



*Holy Cross College,  
Ryde*

3rd February, 2010

Dear Parents,

As part of your son's completion of a VET course here at Holy Cross College, he is required to complete one week of full-time work with an employer in a relevant field. This work placement is an invaluable experience for the boys as it provides them with first hand experience working in their chosen field.

Employers for this component of the course are sourced externally by North West Business Education Network (NWBEN). NWBEN work hard to maintain their valued network of employers willing to take on our students, and as such, it is vital that our students represent our school with the utmost level of professionalism in the workforce.

Students and parents will be required to attend a compulsory information evening here at the College prior to completing work placement. The purpose of the evening is to inform students and their parents of the expectations of the College and the Employers whilst students are undertaking work placement. Students and parents will also complete all of the necessary paperwork on this night.

Information evening details:

Date: Tuesday 16<sup>th</sup> February  
Time: 6.30pm  
Place: Patrician Centenary Hall

It is imperative all students completing a VET course in Hospitality, Construction and IT attend this evening with their parents in full school uniform.

Please sign the attached RSVP slip and return to your VET teacher no later than Friday, 12<sup>th</sup> February.

Yours sincerely,

Amanda Sheahan  
Careers Coordinator

Please Return to VET Teacher by  
Friday 12<sup>th</sup> February 2010

I have received the letter dated 3<sup>rd</sup> February, 2010 regarding the compulsory parent information evening regarding VET courses on Tuesday 16<sup>th</sup> February in the Patrician Centenary Hall.

I/We will be attending.

Parent's Signature ..... Date: .....

Son's Name: ..... Homeroom: .....