Workplace Learning Student Guide

Tips and information

- **Research** which career or industry you wish to try or experience

  https://myfuture.edu.au

  https://www.skillsroad.com.au/my-account/my-careers-quiz

  https://www.skillsroad.com.au/career-advice/explore-careers/browse

- **Ask** a parent/guardian/sibling/family friend if they know anyone who works in that **industry** or knows someone in the industry.

- **Look up** local businesses in your area or locations you can travel to (use Google Maps)

- Go on SEEK, Gum tree or **search** "jobs" in your industry and local area.

- List of 10 potential host Employers and record their contact details.

- **Always** call the potential employers first, don't email without calling first

- Complete the process with one **(1) employer at a time**. You don't want to get multiple offers from employers and let them down and waste their time.

- Record the **names and contact information** for each business.

- Commence contacting employers and proceed through the **3-step process**

Step 1)	Initial Contact
Step 2)	Host Employer Information
Step 3)	Share your Host Employer information with your WPL Coordinator.

CHURCHLANDS
SENIOR HIGH SCHOOL

Steps for contacting Host Employers

Step 1)   Have a pen, paper and the WPL **dates** ready.

Call the Employer and introduce yourself (always call first! Don't email without calling)

"Good morning/afternoon, my name is (   ), could I please speak to a manager about possible work experience opportunities".

The Employer will generally say – A, B or C:

A)   "Yes, you are speaking to the manager"
B)   "I will get them for you"
C)   "They are unavailable; can I take a message?"

If the response is A or B (once the manager is on the phone)

"Hi, my name is (   ) and I am a Year 11/12 Churchlands SHS student. I am very interested in learning and getting experience in the (   ) industry (i.e. – retail, plumbing). I was wondering if you could Host me for my upcoming work experience block through school. The dates will be a 2 – week block from (to   )".

C – If manager is unavailable:

"Yes, my name is (   ) I'm calling from Churchlands SHS. If I could please leave a message regarding opportunities for work experience. The dates are from (   ). My return number is 0444 444 444".

If the Employer says "No" - Response – *"Thank you very much for your time"*

If the Employer says "Yes" – *"Thank you very much, may I please have some contact information that I can provide my school "Proceed* to Step 2 –

Step 2) Host Employer Information

Request the following contact information from the Host Employer:

- **Company name** (you should already know this)
- **Full Name** of the manager or person you are speaking to
- **Phone Number** of the Host Employer contact person.
- **Email address** of the Host Employer contact person.

Step 3) Share your Host information via email with your WPL Coordinator, Rosa Taylor – rtaylor@churchlands.wa.edu.au