

Pretoria 16 January 2019

TO THE COMPANIES OF PRETORIA

Dear Madam, Dear Sir,

With your kind assistance, our Career Orientation Programme has been highly successful ever since its inception in 1997. Through this programme, our grade 10 learners can experience the professional world first hand. All parties involved from the companies, learners, and parents to the teachers regard the experience gained as valuable and beneficial to all.

The concern that most young people have no experience in the work place has been heard from all sides – businesses, schools, parents, and learners. However, such contact cannot be expected from a career of twelve years at school directly followed by tertiary education.

Through our Career Orientation Programme we try to establish a link between school and the workplace. This should lead to school-leavers having a much better idea of what to expect and in being better prepared for entering the job market. The Career Orientation Programme gives learners the opportunity to gain valuable insight into the career they might choose at the end of their school career. This experience may confirm their choice, or, on the other hand, it might cause them to reconsider their options.

Participating learners shall, depending on the circumstances at their place of work, work under instruction and supervision for a certain period of time. In this way, they will get to know their talents, skills and capabilities. It will also afford them the opportunity to find out what the demands of their chosen profession may be.

- From **10.06 to 21.06.2019** grade 10 learners (aged 15 or 16) will work for a period of two weeks in a business, during normal business working hours. (6-8 hours a day). We are aware of the fact that we are asking a lot from you. However, the parents, teachers, and especially the learners involved are prepared to invest a lot of work and goodwill into the programme.
- The training is part of our educational process and schooling and, therefore the **learners will not receive any remuneration**.
- Each learner is supervised by a teacher who cares for him / her and who will be your contact person. This teacher will visit the learner at work, of course only after an appointment has been made with you.



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- Sessions at our school, designed to prepare learners for their training, will be integrated as “economics” into the subject Life Orientation, which is taught in all grade 10 classes. Topics like employment enterprise and economic cycle as well as safety and security in the workplace, data protection, the keeping of a record book etc. will be discussed. The learners will be taught how to write their curriculum vitae and a letter of application, which the learners should submit to your company.
- The signatory of this letter will be available for your queries, suggestions and comments, and in the case of any problem that may arise.
- Parents have, with their signature, taken note of the fact that they are liable for medical aid, and accident insurance. The personal liability insurance of the DSP will only provide cover in cases where parents or the company do not have their own personal liability insurance or where such insurance has been exhausted.
- You are requested to appoint a mentor who will be responsible for the learner and who will act as contact person for the school. The learner should have the opportunity to get acquainted with the basic technique of the place of work, but could also be given jobs like running errands, tidying up, cleaning etc.
- As part of the learners Life Orientation portfolio each learner has to write a report about his / her training (**Internal assessment**). This report must be presented to the business first. The company also has to provide the student with a report about his / her performance during the practical training. This report will count as an **external assessment**.

It would be unrealistic to assume that the learners will have found a future place of work, or that the businesses will have a future employee, although this may occur occasionally. However, it is an important gain for businesses and learners alike if a learner realises that the career he / she experienced during his / her training is the right one or not.

Thank you very much for your understanding and your co-operation.

Kind Regards

M. Löwe

HOS LIFE ORIENTATION

Thomas Gehrke

HOD CAREER GUIDANCE