

# Y10 Work Experience: How Families Can Help!

Work experience is an invaluable opportunity for students to explore career interests, develop workplace skills, and gain first-hand insight into different industries. Families play an important role in helping students secure meaningful placements and preparing them for a successful experience.

## How to help today

Have a conversation about possible areas of interest, reach out to any potential host employers within your network, and encourage the prompt completion of all placement paperwork once a placement has been secured. Early action makes a significant difference and helps ensure a smooth and successful work experience program for all students.

## Secure a Placement

One of the most effective ways our community can support students is by helping them identify potential host employers. We encourage families to draw on their personal and professional networks and consider whether colleagues, friends, relatives, or community contacts may be willing to host a student.

If you have any family or friends that can provide additional placement or offer their business as a potential host employer, we encourage you to complete your details using the following link.

[2026 Host Employer – EOI Form](#)

As there are multiple schools and students looking for placement across Tern 4, we encourage students and families to secure a placement early so that they do not miss out on opportunities.

## Complete Paperwork Early

Once a host employer has agreed to provide a placement, it is essential that all required documentation is completed well before the placement begins.

The Student Placement Record (SPR) must be completed and signed by:

- The student
- Parent/carer
- Host employer
- The school

This document is critical as it provides the insurance coverage and approvals required for students to participate in work experience safely and legally. Delays in completing paperwork can impact a student's ability to commence their placement, so we strongly encourage families to submit documents as early as possible.

## What's Next?

Support is available at every stage of the process. Students needing help to secure a placement are encouraged to check their weekly emails with updates on fresh opportunities and hints and tips and to contact the Futures and Pathways team for assistance.

## Resources and links

Parents/Carers have access to the following resources and links through the MLC School Omnia App.

- [Work Experience Letter to Year 10 2026 parents](#)
- [Work Experience Handbook Year 10 2026](#)
- [Year 10 2026 Work Experience Presentation Slides](#)
- [Year 10 2026 Work Experience Placement Enquiry](#)
- [Student Placement Record](#)
- [2026 Year 10 Public Liability Certificate](#)

We look forward to working with you in support of our Year 10 students as they take these important steps toward gaining valuable workplace experience.

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