

Work Experience for Students

Why am I doing work experience?

- To find out more about your career of choice
- To gain hands-on experience
- To gain a head start with a traineeship or part-time work
- To get experience to put into your resume

GET EXPERIENCE

**STAND OUT
FROM THE CROWD**



Work experience is the MOST EFFECTIVE way to prepare for your future career

Employers are more likely to employ you if you have experience because you have a good understanding of what the job entails plus real experience.

It's up to you to give a good impression during your placement. You must:

- Contact the employer before your placement to arrange a time to meet.
- You must have your Work Agreement Form signed by your employer, parent/guardian and yourself.

It is illegal to attend work experience without this form signed by all parties and returned to Mrs Allen, Student Pathways. Without this form you are not insured.

What do I do next?

It is important to act like a normal employee during work experience. That means you must arrive on time, be polite and courteous and follow instructions carefully. Mostly, you do basic 'entry level' tasks.

What do I wear?

This is a good question to ask at your initial meeting with the employer. Try to wear similar things to the other employees at the work place. Always dress neat and tidy in clean clothes.

What if I can't make it?

You MUST phone the employer and the school if you are unable to attend work experience.

Safety in the workplace is REALLY important. Make sure you follow instructions carefully and that you are aware of safety procedures within the workplace.

Making a good Impression!

It is pretty easy to make a good impression on your employer, if you have the right attitude.

Some simple tips are:

- Try to remember people's names and use them. It is a friendly way to get to know the people you work with.
- Write down any important info in a little notebook.
- Always ask for help if you're not sure about something.
- Avoid standing around doing nothing. Always ask if there is anything you can do to help. Even if it is cleaning.
- Never leave the work area without letting someone know.

Some tips to follow:

Contact the employer

Get your form signed

Submit form to Mrs Allen, Student Pathways

Arrive on time at work

Follow instructions at work

Be courteous, polite and respectful to co-workers

Thank your employer





WHITE CARD (Safety)

Many students will enter the building and construction industry through a variety of occupations. One of the requirements to get onto a construction site is the successful completion of the construction industry induction – also known as the White Card.

This is nationally recognised and issued to a person who successfully completes competency unit CPCCOHS1001A (Work Safely in the Construction Industry). People that require this card include the self employed, apprentices, trades persons, labourers and anyone working on a construction site (e.g. students on structured work placement).

[white card courses](#)

Defence Work Experience Program



Australian Government
Department of Defence

Work Experience Placement with Defence - For information and forms relating to application for Work Experience with Defence at Gallipoli Barracks in Enoggera and Royal Australian Air Force in Amberley, visit <http://www.defence.gov.au/workexperience>

Applications must be submitted through the online application system [eRecruit](#) prior to the closing date.

Please note: Placements run over several days and you will need to organise your own travel to and from the location of the work experience placement. Students are not permitted to remain on a Defence site overnight.



Nursing/Midwifery Education and Research Work Experience Workshop

Attention: School Students in year 11 & 12

2018 Dates: 6 Mar, 20 Mar, 1 May, 15 May, 29 May, 24 Jul

Arrival Time: 0745 for sign in

Session Runs: 0800 to 1500

Location: HG Lecture Room, Clinical Education & Research Centre, Robina Hospital

Aims:

- To gain knowledge of the roles of health workers to better inform career choice
- To increase awareness of adult roles and responsibilities within the workplace
- To enhance their understanding of the relevance of school studies in relation to the requirements of work

Career presentations include:

Medicine Nursing Dietetics Occupational Therapy
Social Worker Physiotherapy Simulation Activities

Booking details

Contact your Industry Liaison Officer for further information. The Education Queensland work experience agreement form and other documents are required to be completed prior to attendance.