

CAREER CONNECTIONS CENTRE

WORK EXPERIENCE

KEY POINTS

-  Work Experience lets you explore careers, learn skills, and build your resume
-  **Principal approval and a completed Work Experience Agreement form must be submitted before your placement can start**
-  You can do up to 30 days per calendar year (Year 10, 11 & 12 students)
-  You may do multiple placements, but only one at a time
-  Work Experience is **unpaid** — if you receive payment, insurance is void, the employer is responsible for any incidents, and the placement will not be approved as time off-campus
-  Students cannot do Work Experience at a business owned by your parent, but you can do it at your parent's workplace if they are not your supervisor
-  Any changes to your placement must be advised to and approved by the school prior to the change
-  Placements can be cancelled by school, employer, or student/parent

HOW TO ARRANGE A PLACEMENT

- ✓ You're responsible for finding your own placement — use personal contacts or approach businesses directly
-  The Career Connection Centre can assist with:
 -  Business contacts
 -  Practice questions for communicating with employers
-  See the Careers Centre to arrange the documents required for approval
-  No placement can start without school approval
-  You will receive an email when your placement has been approved confirming your start and end dates.

OPTIONS

-  One day per week during school term (e.g., over several weeks or a term)
-  Full weeks during school holidays (requires extra school approval)
-  Week blocks may be available with Year Level Team approval

IMPORTANT INFORMATION

-  Some employers require PPE, Blue Cards, vaccinations, or other compliance
-  Placements must be unpaid to maintain insurance coverage
-  Any changes to your arrangement must be approved by the school first
-  For more information visit:
<https://ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure>

QUESTIONS?

For assistance or more information please contact the Career Connections Centre team by emailing careers@bremershs.eq.edu.au

CAREER CONNECTIONS CENTRE

ORGANISING WORK EXPERIENCE

STEP 1



Decide what industry you are interested in

- ✓ Think about careers or workplaces you would like to explore through work experience
- ✓ You do not need to be 100% certain about your future career path. Work Experience is designed to help you explore different industries and jobs so you can discover what you do and do not enjoy.
- ✓ Consider your interests, hobbies, favourite subjects, skills, and future goals when deciding what type of placement you would like to organise.

STEP 2



Research businesses

- ✓ Look for businesses in your chosen industry: Use personal contacts, Search online, Visit businesses in person, Ask the Career Connections Centre for suggestions

STEP 3



Contact employers

- ✓ You are responsible for organising your own placement.
- ✓ You can contact businesses by: visiting in person, calling them, or sending an email
- ✓ Refer to the Careers Centre's '**Approaching Businesses for Work Experience**' document for tips on what to say

STEP 4



Collect employer details

- ✓ Once you have an employer willing to host you, you need to collect their details to give to the Careers Centre
- ✓ Make sure you let the employer know that we will email them documents to be signed before you can start attending
- ✓ Use the Careers Centre's '**Work Experience Employer Details**' Form to collect the details required for your work experience agreement - make sure you collect all details

STEP 5



Work Experience Agreement

- ✓ The Careers Centre will create all documents required for your work experience placement to be approved
- ✓ These will be sent for electronic signatures. Make sure you sign your forms as soon as possible and follow up with your host employer to make sure they sign as well.

STEP 6



Work Experience Approval

- ✓ You will receive an email when your placement is approved.
- ! **Do not attend until you receive the approval email.**
- ! **Insurance is not in place for your placement until the approval email has been sent**

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APPROACHING BUSINESSES FOR WORK EXPERIENCE

TIPS

- ✓ Dress neatly and professionally if visiting in person
- ✓ Be polite and organised
- ✓ Speak clearly and confidently
- ✓ Introduce yourself and explain why you are contacting them
- ✓ **Don't get discouraged if a business says no.** Many students need to contact several businesses before finding a placement.
- ✓ Remember every conversation is good practice for future job applications and interviews
- ✓ Thank employers for their time, whether they can offer a placement or not

EXAMPLE PHONE/IN PERSON SCRIPT

-  What to say:
- ✓ Hi, my name is **YOUR NAME** and I am a student at Bremer State High School.
I am interested in gaining work experience in **INDUSTRY OR ROLE YOU ARE INTERESTED IN** and was wondering if your business offers work experience opportunities.

EXAMPLE EMAIL

-  What to write:
- ✓ **SUBJECT:** Work Experience Enquiry
To whom it may concern,
My name is **YOUR NAME** and I am a student at Bremer State High School.
I am interested in gaining work experience in the **INDUSTRY YOU ARE INTERESTED IN** industry and was wondering if your business offers work experience opportunities for students.
Thank you for your time and consideration. I look forward to hearing from you.
Kind Regards
YOUR NAME

IF THEY SAY YES

-  Say:
- ✓ That's great, thank you. Could I please collect the details needed for the school to prepare the work experience documents so the placement can be confirmed?
 - ✓ *Use the Careers Centre's 'Work Experience Employer Details' Form to collect the details

IF THEY SAY NO

-  Say:
- ✓ Thank you for your time.
 - ✓ *Move onto the next business on your list to see if they can offer you a placement.

