



## South East Region Learning College

# WORK EXPERIENCE CHECKLIST

1. Contact your employer – arrange a face to face or discuss aspects of your work experience over the phone.
2. Use this form to collect all relevant information for your work experience. It is important to complete all sections on page 2 so you know your work days/hours and what is expected of you, including what to wear.
3. Once you have completed the form return it to the Transition Officer ASAP – remember there is a minimum of 1 week turn around for all paperwork to be completed before you commence work experience.

**Any questions or concerns contact: SHARON CHARTER – TRANSITION OFFICER**

**Email: [schar6@eq.edu.au](mailto:schar6@eq.edu.au)**

**Phone – Head Campus: 3382 9222**

### STUDENT PERSONAL DETAILS:

Name:

Date of Birth:     /     /

Campus:  Eagleby Learning College    Varsity Learning College    Hope Island Learning College

Group:  OP \_\_\_\_\_  SP \_\_\_\_\_  10 \_\_\_\_\_  Business \_\_\_\_\_

Engineering    Construction    Other: (please specify) \_\_\_\_\_

Address:

Phone:

Email:

Emergency Contact 1 - Name:

Phone:

Emergency Contact 2 – Name:

Phone:

Medical Information – List any pre-existing conditions that may impact on your work experience:

## **TURN OVER TO COMPLETE EMPLOYER DETAILS**

**REMEMBER** to complete all sections below, as this information is important to you so that you are prepared to undertake your work experience or structured workplace learning.

**EMPLOYER / BUSINESS DETAILS:**

Name of Business / Company:

Contact Name:

Position:

Phone:

Email:

Business / Company Address:

**Work Experience Duration Dates** – note: week block/s only during non-class periods or during times negotiated with class teacher/s, otherwise it will need to be 1 day per week for set period of time – **When can I undertake work experience?**

Preference 1:

Preference 2:

What time will I start/finish work?

Type of Work Duties – What will I be doing while I am at work?

What should I wear?

Do I need any PPEs or special equipment?

Is there any other information I should know before commencing work experience?