

# MyWorkExperience Course Instructions

## #WHATNEXT?

KILDARE CATHOLIC COLLEGE  
CAREERS  
TRANSITIONS & PATHWAYS



Go to the [MyWorkExperience](#) website

You will see the following screen. Click on 'Create an account'. Make sure you use your school email address

The screenshot shows the MyWorkExperience website. On the left, there is a 'Welcome!' section with text explaining the program and providing instructions for registration. On the right, there is a 'Login' form with fields for 'Username' and 'Password'. Below the 'Password' field, there are links for 'Username is required?' and 'Forgot your password?'. A blue circle highlights the 'Create an account' button, and a yellow button labeled 'Login' is also visible.

You will then see the following screen

The screenshot shows a 'Thank you!' message on the MyWorkExperience website. The message states: 'An email has been sent to you with instructions on how to get started. Please check your email now.' Below the message, there is a link that says 'Return to login'.

Check your emails and click on the link and follow the instructions

## My Work Experience Registration Confirmation Inbox x



no-reply@janison.com.au via janisoncloud.com  
to me ▾

9:32 PM (55 minutes ago) ☆ ↶ ⋮

Hi Sample Student

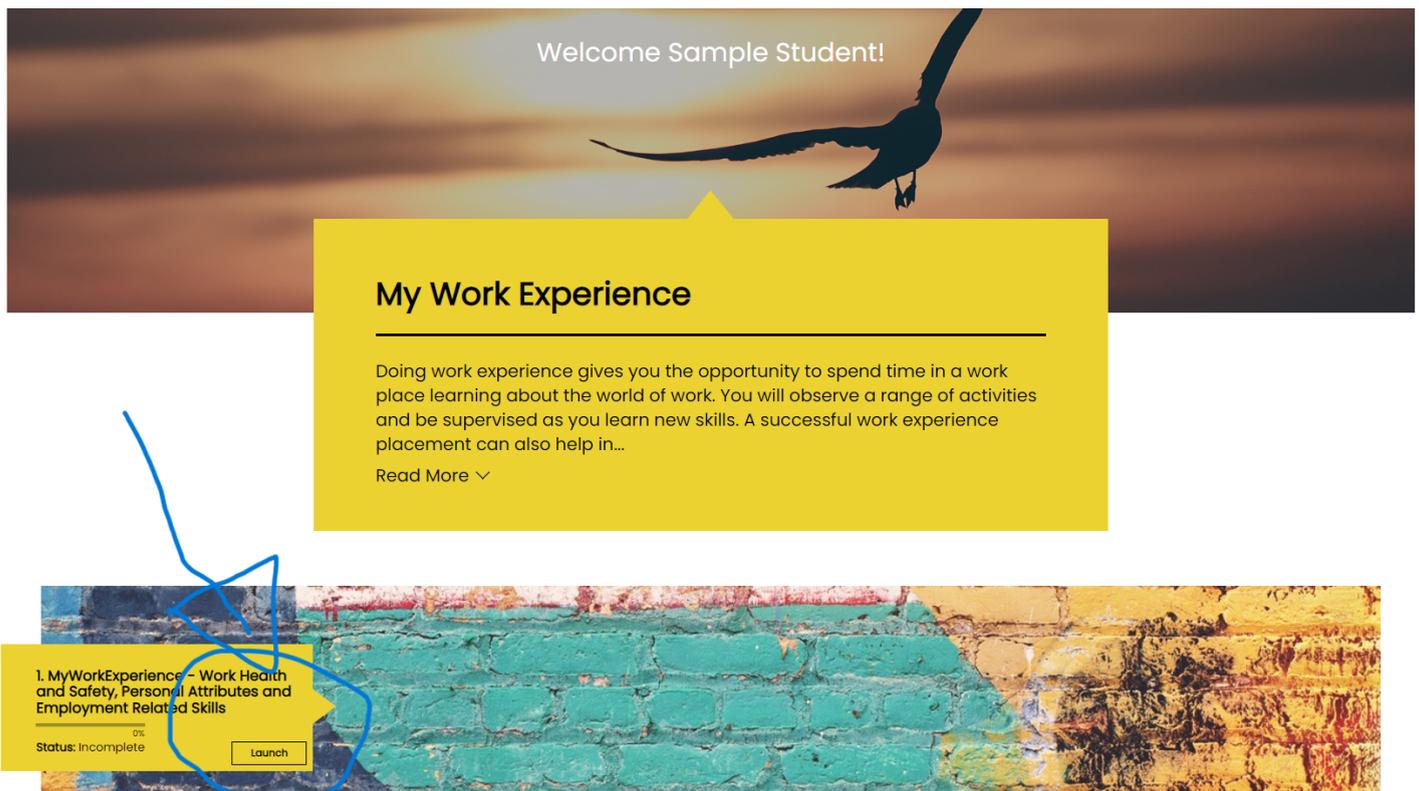
Thank you for registering with My Work Experience! Please click the link below to get started. If the link does not activate, please copy and paste it into your browser.

