We do Work Placement differently here at GRC Oatley Campus. Applying for a Work Placement position is like applying for a job.

1. When Work Placement opportunities arrive, they are advertised through the Daily Announcements and the Message Screens. Details about each host employer are available on the Work Placement page of the school website.

2. You will need to submit an application for one or more positions in priority order. On your Application, set-out what personal qualities you have and what skills you will bring to the position.

3. If your application is successful, you will receive a Student Placement Record (SPR) setting out the details for those involved: you, your parent/carer, the host employer, your subject teachers and the Principal. If not successful, you will be advised by letter.

4. When you have your SPR completed, “post” it in using the Work Placement letter box (below). It will be processed by the office.

5. When your WP Package is ready for collection, you will be informed by daily announcement and message screen to collect your “Work Placement Package” from the counter at Reception.

6. One week before you begin your placement, phone your host employer to confirm that you are attending next week. The office will phone on Monday to check that you have arrived safely.

7. During your placement, have the attitude that your host employer is providing you with a valuable opportunity to experience the world of work in the industry you are studying. Be appreciative, enthusiastic and interested. Your Supervisor’s evaluation is on page 28 of your Journal. Set as your goal a positive comment in the Supervisor’s evaluation.

8. Keep your Journal up-to-date. Each day, ask your Supervisor to sign-off on your hours. On the last day, ask your Supervisor to complete the Evaluation Report. If your Supervisor writes a positive comment, it could be included on your Work Placement Certificate and you could put it in your resumé.

9. On your return to school, submit your Student WP Journal by putting it in the Work Placement letter box. Once your hours have been tallied and your Supervisor’s comment recorded, your journal will be returned to you. Keep it with your other Work-related material – it will be useful when you prepare your resumé.