REMINDER

- !** If you secure a placement, make sure you collect all the employer details required for your work experience agreement

CAREER CONNECTIONS CENTRE

PREPARING FOR YOUR WORK EXPERIENCE PLACEMENT

BEFORE YOUR PLACEMENT

- ✓ Read your approval email carefully
- ✓ Check:
 - Placement Dates
 - Start and Finish Times
 - Workplace address
 - Who to ask for on your first day
 - Any other workplace requirements
- ✓ Organise your transport before your first day
- ✓ Make sure you know what to wear and if you need to bring any PPE, lunch, equipment
- ✓ Complete any required inductions, training and paperwork before your placement starts
- ✓ If you are unsure about anything, contact your employer ***before*** your first day

DURING YOUR PLACEMENT

- ✓ Arrive on time each day
- ✓ Be polite, respectful and professional
- ✓ Follow all workplace rules and safety procedures
- ✓ Listen carefully and follow instructions from your supervisor
- ✓ If you are unsure, uncomfortable, or feel unsafe at any time, speak with your supervisor immediately
- ✓ Report any workplace health and safety incidents, injuries, hazards, or near misses to your supervisor immediately and ensure the school is notified as soon as possible
- ✓ Ask questions and take opportunities to learn about the industry
- ✓ Show initiative and be willing to help where appropriate
- ✓ Represent yourself and Bremer State High School positively at all times

ABSENCES OR ISSUES

- ✓ If you are sick, running late, or unable to attend, contact your employer as soon as possible
- ✓ You must also notify the school of any absences - refer to your approval email for processes
- ✓ Students are required to attend school for any scheduled exams or assessment requirements unless alternative arrangements have been approved by the student's year level team. Check your assessment/exam schedule and advise your employer, in advance, if you are required to be at school instead of your placement.
- ✓ If you have any other concerns, please let the Careers Centre team know as soon as possible

IMPORTANT NOTES

- ! Work Experience is unpaid. Receiving payment may affect insurance coverage and school approval.
- ! Any changes to your placement must be discussed with and approved by the Careers Centre before the change can occur.
- ! Do not attend your placement until you have received an approval email from the school.
- ! Only attend on the dates listed in your approval email. Additional days are not covered by insurance unless approved by the Careers Centre.
- ! If you would like to extend your placement, a new Work Experience Agreement may be required.
- ! Placements may be cancelled by the school, employer, student, or parent/carer if required.
- ! Contact the Careers Centre if you have any concerns before or during your placement.

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WORK EXPERIENCE EMPLOYER DETAILS

EMPLOYER/BUSINESS DETAILS

- ✓ Business Name: _____
- ✓ Industry/Occupation: _____
- ✓ Workplace Address: _____
- ✓ Supervisor Name: _____
- ✓ Supervisor Position: _____
- ✓ Supervisor Phone: _____
- ✓ Supervisor Email: _____

- ! Please ensure the supervisor's email and phone number are correct, as these details will be used to arrange the placement.
- ! The employer risk assessment & work experience agreement will be sent to this email for the employer's signature

PLACEMENT DETAILS

- ✓ Day attending (Eg. Mondays): _____
- ✓ Start Time (eg. 8:30am): _____
- ✓ Finish Time (eg. 4pm): _____
- ✓ How long will the placement be? (eg. 1 day per week for 6 weeks): _____

- ! Please note we can only approve students to attend 1 day per week during the school term.
- ! Students are welcome to do full weeks during the school holidays (April, June/July & September school holidays - no placements will be approved during the December/January school holidays due to school staff being on leave
- ! Start and end dates will be confirmed once the employer risk assessment has been completed

PLACEMENT ACTIVITIES

- ✓ What tasks or activities will the student be completing? (eg. cleaning, shadowing staff, customer service)

PLACEMENT REQUIREMENTS

- ✓ PPE Required? ☐ Yes ☐ No Please specify: _____
- ✓ Closed in Shoes? ☐ Yes ☐ No Please specify: _____
- ✓ White Card? ☐ Yes ☐ No
- ✓ Blue Card? ☐ Yes ☐ No
- ✓ Attire/other requirements (eg. long sleeve shirt, long pants, hair tied back, hat, student to bring lunch/water bottle)

REMINDER

- ! Make sure you collect all the employer details above required for your work experience agreement. Your placement cannot be arranged without all the information
- ! Work experience cannot commence until the work experience placement has been reviewed and approved by the Principal.