<https://myworkexperience.cls.janison.com/Auth/ResetPassword?nonceId=af2416d2-5d04-ee11-874b-0003ff8cfa8d&nonce=34ad4fc2-79e6-47c1-97b0-330bb3867002&userId=a72416d2-5d04-ee11-874b-0003ff8cfa8d>

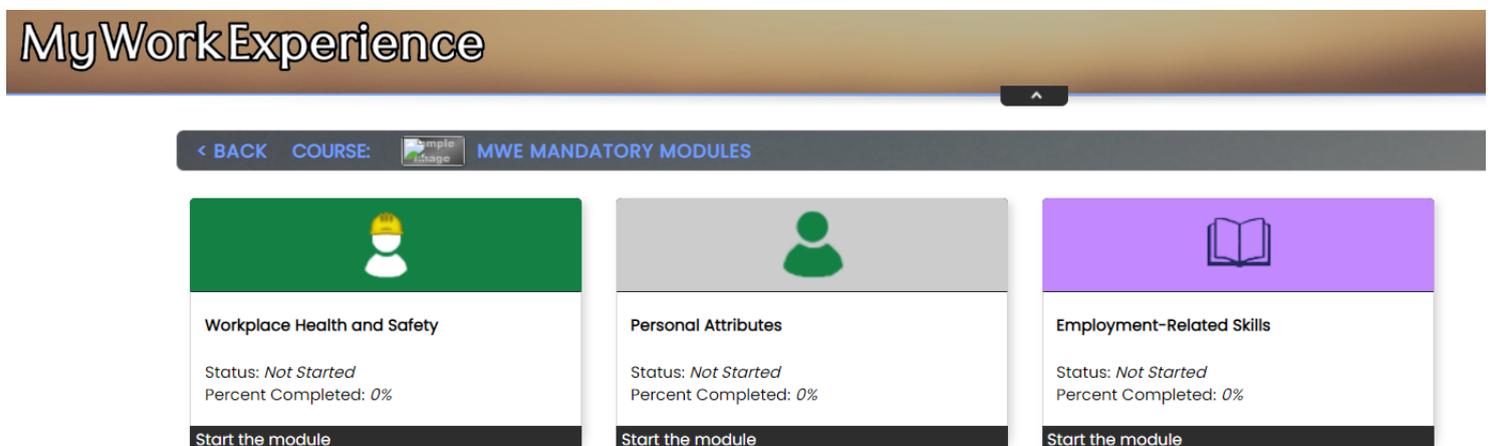
Regards,

The My Work Experience Team

Once you have logged in you will see the following screen, Click on 'Launch'



You will then see the following screen.



There are three modules

- Workplace Health & Safety (2 - 5 minutes)
- Personal Attributes (5 - 10 minutes)
- Employment Related Skills (5 - 10 minutes)

Work through each section by clicking on 'Start the module'

If there is video you must watch the video before the questions will appear..

See below

< BACK COURSE:  MWE MANDATORY MODULES MODULE:  WORKPLACE HEALTH

## Question one

If you are told not to enter a particular area or room of a workplace, should you go into that area or room?

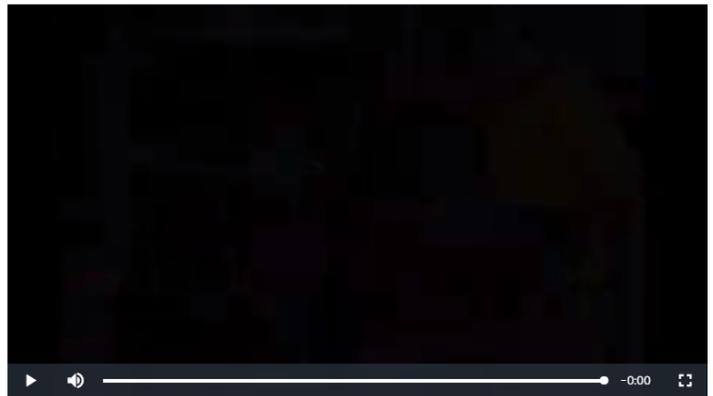
Yes

No

That's correct. Move onto the next question.

## Motivation

This challenge question is about motivation. Consider what you would do in the situation presented in the video and respond to the question below. Is motivation one of your personal attributes?



What do you think Lou should do?

- Go to his supervisor and ask him if he has any jobs for him
- Clean up the area
- Try to stay out of everyone's way until he's told to do something

Once you have completed all three modules you will see the following screen. Click on 'Click here to get your certificate'

Congratulations, you have completed the course. Click here to get your certificate.

< BACK COURSE:  MWE MANDATORY MODULES



**Workplace Health and Safety**

Status: *Completed*  
Percent Completed: 100%

Start the module



**Personal Attributes**

Status: *Completed*  
Percent Completed: 100%

Start the module



**Employment-Related Skills**

Status: *Completed*  
Percent Completed: 100%

Start the module

The system will download a PDF Certificate for you. Please take note of where it is saved, as you will need to print it off before your Work Experience is approved.



## Ready for Work Experience Certificate

**Sample Student**

**Kildare Catholic College**

Has completed the: Workplace Health and Safety, Personal Attributes and Employment Related Skills modules in preparation for work experience.

They have identified the following attributes and skills to explore during their work experience.

### Personal attributes

Honesty and integrity  
Common sense  
Motivation  
Reliability

### Employment related skills

Initiative and enterprise  
Communication  
Teamwork  
Problem solving  
Technology

06 June 2023