**FINAL WORK EXPERIENCE CHECKLIST**

Keep this Checklist in a safe place



and refer to it regularly!

 1-2 Weeks before.

Have you contacted the employer to remind them you are coming next week?

Do you know the following information about your placement:

a. where to go and who to report to on day one? d. how you will get to work?

b. starting and finishing times? e. what to do about lunch?

c. what to wear?

Do you need a travel form to be in the same car as your employer.

Have you collected your Work Experience package to take with you?

**Check** to see it contains the following items.........

a. Work Experience Diary d. A Student Evaluation Sheet

b. Employer Letter re: Assessment Report e. Name Tag / Emergency Contact Card

c. Employer’s Assessment Report/envelope f. 3 copies of Student Placement Record

On Work Experience:

Give employer white envelope - items b, c and 1 copy of f (from the list above), in the envelope and hand them to your Employer on arrival.

Fill in your Attendance Card (from the front of your Diary) signed by your supervisor at the start of each day (this is important because it is your proof of attendance at work).

Complete your diary each day. Wear Your Name Tag (If applicable) and carry your emergency

 card at all times

A teacher will visit you and your employer where possible to see how you are going. They will complete a brief report. Where a visit is not possible, some other attempt at supervision will be made most likely by phone.

Your Last Day of Work:

Make sure you have attempted ALL questions in your diary.

Make sure your Attendance Card is signed for every day.

Early in the day politely ask your supervisor to complete the Employer's Assessment Report sometime that day if possible. You must collect this on the last day.

Just before leaving ..............................

a. **GIVE** **A written thank you** for your employer

b. **collect** your Employer's Assessment Report if it has been completed (or make

arrangements to collect it).

THIS WILL BE YOUR WORK EXPERIENCE REFERENCE SO DON’T FORGET - IT IS A MOST IMPORTANT DOCUMENT FOR YOU.

 Back At School:

Hand in to your Transition Advisor the following items in the envelope you were given or a similar one..........

a. Your COMPLETED diary.

b. Your Employer's Assessment Report (if given to you on your last day) or a note saying when you will

be picking it up.

c. Your COMPLETED Student Evaluation Sheet.

d. Your BADGE

e. Your EMERGENCY CARD

It is most important you follow the last step - you will receive your paperwork back after the Transition Adviser checks your work to put in your Career Portfolio. You will also receive a Work Experience Certificate and School Assessment Report.

