



MLC  
SCHOOL



CELEBRATING 140 YEARS OF EXCELLENCE IN GIRLS' EDUCATION | 1886-2026

31 March 2026

Dear MLC School Year 10 Parents and Carers,

We are reaching out to share details about the **Year 10 Work Experience Program** being held in Term 4, Week 5: **Monday 9 to Friday 13 November 2026**. (Please note that due to scheduling conflicts, the work experience dates have changed from those previously communicated to students and parent/carers).

Throughout this term students have participated in **Career Avenues** Profiling, one-on-one interviews, and Luminary sessions focused on career exploration, where they were able to shortlist and research areas of interest, explore potential career paths, and begin reflecting on their strengths and values in relation to the world of work.

This journey will culminate in a week of work experience, giving students the chance to gain insight into real-world workplaces, apply essential skills such as communication and problem-solving, and reflect on where their interests may (or may not) lie. It is an important and valuable opportunity to develop maturity, confidence, and independence - foundational qualities that will support their focus and purpose as they transition into senior studies.

Students were also provided with a hard copy of the **2026 Year 10 Work Experience Student Handbook**, which includes all relevant information, key dates and step-by-step guidance on organising their placement. For further clarification a copy of the work experience presentation is available [here](#).

We encourage parents and carers to review this handbook as you may be involved in supporting your child in securing a placement. It is often through parent and family networks that suitable opportunities are found, and your involvement is greatly appreciated.

You'll find the following key documents referenced in **Section 3 (Set Up a Placement)** of the Handbook.

1. Student Placement Record (SPR) – includes independent sections for completion by the student, parent/carer, and employer
2. MLC School Letter of Introduction – template for students
3. AON Certificate of Insurance – Indemnity Insurance document

After all parties complete their sections of the SPR, students will meet with the Future and Pathways team who will review the form and provide final school approval and sign-off.

We request that the SPR's are completed and submitted by **Friday 11 September 2026**.

As there are a number of students from other schools looking for host employers at the same time, we encourage students to find and secure a host employer as soon as possible so as not to miss out.



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A UNITING CHURCH DAY SCHOOL FOR  
GIRLS, PRE-KINDERGARTEN TO YEAR 12

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## How can students find a placement?

While we will support students with resources and guidance, most placements are found through personal or family connections. We have recently canvassed our MLC School alumni community for expressions of interest to assist some students with opportunities, and we encourage all parents who can offer a placement opportunity to students, or know someone who can, to complete our [Work Experience Host Employer Form](#)

Students also have access to the *Work Experience Program* tab under the *Futures and Pathways intranet student site*, which includes host employer ideas, sample scripts for cold calling, resumes, email templates, and will be updated with opportunities when they arise.

## What happens during and after the placement?

During the week, students will:

- Be contacted by an MLC School staff member (by phone or in person)
- Maintain a Work Experience Journal as a record of daily observations and reflections
- Participate in a post-placement reflection session as part of the Future Forward Program showcase

If you have any questions about the Work Experience Program, please don't hesitate to contact the Futures and Pathways team [nmassara@mlcsyd.nsw.edu](mailto:nmassara@mlcsyd.nsw.edu) or call us directly on (02) 8741 3114. We look forward to supporting your daughter in this important step toward her future.

Kind regards,

Jo Cilia and Nicole Massara



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