



Year 10 Work Experience Program
A "How to" guide

CHOOSING A WORK EXPERIENCE PLACEMENT

1. Students need to consider the types of work they are interested in. Students have developed a myFuture Career Profile through the Connect program. The work placement choice should be reflective of this plan, and current subject choices. Students are encouraged to research potential career pathways through myFuture (<https://myfuture.edu.au/>) and Job Jumpstart (<https://www.jobjumpstart.gov.au/>)
2. Students should have completed the [Organising Work Experience](#) document through the Connect program.
3. Be aware that not all types of work are appropriate for Work Experience (e.g. medicine/psychiatry/law due to confidentiality) and it may be difficult to be placed due to a company's popularity or only offering places to tertiary students.
4. Consider your transport arrangements before applying for Work Experience. The school does not provide any form of transport for Work Experience. For public transport arrangements see Translink website: <http://translink.com.au/>.

WORK EXPERIENCE PROVIDER

1. Prospective work experience providers may be found through:
 - Friends of family
 - Company websites
 - Business associations
 - Local businesses
2. After students have prepared a Resume (see below), they will approach the potential work experience provider/s. An example email template or conversation plan can be found here: [Email Template](#)

Once a successful connection has been made, Work Experience providers are able to share their details with the school via this [link](#) or by using this **QR code**.



- Indooroopilly SHS will contact the Work Experience provider with a Department of Education and Training (DET) ["Work Experience Placements for School Students" Agreement form](#). It is a requirement that this is signed by the Work Experience provider, the student, parent and finally by the Executive Principal of Indooroopilly SHS.

PREPARING A RESUME AND APPROACHING WORK EXPERIENCE PROVIDERS

- All students are to prepare a resume for potential Work Experience providers; this will be sent via email. Ensure the resume is current and list relevant skills and experience. If you don't already have a resume, you can use the following [Resume Template](#) as a guide.
- Please see your Year 10 Connect teacher if you need guidance on preparing your resume or in preparing email communications for potential providers. Students should save a digital copy and it is recommended (for face-to-face introductions) to have a hard copy printed.

STEPS TO COMPLETING YOUR WORK EXPERIENCE PLACEMENT

