



2024 Year 10 Work Experience

Monday 9 September – Friday 13 September

(Term 3, Week 10)

Instructions for Students:

1. Identify a workplace/industry that interests you

- Use your contacts to find a suitable work experience placement
- Look around your local area for a suitable workplace

2. Approach the employer - phone or visit the workplace

- Phone or visit the employer to ask about a work experience placement
- Once agreed, take the work experience agreement (WEA) form to the employer for signing

3. Complete the work experience agreement (WEA) form

- Fill in the form - start at the top of page 1 and work your way down
 - Page 1 – complete each highlighted section
 - Page 2 – you need three signatures on this page:
 1. Student signature
 2. Parent/guardian signature
 3. Work experience provider signature
- The Principal's signature is organised by the Industry Liaison Officer at school

4. Return the form to the Industry Liaison Officer by Friday 9 August 2024 (or any time before)

- Email to ILO@caloundrashs.eq.edu.au or return the form to the Resource Centre

5. Once form is complete and returned

- School will email a copy to the student, parent/guardian and employer

6. Confirm your work experience placement

- Phone or email the employer the week before work experience to confirm your placement
(do this between Monday 2 September - Friday 6 September 2024)

7. Enjoy your work experience placement

- Arrive on time, ready to work
- Be sensible and safe, and comply with all safety instructions
- Use your manners, learn all you can, and make the most of the opportunity

Please note:

The Work Experience Agreement form MUST BE RETURNED by Friday 9 August 2024