Work Experience Process for 2026

For Students

Students apply for work experience

- Complete the work experience form and hand it in by the second Friday of the term or earlier
- ,Once a position has been found for you the ILO will ask you into have a conversation and collect your paper work.

Collect the Work experience form/booklet

- The ILO will assist you to contact the employer by phone to make an appointment to take the agreement to be signed
- Visit employer and have them sign the agreement and complete pages 1-2 of the work experience student log book
- Arrange for your parents to sign the agreement
- Sign the agreement yourself and return it to the VET & Careers Office (date of return will be written on the agreement if you don't get it in by this date your work experience wil be cancelled.)

Complete the pages in the hand book

- Complete pages 3,4,5,6 & 7 of the work experience student log book
- Give the employer the log book to complete their feedback
- Bring this back to the VET & Careers Office and it will be stored online for you.

Important

- If this process is not followed your Work placement will not occur
- If the booklet is not returned you will not be allowed to attend further WEX