

WORK EXPERIENCE

# Why are we doing work experience?

## Work Experience can ...

- ▶ Give you authentic experience of the workplace
- ▶ Clarify your choice of subjects
- ▶ Introduce you to potential connections
- ▶ Develop employability skills (for your CV)

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# Expectations during work experience

## ▶ Daily Routine

- ▶ Be on time & stay the distance
- ▶ Dress appropriately
- ▶ Be organised for lunch
- ▶ Stay safe

## ▶ Behaviour & Expectations

- ▶ Be a responsible & professional colleague
- ▶ Telephone if late or ill (employer AND school)

## ▶ Reflection

- ▶ Fill in your journal.
- ▶ Make goals about subjects or other things you need to do.
- ▶ Bring your journal to VCE Orientation.

# What if there's a problem?

It's OK to be nervous.

## What if ...

- ▶ You hate the workplace?
  - ▶ You find it hard to work with your supervisor?
  - ▶ You feel unsafe?
  - ▶ You feel sick?
- 
- ▶ Any other situations?

## What to do ...

- ▶ Try talking to the employer first
- ▶ Ring Ms Witt or your YLPL via school switchboard 9488 2300

# What's next?

## TODAY:

- ▶ Pick up a work experience journal.
- ▶ If you are on the list on the next slide/s, please stay behind after assembly.
- ▶ Check at home that your copies were sent to parents.

## BEFORE FRIDAY, NOV 3 (that's tomorrow):

- ▶ Hand in all your forms (properly signed, please).
- ▶ Hand in BOTH OHS certificates.

## QUESTIONS?

- ▶ See Ms Witt in Room 11

# What else is next?

## NEXT WEEK:

- ▶ Ring your employer to confirm details
- ▶ Make sure you are organised
  - travel
  - lunch
  - dress code

## DURING WORK EXPERIENCE:

- ▶ Your work is your first priority.
- ▶ Take your journal and fill it in
- ▶ Contact school if any problems

## NOTE:

- ▶ If you do not have a placement organised, you will be expected at school every day, in uniform.
- ▶ An alternative program will be run here at school