

Cambridge Park High School
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 Integrity Communication Enthusiasm Customer service Positive self-esteem A sense of achievement
Employment related skills Communication Problem solving Cross cultural understanding

04 September 2022

Arthur Phillip High School Work Experience Checklist



I found a willing host employer for work experience

I completed the **WER Program** on bit.ly/workexperienceready and received my certificate

I filled in **PAGE 1** of the Student Placement Record (SPR)

My parent/carer filled in **PAGE 4** of the SPR

The employer filled in **PAGES 2-3** of the SPR

I have given the careers adviser Pages 1-4 of the **SPR completed by student, parent/carer and employer**

I will carry my **BLUE safety card** and **Workplace Learning Journal** with me every day of work experience

I know my uniform, dates, start/finish times and the expectations of my host employer

The dates for work experience have been approved by a Careers Adviser. My teachers have signed the **BLUE notification form**.