



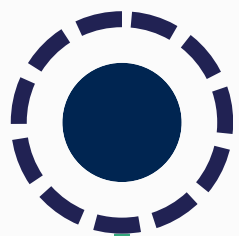
# WORK EXPERIENCE

## Your step-by-step guide

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### Get ready

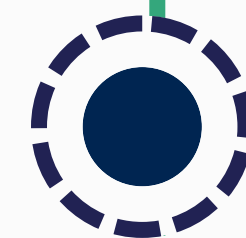
- Think about careers/industries that you're interested in
- Talk to your family, friends, teachers and Careers Coordinator



### Find your placement

- Search for opportunities on the web
- Ask your parents and friends
- Contact local employers
- Highlands LLEN could help

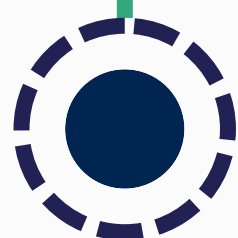
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### Complete the forms

- Use the Work Experience Arrangement form
- Complete the safe@work OHS training modules
- Forms to be signed by student, parent/carer, employer and Careers Coordinator
- Return forms two weeks before you start

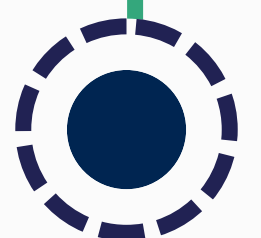
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### Go on placement

- Generally a one-week placement
- Complete a workplace induction
- Experience a real workplace
- Observe, learn new skills and complete tasks

4



### Reflect & debrief

- Discuss your experience with your school and family
- Think about your future pathway

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