

Work Experience

WEEK 7 : Monday 24 to Friday 28 November 2025

Work Placement Readiness...

- **Work Experience Readiness Certificate**
Ensure this has been completed.
- **Student Contact Card**
Each student will receive a card outlining key emergency and safety information.
- **Student Placement Reflection**
Use this as a guide to keep a daily log of experiences.
To be pasted into your Future Self Journal.

Student name
Name: _____

My nominated teacher contact
during normal business hours:
(for example 9am - 5pm)

Name: **Jo Cilia or Nicole Massara**

Telephone: **02 8741 3147**

School or EVET provider: **MLC School**

For an emergency
out of normal business hours:

My parent or nominated contact: _____

Telephone: _____

If you are injured in the workplace

- Seek first aid or medical help immediately and tell your supervisor.
- Contact your school or EVET provider and tell your parent/carer.
- If out of hours, contact your emergency contact e.g. parent.
- If you see a doctor, you must use your Medicare number. This will not be a Workers Compensation claim. Ask for a medical certificate, not a certificate of capacity (4 pages). Ask that any medical invoices be made out in your name, not to the school.
- Within 24 hrs, write a report of the incident as your teacher will need to know these details. They will follow this up and report the incident where needed.

My Medicare No: _____

Any known allergies or medical conditions? _____

Workplace Learning

Safety & Emergency Procedures

STUDENT CONTACT CARD

Prior to placement...

- ✓ Call your host employer check address, arrival times, what to wear..
- ✓ Look over your completed Student Placement Record placement
- ✓ Have a copy to take with you to show your employer on the first day.
- ✓ Review how you are getting to your placement and how long it will take to arrive. Think about traffic!
- ✓ Prepare your clothes and lunch to be ready for the first day

During placement...

1. If you have checked medical conditions on the SPR bring required medication and Action Plans with you.
2. A Check-in will be made to employers by your Luminaries (Monday or Tuesday)
3. **MS Teams meeting 10:05am to 10:35am** on Thursday 27 November. Ensure that you have MS Teams App installed on your mobile phone today.
4. Be on punctual, **no mobile phone use during placement hours**
5. Contact your employer if you are unwell on any day.
6. You must also advise the Studies Office as per normal procedures.

On the last day thank your host employer and ask them to fill in your feedback form on the last day