



15 October 2025

Dear Parent/Guardian

Year 10 Work Placement – Tuesday 2 December to Tuesday 9 December (6 days)

Peter Moyes Anglican Community School is offering all Year 10 students the opportunity to be Ambassadors for our School during a period of work experience. It is an expectation that all students will be involved in an activity. Please note there will not be any supervised Year 10 classes at School during this period.

Parents/Guardians are asked to assist their child to select and approach organisations in an industry that is of interest to their child. When selecting a workplace, it is your responsibility as a Parent/Guardian to be satisfied that the workplace is appropriate and safe for your child.

Once a placement has been agreed, you must complete with the employer a copy of the Student Placement Record document and provide the employer a copy of the School's Certificates of Insurance Currency, dated 31 October 2025, obtained from the links below. The School's Certificate of Insurance Currency link will be updated with the new certificates when available.

Once the Student Placement Record document has been completed and a copy of the employers Certificate of Insurance Currency obtained, students are to return both to Secondary Reception by **Tuesday 25 November 2025.**

A list of employers that have accepted students previously is available on the Business List 2025 link below. These employers may or may not accept students in 2025. This is to be used as a "guide only" and can vary depending on individual circumstances.

Please enter all Work Placement details by completing the Survey Monkey link.

[Work Placement Documents](#) [Survey Monkey](#)

Students should also complete the Work Placement Logbook and give a printed copy of the Thank you letter to their Work Placement employer.

A staff member from the School will follow up with either a phone call or an in person visit for each student during the Work Placement period, providing any assistance that may be required.



PETER MOYES

ANGLICAN COMMUNITY SCHOOL

FAITH
EXCELLENCE
COMPASSION
RESPECT
RESPONSIBILITY
COURAGE

This is an invaluable opportunity for students to experience life in the workplace, preparing them for future employment and/or enabling them to make valuable choices regarding their own personal career goals and future aspirations. Students benefit enormously from Work Placement, and it is not unheard of for workplaces to offer part-time or casual employment on an on-going basis as a result.

Please visit the Careers and Pathways parent portal for further information. Alternatively, I can be contacted on 9304 5588 or by email at lparkes@pmacs.wa.edu.au

Peter Moyes Anglican Community School would like to thank you for your ongoing cooperation relating to the Work Placement programme.

Yours sincerely

Larry Parkes
CAREERS AND PATHWAYS COORDINATOR

Address

Elliston Parade
Mindarie WA 6030

Postal Address

PO Box 240
Quinns Rocks WA 6030

Telephone 9304 5500
Facsimile 9304 5599

Email admin@pmacs.wa.edu.au
Website www.petermoyes.wa.edu.au