



# Work Experience Procedures

**You should follow the steps set out in this section:**

**\* YOU MUST COMPLETE AND SUBMIT YOUR YR 10 CAREER ASSESSMENT TASK1\***

- STEP 1** Attend Year 10 Career interview to discuss Work Experience
- STEP 2** Attend Year 10 Work Experience Meeting to collect Work Experience Handbook and Application form. Application form will also be located on the Google Classroom.
- STEP 3** Show this Handbook to your parents.
- STEP 4** Choose an occupation.
- STEP 5** Fill in Application form and hand in to Transition Adviser by due date
- STEP 6** When your Work Experience employer has been confirmed, attend the Work Experience Induction 1 meeting for your session and collect your Work Experience Package from Mrs Morrissey.
- STEP 7** Give all Yellow Forms and relevant paper work to the Employer. Once they have completed the Work Experience Student Record, collect it back off them.
- STEP 8** Have your parents complete and sign the Yellow Form then return this to the Mrs Morrissey at least two weeks before you attend your Work Experience.
- STEP 9** Attend the Work Experience Induction 2 meeting for your session and collect your final Work Experience Package from Mrs Morrissey, 1 week before your Work Experience session.
- STEP 10** Make contact with your employer either by phone or in person one week prior to ask about arrival / departure times, attire, lunch arrangements etc.
- STEP 11** Attend Work Experience every day. (if you are unable to attend Work Experience YOU MUST contact your employer before your starting time and then you must also contact the school. Only in extreme circumstances are you to miss any days of your work experience).
- STEP 12** You must give your employer relevant paper work from your Work Experience package on your first day. Remember to wear your badge if applicable and always carry your emergency card. Get your employer to sign her attendance sheet in your diary every day
- STEP 13** Complete student diary (during Work Experience) and student evaluation form (after Work Experience) as well as getting your employer to complete your employer assessment report and make sure your employer has signed all your attendance days (last day of Work Experience). Give employer thank you card or note on your last day.
- STEP 14** Return Student Diary, Student Evaluation form and Employer Assessment to Mrs Morrissey after your week at Work Experience

It is important that:

You complete these steps and hand in the correct form/s by the due date or you will not take part in the program.

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