

ALEXANDRA HILLS  
STATE HIGH SCHOOL

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**PRINCIPAL**

Mrs Gail Armstrong  
BA, CERT. T, DIP.ED. ADMIN

CRICOS Provider Code: 00608A

Reference Code:  
**STRUCWP**

Dear Parent/Guardian,

**Work Experience – 2018**

Your son/daughter is being invited to complete one (1) week of work experience during **either** week of the April, July or September/October school holidays. Alternatively, if your child is in Year 10 or 11 and these holiday dates are not suitable, then it can be arranged for weeks 9 and 10 at the end of term 4. Weeks 9 and 10 are only available to students not attending summer school and returning to school in 2019.

The following options are available:

- Tuesday 3 April to Friday 6 April
- Monday 9 April to Friday 13 April
- Monday 2 July to Friday 6 July
- Monday 9 July to Friday 13 July
- Monday 24 September to Friday 28 September
- Tuesday 2 October to Friday 5 October

For Year 10 and 11 students returning to school in 2019 there is also:

- Monday 3 December to Friday 7 December
- Monday 10 December to Friday 14 December

The week selected is to be indicated/ticked on the attached registration form.

The purpose of work experience is to provide students with a realistic experience of the workplace, to give some vocational experience and to provide opportunity for personal and social development.

This five (5) day placement will be organised through our Industry Liaison Officer, Mrs Katie Wilbor.

**Please note this work experience is not compulsory, but optional for students** and a cost of \$45 incurs, which is required to be paid at the payments window and the receipt attached to the preference form. This fee covers the organisation of the placement as well as the preparation of the contract and Worker's Compensation Insurance cover.

For requests of placements in holidays please complete/sign and return by no later than:

- Friday 2 March for Easter holidays
- Friday 1 June for July holidays
- Friday 17 August for September holidays
- Friday 2 November for weeks 9 and 10 of term 4 in December.

All preference forms with the attached receipt are to be placed in the box in the Work Experience Office (Business Block staffroom). Receipts will be returned to students.

*Success is the Key to Learning*



Attached is a registration form that is required to be completed and signed by your son/daughter and yourself which gives approval for them to complete this work experience placement. The Industry Liaison Officer will be interviewing your son/daughter to determine a suitable employer for them.

You will need to indicate which week your son/daughter will be attending work placement on the top of the attached registration form with an indication 1 to 3 of which industry/job they would prefer to experience. Please be aware some occupations are unable to offer work experience, such as doctor, pilot, fisherman, police, lawyer etc., due to occupational health & safety and privacy legislation. Similarly, if your son/daughter wishes to go out into the construction industry, they are required to have a Construction Safety White Card.

The next White Card Course is being conducted at the school on the following dates in 2018 if numbers are achieved:

- Term 1 - Tuesday 13 March
- Term 2- Tuesday 12 June
- Term 3 - Tuesday 18 September

Information about these courses will be emailed to parents closer to the dates.

If your son/daughter wishes to go out into the childcare or health industries they are required to have a working with children check - Blue Card for childcare or a National Police Certificate for the health industry.

Student Blue Card forms can be obtained from the Industry Liaison Officer in the Business Block and are free to students.

Police Checks can be obtained from your local police station or from:

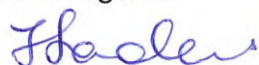
<https://www.police.qld.gov.au/corporatedocs/purchase/national-police-certificate/default.htm>

A cost is associated for a National Police Certificate.

You may already know someone who can take your son/daughter for work experience. If so, you can complete their details including business name, contact person and phone number on the bottom of the registration form. The placement fee is reduced to \$30 if you locate your own employer.

If you have any queries, please do not hesitate to contact Mrs Wilbor on 3820 1416 between 8am and 4pm Monday to Thursday. Thank you for your co-operation and support. Please see below for payment options.

Kind regards



Mrs Terri Saunders  
HOD - Senior Schooling



Mrs Gail Armstrong  
Principal

Payment Options:
Payment by EFT can be made to the school bank account
BSB: 064-172 Account Number: 0009 0223.
To ensure correct identification of the payment, please include the student name in the payment reference.
Credit Card/Cash/BPoint – link to payment window on invoice or through QParents