WORKPLACE LEARNING? (WORK EXPERIENCE)**

A: This year the block will be in **Term 4, Week 3, 22-26 October** 2018 for **ALL YEAR 10 STUDENTS**. **Semester 1 students** will prepare for SWL in their Industry and Enterprise class and submit the relevant paperwork in readiness for their October placement. **Semester 2** students will prepare and submit their paperwork in their Industry and Enterprise class in Term 3 at the beginning of Semester 2.

#### **Q: WHO ORGANISES THE PLACEMENTS?**

A: Part of the process for the students is learning to access their allies, network with friends and relatives, to find someone who works in an interesting job who would be willing to host them for five days. As parents, we often find it easier to do this FOR them. We ask you rather to do this WITH them. See The Guide for more advice on how to approach businesses.

The Careers department has a database of employers we can approach, who have previously hosted our students, if your child is finding it difficult to secure a placement. Remember, it's not important to gain SWL experience in the job of your dreams - it's not the only opportunity for a work placement. Further work experience can be arranged for school holiday placements. Every workplace can give students the opportunity to put their learning into practice.

**Q: WHAT PAPERWORK IS NEEDED AND TO WHOM DO THEY GIVE THEIR PAPERWORK?**

A: **WHAT? The Structured Workplace Learning arrangement form** (Ministerial Order 55) is a different form to the Work Experience form (Ministerial order 382). Students in Industry and Enterprise and VEIP must only use SWL forms. Examples of the forms are in the SWL guide. Students will require a **travel form** signed by the family and the employer. This covers the student for any incidental or work related car trips with an employer during their placement. \*NB the form can be marked NO TRAVEL and signed by the parent if your child is not permitted to travel in a vehicle during placement. An **Accommodation form** is also required if your child will be accommodated ANYWHERE other than their usual place of residence. A **Working with Animals form** is required if your child is going to be in contact with any animals during placement.

**WHO?** Students will be issued with a folder in I and E containing a cover sheet and checklist. Forms are to be submitted in I and E class to their **teacher**, who will check off the forms as they come. Once all the forms are enclosed in the folder, this will be forwarded to Careers for processing by the administrative team.

PLEASE NOTE- COMPLETED SWL FORMS ARE NOT TO BE LEFT AT CAREERS OR PLACED IN BLACK FOLDERS.

**Q: WHAT IF MY CHILD HAS A SWL ARRANGEMENT WITH AN EMPLOYER BEFORE THEY HAVE I AND E IN SEM 2?**

A: That's great! It's always good to secure a place early. SWL forms are available for collection in Careers. You can have the forms completed by the family and employer whenever you like and then hold onto it until the beginning of Semester 2. You can then submit the forms in class to the I and E teacher. \*Urgent paperwork can be actioned by Careers if an employer requires this. Please come and see the SWL coordinator for help.

## MOCK INTERVIEWS 2018

Our fabulous Mock Interview program is exclusive to Sacred Heart College. We are blessed to have around 50 industry professionals from different trades and professions who donate their time and expertise to support our students through their first (for many) job interview. We advertise the *Mock Positions* to the students and they have an opportunity to choose a job. They are taught in Industry and Enterprise how to write a letter of application, addressing the Key Selection Criteria, and shown how to present a professional resume to employers. Students are coached in interview technique before being given an appointment to attend their interview. Feedback is given by the employer on the student's interview performance and personal presentation.

**Q: WHEN ARE THE MOCK INTERVIEWS HELD?**

A: Also previously held in Term 2, the Mock Interview program will now be held in **Week 9, Term 3, Between 10-14 September** to ensure ALL year 10's have the opportunity to participate.

**Q: WHERE DO THE INTERVIEWS TAKE PLACE?**

A: The Interviews are now held in visible office spaces within the College to comply with stringent Child Safe standards. All employers must hold a current Working With Children Check card.

**Q: DO THE STUDENTS HAVE TO DRESS UP?**

A: Students are strongly encouraged to take the interview seriously and present themselves as they would for a real job interview. We guide the students on appropriate attire and check their outfits before they attend the interview. We do understand that it is not always possible for parents to purchase new clothing. If this is going to pose an issue for your family, please don't hesitate contact Careers staff to discuss your situation.

**Q: MY CHILD IS ANXIOUS ABOUT THE INTERVIEW. IS IT COMPULSORY?**

A: The Mock Interview is an assessment task for the unit.

Everybody is nervous about a job interview, it's natural! In fact, it's healthy! Nerves give you adrenaline which makes for faster thinking and helps you in times of stress. Students are very well prepared and supported through the Mock Interview Process. The whole idea is to PRACTISE in a controlled and supportive environment in preparation for the real thing, and our employers are aware of this. Remember our College theme for 2018 is "Courage It's me!" Pushing ourselves outside of our comfort zone is an important part of growing up and entering the world of work.

**Q: CAN I GET INVOLVED IN THE PROGRAM?**

A: Yes, we always welcome new opportunities for our students. If you would like to share your time and experience with our students, please contact the Careers team with your expression of interest.

Our Careers team is more than happy to answer any other questions you may have regarding the year 10 Careers Vocational Programs.

Please contact Mrs Julie Matricardi-Old Associate Careers Practitioner, SWL and MOCK INTERVIEW coordinator via email [jmatricardiold@shckyneton.catholic.edu.au](mailto:jmatricardiold@shckyneton.catholic.edu.au)

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