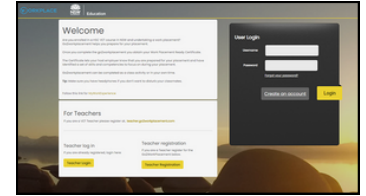




# Winmalee High School Work Experience Checklist



Find an employer or business

Collect a Student Placement Record (SPR) form from the school website

Complete the Work Experience Ready Program at <https://www.myworkexperience.com.au/auth/login>

Email your certificate to Dr Burns [emily.burns21@det.nsw.edu.au](mailto:emily.burns21@det.nsw.edu.au)

Fill in **Page 1** of the SPR with your details

Ask **parent/carer** to fill out **Page 4** of the SPR

Ask **Host employer** to fill in **Pages 2 & 3** of the SPR.

Return all pages to Dr Burns in the English Staffroom

Collect & fill out a **BLUE safety card**. Keep this with you every day of work experience in case of emergency



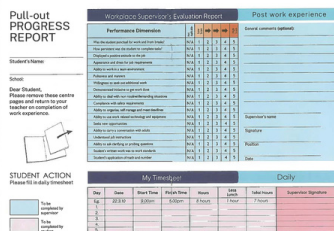
Collect my **Student Work Experience Journal**

Fill out journal each day. Especially the time sheet section in the centre.



Expect a call from the school on day 1 or 2, just to check-in

## You're Ready!



If you are sick or won't make it for any reason, let the school know asap. Also let the business know you won't be around.