

March 2026

Dear Employer,

RE: Year 10 Work Experience Placement Enquiry

We are writing to introduce _____, a Year 10 student at MLC School, who will be participating in our Work Experience Immersion Program scheduled for the week of **Monday 9 November to Friday 13 November 2026**.

This program offers students a valuable opportunity to engage with a professional workplace, gain insight into various industries, and develop essential transferable skills. It forms a key part of MLC School's broader careers education initiative, designed to help students explore potential career pathways and make informed decisions about their futures.

We would be grateful if you could support this student by offering a placement during the designated week. If you are able to assist, we kindly ask that you complete and sign **Section 3: Host Employer detail** of the *Student Placement Record* which can be returned directly to the student or emailed to the school.

Please be assured that all students participating in the program are fully covered under the *AON Certificate of Currency* for the duration of their placement.

Should you have any questions or require further information, please do not hesitate to contact Futures and Pathways at MLC School.

Thank you for considering this opportunity to support our students' learning and development. Your contribution is greatly appreciated.

Kind regards,

Jo Cilia
Head of Futures and Pathways, VET
02-8741-3147
Jcilia1@mlcsyd.nsw.edu.au

Enclosed/Attached:

- Student Placement Record
- AON Certificate of Currency

