

JPC Work Experience Process

If you are in Year 9-12 you can take part in a work experience placement during school.

Please note: Completed forms must be submitted 3 weeks prior to your work experience. If your work experience involves animals, forms need to be submitted 5 weeks prior.

Step 1: Find a Host Employer

This step may involve a call, email or visit to different businesses. You might like to use the [draft work experience email](#) as a guide.

- Tell the host about yourself and interests.
- Find out if they would be willing to host and ask when would suit them.
- Provide them with the [Employers guide](#).

Step 2: Check Dates with the School

Contact your mentor and the Leader of Learning (Careers) to check that the dates of work experience will be ok. (email careers.jpc@cq.catholic.edu.au)

Discuss the work experience placement with your teachers. Ensure that if assessments are due or work is missed, you negotiate a date for completion.

Step 3: Organise your forms

Complete the Work Experience form. It can be accessed [by clicking here](#).

- ☐ My parents/carers and I have completed page 1.
- ☐ I have read the [students guide](#) to work experience
- ☐ My parents/carers have read the [parents/carers guide](#)
- ☐ Email the form to your host employer to complete pages 2 and 3.

Step 4: Submit Work Experience Forms

Complete the [Ready for Work Experience Course](#). Register and complete the modules and save the certificate.

Submit your **work experience form** and **Ready for Work Experience Certificate** 3 weeks prior to the start date to careers.jpc@cq.catholic.edu.au. You will be contacted once the forms are approved. Please check your student email.