

NORTH BUNDABERG STATE HIGH SCHOOL



Year 10 Work Experience Student Checklist

Name: _____ SETP Teacher: _____

Tick

- 1 Find work experience placement and complete **Information Sheet**.
- 2 Return the completed workplace **Information Sheet** to your SET P teacher by **13/10/17**.
- 3 A **Workplace Agreement** (containing insurance information) will be given to you. You and your Parent/Guardian and Employer are to sign the form.
- 4 Return the signed **Workplace Agreement** form to the Work Experience Co-ordinator in **L block**.
- 5 Contact your employer (phone call) to confirm placement and induction, uniform requirements etc. by 16/11/17. You must notify your SET P teacher of this by **17/11/17**.
- 6 During work experience, record the times you worked and the activities you performed in the workplace in your log book.
- 7 Ensure your employer fills out and signs the logbook after orientation/induction is completed.
- 8 Get your employer to sign your logbook once your work experience has finished.
- 9 After completion, record your work experience in your **SET Plan**.
- 10 In Year 11, 2018 give your log book to the Work Experience Co-ordinator in L Block and receive your **Work Experience Certificate** to put in your resume portfolio.

