# Student Worksheet - My role as a work experience student

## Key Messages

* Knowing your role as a work experience student
* Knowing your responsibilities while at the work place
* Learning about employment terms and conditions

##  Activity 1 - Your work day

Write down the times, dates, and days you will be working

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Date |  |  |  |  |  |
| Start time |  |  |  |  |  |
| Finish time |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Date |  |  |  |  |  |
| Start time |  |  |  |  |  |
| Finish time |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| What time do you get breaks? | Time | How long is my break? |
| Morning tea break |  |  |
| Lunch |  |  |
| Afternoon tea break |  |  |

##  Activity 2 - Your responsibilities as an employee

While you are on work experience you have the same responsibility to attend to as other workers.

It is your responsibility to contact your supervisor if you are going to be late or you are not going to attend at the agreed times and days.

Who do you call if you are going to be late, or are unwell and will not be able to come into work?

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need to bring in a Doctor’s Certificate? Yes N

### If you need to leave before the agreed time it is your responsibility to tell your supervisor.

Write down the steps you need to take if you need to leave early from work:

Step 1:

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Step 2:

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Step 3: Provide a doctor’s certificate if you are away from work for more than one day.

Do you know how to clock on/off, and how to sign in/out if necessary?

Yes No

What does your employer require you to do when you arrive each day at the workplace?

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| --- |
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