

Securing a work experience placement

Steps and suggested script

Take with you:

- SCSHS Employer letter
- Workplace agreement form (signed by your parents and yourself)
- Resume* (if possible)

Helpful hints

- Make sure your guardians know what you are doing and have their permission
- Look presentable.
- Don't visit if the business is visibly busy
- Know your availability – consider school and home commitments

Step 1: Remember good eye contact and a clear voice

"Hello, my name is _____"

I am a year 10/11/12 student at Springfield Central State High School. I am interested in undertaking work experience in your business as I am interested in a career in _____. Is there someone I can speak to about work experience please?"

If yes, proceed to next step

If No: "Thank you for your time, good bye." Try next business on your list

Step 2:

If correct person is available:

"My name is _____"

I am a year 10/11/12 student at Springfield Central State High School. I am interested in undertaking work experience in your business as I am interested in a career in _____. I was hoping to complete work experience with your company and I can flexible with times and dates., but would the "insert dates/ days/ times" work for you?" Give 'Employer letter'

If the correct person isn't available: "Do you know when they would be available? Would it be ok if I came back then?"

If they are still interested proceed to next step

If No: "Thank you for your time, good bye". Try next business on your list

Step 3:

"There are some things I need to know to complete the work experience agreement form. Can you please help me with this information?" (Ensure you write down this information accurately on your work experience agreement/ insurance form)

"What is your name?"

Who is the best person for my school to contact if there is a problem?

What is your workplace address?

What is the best contact number and email address?

When would be a good time to come in and discuss your expectations and requirements before my placement?"

Fill out the agreement form and ask them to read and sign it

"Thanks again, I will return this form to school for approval and my school will email you a confirmation and copy of the agreement forms.

Thank you again for this opportunity. I look forward to working with you."

Step 4:

Upload the agreement form onto the school website/ work experience section with all other required details.