

# Work Experience

s t u d e n t r e c o r d



**Queensland  
Government**

The Cairns Regional Jobs Committee is proudly supported and funded by the Queensland Government

# My details

# School details

# Placement details



# My diary

Date: \_\_\_\_\_

Tasks undertaken

Reflections on what happened today

*(e.g. personal targets met / employability skills used / qualities and attributes required to be successful)*

List something that went well today / something that could be improved

Goals for tomorrow

#hottip

*First impressions count!*

*Be prepared, on-time and dressed appropriately.*

*Greet everyone with a friendly smile and be willing to learn.*



# My diary

Date: \_\_\_\_\_

Tasks undertaken

Reflections on what happened today

*(e.g. personal targets met / employability skills used / qualities and attributes required to be successful)*

List something that went well today / something that could be improved

Goals for tomorrow

## #hottip

*Use “active listening” skills.*

*This includes verbal responses, eye-contact and asking to follow up questions. Pay special attention to your body language. This helps to show that you understand and are interested in what they are saying.*

# My diary

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Reflections on what happened today

*(e.g. personal targets met / employability skills used / qualities and attributes required to be successful)*

List something that went well today / something that could be improved

Goals for tomorrow

## #hottip

*Don't be afraid to ask people how they got into their profession – they'll appreciate your interest, and their tips may come in handy later down the track.*

# My diary

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Goals for tomorrow

## #hottip

Stay engaged! When you keep busy, the day flies by. Ask if there's anything else you can help with and take the chance to watch and learn from others — it's one of the best ways to pick up new skills.

# My diary

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List something that went well today / something that could be improved

Goals for tomorrow

## #hottip

*Send a thank-you note after you finish your placement via email or post. This shows courtesy, and will help to ensure that you're remembered. Even if you are thinking this workplace or career isn't for you, the people you have met may still provide advice or contacts in the future.*

## Self assessment

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What have you enjoyed most about your work experience and why?

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What did you find challenging and why?

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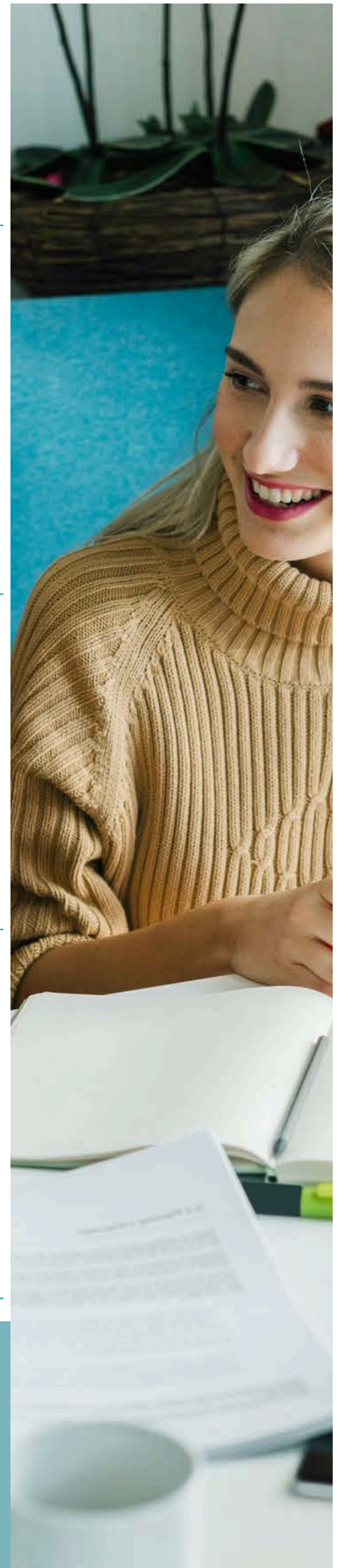
What new skills, knowledge or personal attributes have you gained or improved upon?

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### ***Want to know more?***

Have you checked out the resources available on the Cairns Regional Jobs Committee website? Learn more about different industries in the area, training pathways, job interview tips, resume help and so much more.

**Visit:** <https://cairnsrjc.com.au/job-seeker-resources>





# Self assessment

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Did anything surprising or out of the ordinary happen during your work experience?

