

Work Experience - Self-Service Guide

As a Year 10 student you will be able to undertake Work Experience as part of your studies.

It is an opportunity to immerse yourself in a career interest / a passion and learn some of the skills and requirements to achieve your Career goal. You may also be offered casual work as an outcome from this program.

***** This is an invaluable program and relies on you taking responsibility for work experience and ensuring you maximise the learning opportunity, as well as represent BSE with integrity *****

A step-by step self-service guide to how to engage work experience.

	ACTION	
☐	MY DATES FOR WORK EXPERIENCE ARE: _____	
☐	List 2-3 possible interests / subjects / passions you have: • _____ • _____ • _____	
☐	Consider family or friends who work in these interest areas above. Is work experience possible at their workplace?	OR Explore opportunities on the Careers+Pathways@BSE site through Compass 'Favourites' (star). List 2-3 possible businesses that match your interest: • _____ • _____ • _____
☐	*** Visit the Careers Hub if you need help exploring businesses *** Choose one business to contact and note their contact details Name: _____ Phone: _____ Email: _____ Address: _____	
☐	Contact the business - in person / email / phone (see Careers+Pathways@BSE 'Plan of Action' page for guidance) *** Visit the Careers Hub if you need help making contact ***	
☐	Once you have verbal approval, visit the Careers Hub to discuss and collect a paperwork pack	
☐	Signatures ☐ Student ☐ Parent ☐ Employer	
☐	Have you completed your OHS certificates x2 (general module + industry specific module)? If not, complete these and include a copy with your paperwork.	
☐	Return paperwork pack to the Careers Hub for signing and final approval	