

Structured  
Workplacement  
Checklist!



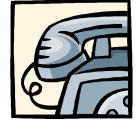
Dear Student

Attached are

1. **Your Student Placement Details (SPD)**
2. **Your Work Experience Agreement (WEA)**

Prior to commencing you are required to:

- RING your EMPLOYER as soon as possible** or at least 1 week before your placement begins and arrange to go for an interview to
  - discuss the placement start/end times, dress requirements, lunch, duties etc
  - ask them to **SIGN** the WEA
- organise** transport to/from placement
- ensure** WEA is signed by you, parent & employer and then handed back to school for your Principal's signature.



**You are expected to:**

- Dress neatly and appropriately
- Maintain an interest in the work provided
- Be punctual both on arrival and after breaks
- Follow instructions and accept suggestions - ask for help when needed.
- Act in accordance with Workplace Health & Safety requirements
- Keep personal problems at home
- Have a good attendance record
- Follow the routine of the workplace
- Take care with and show respect for employer's property

On your **first day REMEMBER** to

- Be on time. If you are going to be late - **CALL!**
- Take your signed WEA.
- Take your SWLR booklet (if applicable).
- Be enthusiastic and willing to learn.
- Communicate clearly and be polite.

### **Interview Preparation for your Work Placement**

To assist you in organising an interview for your upcoming work placement, tranzitions @ work has prepared the following script for that all important first telephone call to your employer.

"Good Morning/Afternoon, my name is \_\_\_\_\_ and I am a  
(insert your name)

student from \_\_\_\_\_.  
(insert your school's name)

tranzitions@work has organised a work placement for  
me at your organisation and I would like to arrange a  
time to meet with \_\_\_\_\_  
(insert contact name from SPD)  
if that is possible”?

**If the person who has answered the phone is not the contact name which appears on your SPD, ask to speak to that person if they are available.**

“Good Morning/Afternoon Mr/Ms \_\_\_\_\_

I was wondering if I could arrange a time to meet  
with you to discuss my workplacement which  
was organised by tranzitions @ work”?

<p><b>Supervisors Name:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Time:</b> _____</p>
--

Thank you \_\_\_\_\_  
(Insert name of contact from SPD)

for your time and I look forward to meeting you soon.

**tranzitions @ work**

**Phone (07) 3261 7577 or info@tranzitions.com.au**

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