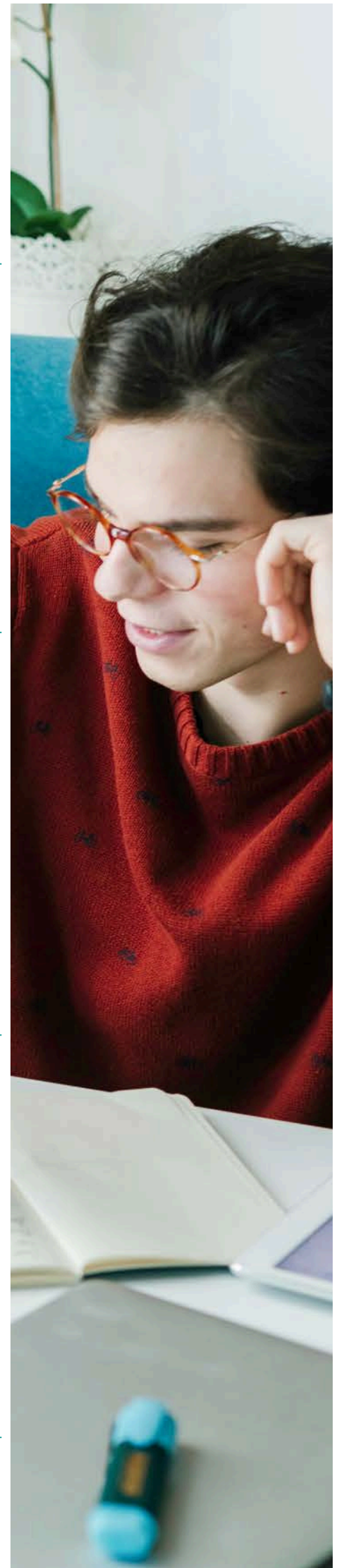
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How has your work experience influenced current thoughts about your future career?

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What would you like to do next in terms of career development? (*research / further work experience / education / courses / visit / talk to*)

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# Student's assessment of the work place

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

What was your overall experience with the workplace in which you obtained your work experience

How would you rate the business with the following  
1= Poor; 5= Excellent

	1	2	3	4	5
I met with my employer before starting					
I understood what to wear, who to report to and the times I would be working					
Staff knew I was coming in for work experience					
People were friendly and welcoming					
I felt comfortable asking questions					
Staff acted professionally around me					
My supervisor provided adequate breaks					
I knew what was expected of me					
I had enough work to keep me busy					
It was a positive experience					
I was provided with constructive feedback					
I would recommend this business to others					

## Student's assessment

List some of the tasks you undertook during work experience week.

What is something that you feel the business could be more mindful of in the future?

What was the highlight of your work experience week?

*This evaluation should be handed to your work experience provider. It may be provided to your work experience employer to improve the experience for others*

# Employer's assessment of the Student

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

What changes or developments have you noticed in your work experience student (you may like to check this off on a daily basis)

To what extent did the student display the following attributes while on work placement with you? (1 = Poor; 5 = Excellent)

	1	2	3	4	5
Punctuality					
Reliability					
Enthusiasm					
Resourcefulness					
Ambition					
Self-motivation					
Flexibility					
Persistence					
Productivity					
Responsibility					
Professionalism					
Appearance					

## Employer assessment

What attribute(s) do you feel the student displayed most?

Could you suggest some development areas the student should focus on?

Would you consider taking on a school-based apprentice or trainee?

*This evaluation could be submitted by your guest employer to your high school for a 'post work experience' discussion.*



Are you

# Career Ready?

Readiness

Competency

Definition

Need to  
develop

Currently  
Developing

Excelling

Critical Thinking /  
Problem Solving

Practice sound reasoning and analytical skills to make decisions and overcome problems

☐☐☐

Oral / Written  
Communications

Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills

☐☐☐

Teamwork  
Collaboration

Build collaborative relationships with coworkers and be able to work well in a team environment

☐☐☐

Digital Technology

Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies

☐☐☐

Leadership

Utilise the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others

☐☐☐

Professionalism /  
Work Ethic

Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity and ethical behaviour

☐☐☐

Career Management

Identify skills, strengths, knowledge, experiences and areas of growth related to career goals, navigate job options and pursue opportunities

☐☐☐














Global / Intercultural  
Fluency

Demonstrate openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals differences.

☐☐☐

*Career readiness is the attainment and demonstration of requisite competencies that broadly prepare graduates for a successful transition into the workplace*

# Useful Links

-  [Regional Jobs Committee - Parent Resources](#)  
[Parents & Pathways Recorded Sessions](#)
-  [School Leavers Guide](#)  
[Comprehensive resource for school leavers navigating the next steps](#)
-  [Skills Road - Career Quiz](#)  
[Career guide tool helping understand employment pathways](#)
-  [Far North Queensland Vocational Academy](#)  
[Trade Pathway Program](#)
-  [My Future](#)  
[Career Resources](#)
-  [Your Career](#)  
[Career Resources](#)
-  [My\\_QCE](#)  
[Understanding\\_QCE](#)
-  [Apprenticeships & Traineeships](#)  
[Department of Employment, Small Business & Training](#)  
[Apprenticeships, Traineeships, Training and Employment information](#)
-  [Back To Work - Youth Support](#)  
[Youth aged between 15 and 24 years to access additional funds for short courses and support services for eligible youth applicants](#)
-  [Funded Qualifications](#)  
[Qualifications that are funded both in and out of school in Queensland](#)
-  [ican.org.au](#)
-  [School-based Apprenticeships and Traineeships:](#)  
<https://www.qld.gov.au/education/apprenticeships/school-based/get-started>
-  [Be Work Smart](#)

# Tool kit

Student confidentiality agreement

**This agreement concerns the work placement of:**

Employer name	or
Address	
Postcode	
Phone	

I understand that during this work placement I may have access to information that is private and confidential. I agree that I will not convey to any person outside the host employer's workplace any knowledge or disclosure of a confidential nature which is gained as a result of this work placement. I understand the seriousness of my breach of this confidentiality agreement. Failure to maintain confidentiality may result in the immediate termination of the work placement and possible legal action by the employer depending on the seriousness of the breach.

