



MAKING A CHOICE

Like any decision it should be based on research, interest and your assessment of your ability to do the job.

- Don't be influenced by what your friends say or think. You are YOU and YOUR future is YOURS!!
- If you have a part time job don't go there for Work Experience. Broaden your knowledge of the work force.
- It is best not to work with your parents unless you are in another department and are responsible to other people..
- Don't go to your old primary school. Broaden your experience.
- Choose an experience that gives you an insight into a career in which you have an interest.
- Remember you won't be cutting hair or designing the next Sydney Harbour Bridge but you will be able to watch, ask questions and learn from people in those careers.

WHERE TO FIND A PLACEMENT

It can be quite a job looking for a placement. Record the names and contacts of places that you have phoned or written to and keep a record of their response. Be careful you don't waste valuable time waiting to contact a person who won't be there for a number of weeks. Unless you are guaranteed this position you will have missed other opportunities.

Phone Book

- Make a list of all the places that you wish to contact. Put them in order of preference and remember to consider your transport arrangements.

Family, Neighbours and Friends.

- Often the people closest to you will have contacts. Let them all know what you are looking for and see if they can help out.

Local Area

- Look at your local shopping area. They are full of retail shops, chemists, vets, dentists, physios, real estate agencies, computer stores etc.

Industry Cluster Areas

- These are areas such as the Esplanade, Smithfield, Bungalow and Portsmith which have a large amount of industry that covers tourism and hospitality, engineering, real estate, animal care, law firms, cabinet makers, plumbers, car sales and mechanics, car repair, building suppliers and more.

CONTACTING EMPLOYERS

Phone

- it will often save a lot of time if students phone the employer first to find out if they take on Work Experience students. Often the arrangements can be made over the phone and details can be exchanged in the one phone call.

Meet in Person

- Employers appreciate meeting students who are keen to undertake Work Experience. Showing initiative and confidence in approaching a business speaks volumes about a student's character and interest in the prospective business. A key way to land an Apprenticeship.

Email

- Most companies will have a contact email address. It is best if you can find out who is the appropriate person to send your email to prior sending off your request.

Remember businesses are busy. You may need to politely make a follow up phone call to remind them of your request for Work Experience. You need to find out as soon as possible if you can or you can't do Work Experience with the business. If you are not having success in making contact with people move onto another employer so that you don't miss out on a placement.