

YEAR 10 FAMILIES

INFORMATION ON CAREERS PROGRAMS



Welcome to term 2 everyone. I would like to share some information with you and hopefully address some FAQ's around Structured Workplace Learning and Mock Interviews.

STRUCTURED WORKPLACE LEARNING 2020

STRUCTURED WORKPLACE LEARNING (SWL) 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. **AT THIS STAGE WE HAVE NOT HAD ANY DIRECTIVE FROM THE VCAA IN REGARD TO CHANGES- THIS MAY STILL OCCUR.**

All students in Year 10 at the beginning of 2020 were issued with a hard copy of **THE GUIDE to STRUCTURED WORKPLACE LEARNING 2020**. 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 been split across the year again for 2020. Previously delivered in Semester 1 to all students, we now have half of our year 10 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 (NORMALLY) undertake a work-placement one day per week (CURRENTLY POSTPONED) AND a 5-day block in Term 4 with the entire year 10 cohort.

Q: WHEN WILL STUDENTS DO THEIR STRUCTURED WORKPLACE LEARNING? (WORK PLACEMENT)

A: Dates: **Last Week of term 3
14-18 SEPTEMBER 2020**

This is the planned compulsory week when all Year 10 students undertake work placement.

STUDENTS UNDERTAKING INDUSTRY AND ENTERPRISE IN SEMESTER 1:

Please note that you are required to have organised a placement by no later than FRIDAY 29 MAY 2020 and that all of the necessary paperwork must be completed and returned by FRIDAY 26 JUNE 2020. (Some flexibility available here due to current business climate).

STUDENTS UNDERTAKING INDUSTRY AND ENTERPRISE IN SEMESTER 2:

Please note that you are required to have organised a placement by no later than MONDAY 20 JULY 2020 and that all of the necessary paperwork must be completed and returned by MONDAY 10 AUGUST 2020. **However**, you may organise your placements earlier (earlier the better) and notify the SWL coordinator (Mrs Julie Matricardi-Old) via email on jmatricardiol@shckyneton.catholic.edu.au.

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. We understand that this year may bring some difficulties in securing a placement as many businesses go into hibernation. Please let us know if you are having difficulties.

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: **WHICH FORMS?** 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 also 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 DO WE GIVE THEM TO? As school is currently happening from home, any paperwork organised in term 2 may be scanned and emailed to the SWL coordinator (Mrs Julie Matricardi-Old) via email on jmatricardiol@shckyneton.catholic.edu.au. Alternatively, forms may be mailed to the college, addressed to

Mrs Julie Matricardi-Old c/- Careers Department.
Sacred Heart College Kyneton.
PO Box 191. Kyneton. 3444

MOCK INTERVIEWS 2020

Our fabulous Mock Interview program is run in house at 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 by their teachers 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. This year, interviews are yet to be confirmed, however, resumes and letters of application will still be received and critiqued by our employers.

Q: WHEN ARE THE MOCK INTERVIEWS HELD?

A: The Mock Interview program will be held in **Week 4, Term 4, between 26-30 October** to ensure ALL year 10's have the opportunity to participate. As above, TBC.

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: 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. Pushing ourselves outside of our comfort zone is an important part of growing and entering the world of work.

Q: COULD WE HOLD INTERVIEWS VIA ONLINE PLATFORMS?

A: Yes, this is a possibility we have considered both as an alternative to face-to-face and as a real life learning opportunity in our ever changing world of work. Watch this space.

Q: PARENTS 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 me on the below email address 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 me, Mrs Julie Matricardi-Old, Associate Careers Practitioner, SWL and MOCK INTERVIEW coordinator via email jmatricardiold@shickyneton.catholic.edu.au

