

Checklist for Work Experience

1. Go to the Calrossy Careers Website, read and understand all information included within the Work Experience page on the website. Read and understand the Calrossy Work Experience Guidelines
2. Contact employer or business to discuss work experience opportunities and to establish draft dates
3. Share draft dates with Career Adviser who will liaise with the Head of Secondary to ensure these dates will work with the student's commitments at school.
4. Download all forms and Certificate of Currency from the Calrossy Careers Website <https://careers.calrossy.nsw.edu.au/work-experience>
5. Ensure forms are completely and correctly completed BEFORE work experience commences, this includes:
Host Employer has signed the Consent Form (Attachment A) and the Acknowledgement Form (Attachment B)
Attachments A and B are returned to the Career adviser by the Host Employer
Host Employer is given a copy of the Certificate of Currency (School Insurance Policy)
Parent/Guardian has signed the Parent Consent Form (Attachment C) and returned this to the Career adviser)
The Parent/Guardian has read and retained Attachment D

After Work Experience is completed

6. Thank your host supervisor who looked after you at work experience and send them a thank you letter to show appreciation of your time
7. Complete your student record and give to your Career adviser, which will be scanned and returned to you.