



Work Experience: Student Guide

1. Think about your interests

- Use the Myfuture website [My Future website](#) (to assist with your research).
- What careers or industries appeal to you?
- What subjects do you enjoy?
- Where would you like to gain real-world experience?

2. Research possible workplaces

- Look for local businesses or organisations connected to your interests.
- Check if they take work experience students.
- Gather contact details (phone, email, address).

3. Prepare your documents

- Update or create a simple résumé (strongly suggested).
- Prepare a short introduction you can use when calling or emailing.
- Have your school's work experience forms ready.

4. Contact the Employer

- Phone or email to introduce yourself.
- Explain why you're interested and what dates you're available.
- Ask what tasks you may be able to observe or participate in.

5. Complete school paperwork

- Contact the VET team at Cairns SDE for documents: VET@cairnssde.eq.edu.au
- Complete the required information and email to VET@cairnssde.eq.edu.au
- School MUST approve placement location before continuing.

6. Details

Student Journal has pages to complete (Cairns SDE will provide PDF version)

Once you have Cairns SDE approval, confirm the following with your work experience supervisor:

- Start date and daily start/finish times
- Dress code
- Break times
- Safety requirements
- Transport or parking information



7. Get ready for your placement:

- Plan your transport and meals
- Prepare suitable clothing
- Review any safety information from your school.

8. Attend the placement:

- Arrive early each day
- Be polite, motivated, and willing to learn
- Ask questions and follow instructions carefully.

9. Keep notes or reflections:

- A Student Journal is required – it will be forwarded via email once placement is approved by Cairns SDE.

10. Thank your employer:

- Thank them for hosting you.
- Ask politely if they would be willing to provide a reference.

11. Completed Student Journal to be submitted to VET@cairnssde.eq.edu.au

- Remember it takes 5 to 6 weeks for approval/process to be completed
- To do WEX week 10 Term 2, forms are to be in by Thursday of week 5 Term 2

Contact for support & further information:

HOD VET – Jennifer Harburn-Vicig - VET@cairnssde.eq.edu.au

Administration Officer VET- Amy O'Neill - VET@cairnssde.eq.edu.au