

Year 10
Work Experience Program
2026

“Choose a job
you **love**, and
you **will** never
have to work
a day in your
life.”

Confucius

Work Experience 2026 – Key points

- All Year 10 students participate in one week's placement
- Term 4, Week 5
Monday 9 November to Friday 13 November
- Students must **not** be paid
- Students find their own placements

Why Work Experience?

- Try out a career before you commit – **get a behind the scenes** look at what a real job is like
- **Gain real world skills** (communication & teamwork, time management & punctuality, initiative & problem solving)
- **Stand out in applications** – part time jobs, university scholarships, leadership roles
- **Make connections**
- Understand **what you DO (and DON'T) want**
- **Boost your resume** (even if it's unpaid)





Work Experience
Year 10 Student handbook
2026

Student Guide for
step-by-step
instructions and
FAQ's

Select occupation and/or industry?

Career Avenues

- Profile and interviews
- Shortlist career ideas
- Explore shortlist of careers research videos

The Careers Department

- Handbook
- Career paths and exploration
- Explore videos with industry experts



Find a Host Employer

- Research businesses in your local area
- Use contacts through family and friends
- View work experience opportunities listed under the **Future and Pathways Intranet Site**


The screenshot displays the 'Work Experience' section of the Future and Pathways Intranet Site. The navigation bar includes links for Home, Pathways, Applying To University, Work Experience, Career & Industry Exploration, Year 10, Recycle bin, and Edit. A dropdown menu for 'Work Experience' is open, listing 'Work Experience Program', 'Resume & Cover Letter Templates', 'Volunteering Opportunities', and 'Virtual Work Experience'. The main content area features a section titled 'Volunteering, Clubs & ...' with a sub-heading 'Volunteering and work experience strengthens tertiary applications by showing genuine career interest, improving decision-making, and demonstrating key employability skills. It helps students confirm whether a field suits their strengths and goals while providing real-world insights that can enhance personal statements and interviews.' Below this, there are eight featured work experience opportunities, each with a representative image and a brief description:

- The Law Society of NSW | Work Experience (limited numbers)**: Image of a woman flexing her muscles.
- Multiplex | Women in Construction (email for link to apply)**: Image of construction workers in high-visibility vests.
- F3 Females in Finance | Work Experience**: Image of the 'F3' logo.
- Opera Australia | Work Experience**: Image of an opera performance.
- UNSW | Young Women in Engineering Club**: Image of a woman in a hard hat and safety vest.
- TWIC | Work Experience**: Image of the 'TOMIC' logo with the text 'TOMORROW'S WOMEN IN CONSTRUCTION'.
- ATYP | Work experience in theatre and the performing arts**: Image of students in a classroom setting.
- State Library of NSW | Work experience**: Image of three students in a library.

Set up a placement:

Provide Host Employer copy of:

1. Student Placement Record (SPR)
2. Copy of insurance
3. MLC School letter of introduction


Independent Schools NSW

STUDENT PLACEMENT RECORD

The Student Placement Record (SPR) must be completed and signed by the student, host employer, parent or carer and school before workplace learning can start. A completed copy must be provided to **the host employer, parent or carer and student. The original is to be held by the school.**

Section 1: Student information (Parent to complete if student is under 16 years of age)			
<input type="checkbox"/>	HSC VET Work Placement	VET course name	
<input type="checkbox"/>	Work Experience		
<input type="checkbox"/>	Accommodation away from home is required (additional documentation to be completed)		
Student name		Student year (e.g. 10, 11, 12)	Student age (at time of placement)
Student school email		Student mobile number	
Provide details of any medical conditions or medication required e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.			
Provide details of any support or adjustments required to make the placement successful.			

Student Placement Record (SPR)

Review and complete sections of the **Student Placement Record (SPR)**

Students are not to attend work experience without a completed and school approved SPR.

Documents must be submitted by **Friday 11 September 2025**

Meet with Work Experience Coordinator to submit and sign-off SPR.

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Student Name		School	
Host employer			

Section 1: Student information (Parent to complete if student is under 16 years of age)

HSC VET Work placement VET course name

Work Experience

Accommodation away from home is required

Student name		Year (eg. 10, 11)	
Student School Email		Student mobile number	

Provide details of any medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.

Provide details of any support or adjustments to make the placement successful.

If more space is needed, please attach the information. Student to read and sign declaration.

I have completed all preparation activities before attending placement

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Inform the school and the host employer as soon as possible if I am unable to attend the placement

Future & Pathways Intranet Site

Students can find resources under the Work Experience Program Tab in the student **Future and Pathways** intranet site. Access intranet (yellow link) through your Year 10 Luminary dashboard.



Welcome to the Luminary page for the Year 10 2026 Cohort.

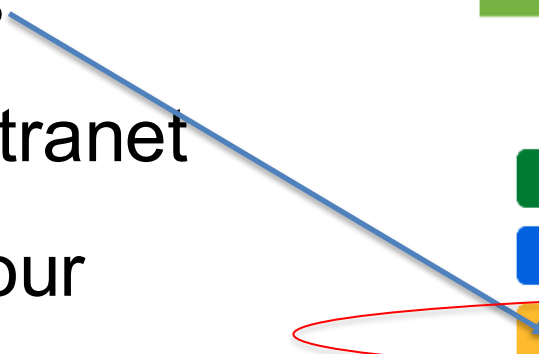
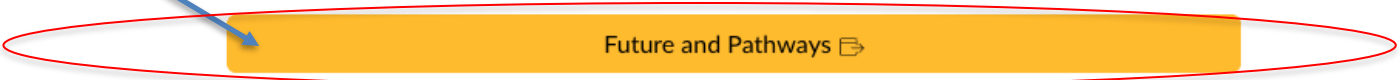
[MLC School Counselling Padlet](#)

[MLC School Health Centre Padlet](#)

[Future and Pathways](#)

[Library Resources](#)

[Year 10 2026 Assessment Calendar](#)



We are here to help

We are here to help - speak with careers department or your teachers if you are having difficulty finding or approaching employers.

For students wanting further assistance we will be hosting lunch sessions across Term 2.