**This agreement concerns the work placement of:**

Print employer name	Print student name
Employer signature	Student signature
Date	Date

Name & position of person to sign on behalf of employer

[Cairnsrjc.com.au](http:// Cairnsrjc.com.au)

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## Confidentiality agreement

Scan the QR Code or click the button to download now

[Click to download your copy.](#)

Employer reference

Employer reference

Employer name

Position

Company

Email

Phone



## Employer reference

Scan the QR Code or click the button to download now

[Click to download your copy.](#)

**CERTIFICATE OF COMPLETION**

This certificate is awarded to

Congratulations on completing a week of work experience with our organisation. Well done!

Manager Supervisor



## Certificate of Completion

Scan the QR Code or click the button to download now

[Click to download your copy.](#)

# Employer reference

Employer

Contact Person

Position

Company

Email Phone







# CERTIFICATE

## OF COMPLETION

*This certificate is awarded to*

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Congratulations on completing \_\_\_\_ days of work experience  
with our organisation. Well done!

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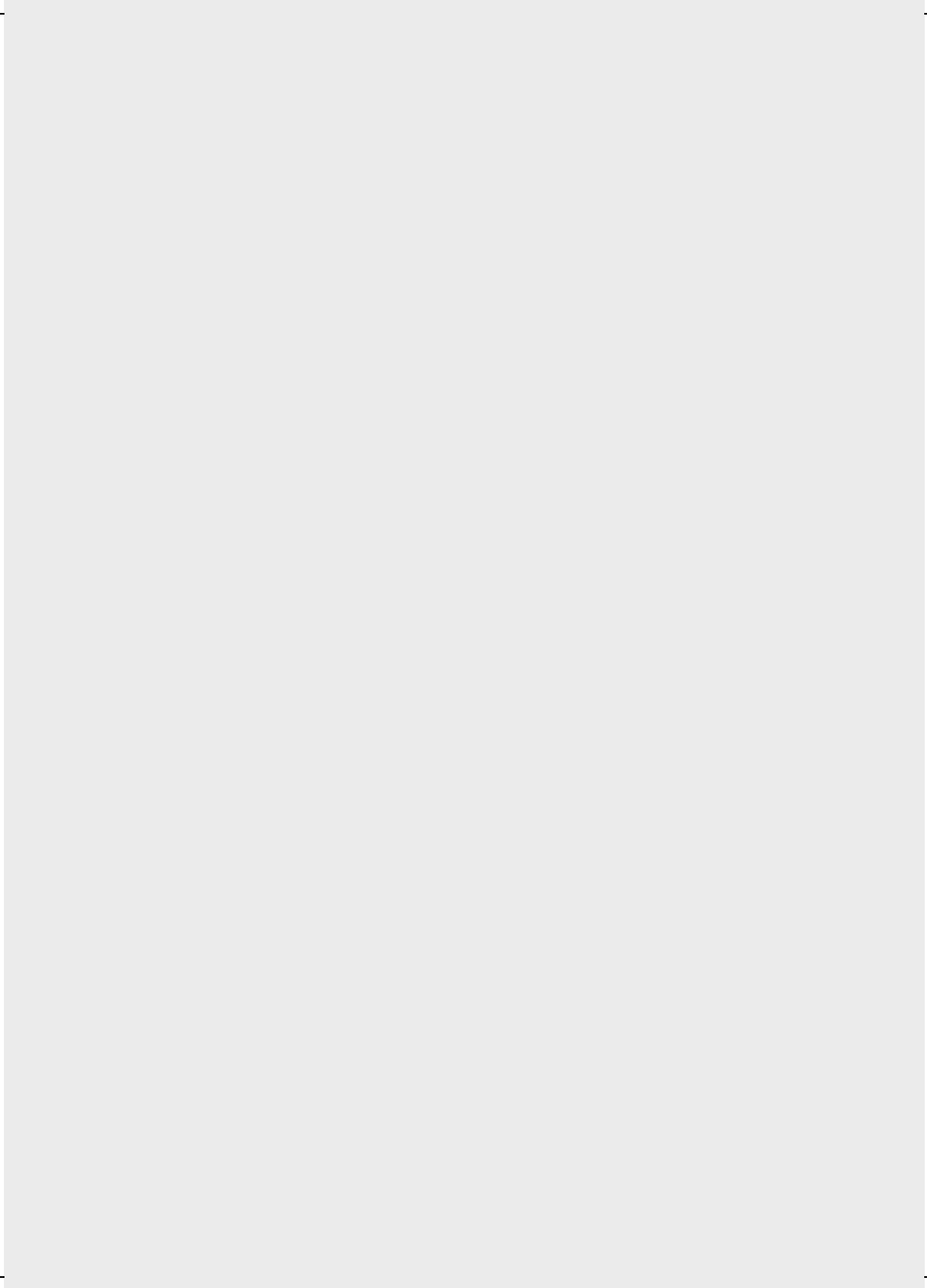
Manager

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Supervisor







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