



Penola
CATHOLIC COLLEGE
EST. 1995

2026 Work Experience reminders

Dates

- Dates for Work Experience are 9-12th June
- Students will either be at their Work Experience at their employer or will be completing it at Penola
- All students must complete Work Experience

1. Increase Student Engagement in Learning

2. Increase Teacher Capability and Staff Engagement

3. Strategic Leadership for School Improvement



Day to Day

- Students must be on time, in the correct attire and respectful
- Students should not be on their mobile phone during work experience
- If they hear confidential information, they must not share this
- Students are representing themselves and Penola. Expectations are the same as if students are at school.
- If employers have a great experience, they are more likely to help future Penola students

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Contacting the employer

- All students must contact their employer a week before starting
- Use this time to reintroduce yourself and check on any details

It is the parents responsibility to provide health information for your child for any medical condition or if your child requires medication that may be relevant to their placement. This includes but is not limited to asthma, anaphylaxes and other health issues that may impact your child's work experience



Absence

1. If your child is unable to attend work due to illness, they must first ring their employer **before** their scheduled starting time

2. Then call Mrs Doan at Penola before 8am on 9301 7864

This is very important as a staff member will be coming to visit each student and we must know where they are

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Change in work times

- If your child’s working hours are going to be different to what is on the form, they must call Mrs. Doan on 9301 7864 and let her know
- If a student is starting late or leaving early even once during Work Experience, they must let Mrs Doan know

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Emergencies or Reporting information

- If your child is hurt while they are at work, they must first report it to their immediate supervisor and ring Mrs Doan at Penola to report it, as soon as possible.
- Likewise, if your child is feeling uneasy or intimidated in any way, they should speak to their immediate supervisor and make contact with Mrs Doan or their co-ordinator as soon as they are able to.



Contact details

- For any absence or change of times students must contact Mrs Doan on **9301 7864**
- For any emergency or reporting an issue please contact:

1st Mrs Jen Doan on **9301 7864**

2nd Mrs Maria Rullo **9301 2740**

If you can't get Mrs Doan or Mrs Rullo please contact the year 10 coordinators

Mrs Hatherell **39066 3088**

Mr Diaz **39301 7865**



Questions

1. Increase
Student
Engagement
in Learning

2. Increase
Teacher
Capability
and Staff
Engagement

3. Strategic
Leadership
for School
Improvement

- If you have any questions or you would like further information about work experience, please contact Mrs Jen Doan on:
- 9301 7864 or jdoan@penola.vic.edu.au
- I am available between 815am and 4pm every day

