MANSFIELD STATE HIGH SCHOOL
WORK EXPERIENCE 2015
INFORMATION FOR PARENTS AND STUDENTS

CHOOSING A WORK EXPERIENCE PLACEMENT
1. Students need to consider the types of work they are interested in. Students have completed a Career Education Program in Year 10 and completed a SET Plan. The work placement choice should be reflective of this plan, and current subject choices. Students are encouraged to research jobs through the Job Guide (http://education.gov.au/job-guide) available in the library, speak to their teachers, parents / guardians, or the school Guidance Officer.
2. Be aware that not all types of work are appropriate for work experience (e.g. medicine / psychiatry due to confidentiality) and it may be difficult to be placed due to a company’s popularity or only offering places to tertiary students.

WORK EXPERIENCE PROVIDER
1. Prospective work experience providers may be found through:
   - Friends of family
   - Company websites
   - The Job Guide book
   - Business associations
   - Local businesses
   - Mrs Jefferson in the Upper Office
2. Complete all details for your work experience provider on the “Work Experience Employer Details” form.

PREPARING A COVER LETTER AND RESUME
1. All students are to prepare a cover letter and resume for potential work experience providers. Ensure they are current and list relevant skills and experience.
2. Please see Mrs Jefferson in the Upper Office if you need guidance on preparing a cover letter and/or resume. Students should also save a copy on a USB.

DUE DATES
Please ensure you have completed the following by the specified due dates:
- Prepare a current cover letter and resume.
- Confirm work experience provider.
- Complete and hand in signed Permission Form (blue).
- Complete and hand in Work Experience Employer Details (blue).
- Complete and hand in signed Education Queensland Agreement Form (white).

ALL FORMS TO BE RETURNED TO MRS JEFFERSON IN THE UPPER OFFICE.