# Student worksheet - preparing to visit the workplace

### Key messages

* Start to think about the workplace, become familiar with location, what it looks like, where you are going
* It is a good idea to visit the workplace before you start work experience
* This will help you to get a better understanding of where you must go
* This will help you meet the people you will be working with
* This will help you to learn about what kind of work you will be observing
* You might like to take pictures of the workplace, but ask your supervisor first
* You should know what to bring
* You should think about any questions you may have

### Get to know your workplace

1. What is the name of the workplace?
2. What is the address of the workplace? (Search for an image of the building and copy it into the box)

<https://www.google.com/maps/>

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| --- | --- | --- | --- |
| Room number |  |  | My Workplace |
| Building level |  |  |
| Street number |  |  |
| Name of street |  |  |
| Name of suburb |  |  |
| Telephone number |  |  |

1. What is the name of my key person?

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| --- | --- |
| 1. What time do I start work? |  |
| 1. What time do I finish work? |  |
| 1. What days will I work? |  |

1. What type of industry is it? E.g. Hospitality, Manufacturing, Agriculture.
2. What are some of the jobs in this workplace? E.g. Cleaning, reception

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### What to bring

Here are some things you should think about bringing

1. Is there any paper work that needs to be shown to or signed by your employer? List it here:

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1. Do you have a mobile phone in case of emergency or to arrange transport? Do you know the number for this mobile phone?

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1. Do you use any communication equipment? Can you set this up by yourself or will you need help?

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1. What you are going to wear?

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### Preparing for the workplace

Do I need to bring anything? E.g. Lunch, drinks.



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What should I wear?



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What will I be doing while I am here?

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Are there any other questions you would like to ask your employer?

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