



**Please read through these questions, before going to work:**

**What if they tell me they don't know about me?**

*It is very unlikely as every work provider is contacted via telephone or email when we secure your placement, but sometimes managers move and don't know what was arranged previously. Politely ask if they could call the school and talk to the Work Experience Coordinator – if possible, it will be sorted out straight away. If not, we need to know where you are and what you are doing.*

**Can I get paid during WEX week?**

*No. If you do, you are considered to be an employee of your work provider and you forfeit the benefit of the EQ Work Cover insurance.*

**What hours do I need to work?**

*This is determined by the industry in which you work. You work provider may not ask you to exceed the normal working hours of the industry and it is at the discretion of the work provider to reduce your working hours as it suits them (such as allowing you to follow a school hours routine).*

**What happens if I am sick?**

*Sickness happens to everyone. You need to call your work provider first thing in the morning and let them know you are ill and can't come to work. Offer to make the time up on another day if possible. You then have to notify the school via email or a phone call that you are sick.*

**Do school rules apply when I am at work?**

*Absolutely! You are an ambassador for your school and you are to behave in line with school expectations. You don't need to wear your school uniform and you need to negotiate with your work provider what their policies are regarding electronic equipment and mobile phones. You are also responsible for your own lunches and travel arrangements.*

**What do I do if something bad happens at work?**

*If you find yourself in a situation where you feel threatened or intimidated by anyone at the work place, you need to remove yourself from the person and immediately inform your supervisor. Ask them to contact the school so that we can help ensure your safety. If there is an accident and you are injured, ask for immediate medical assistance from the First Aid Officer (every workplace has one) and if more serious, the workplace will call in medical emergency services. It is VERY IMPORTANT that you contact your parents and then the school as soon as you are able so that the necessary insurance arrangements can be put into place.*

**SCHOOL CONTACT NUMBERS: (07) 3350 0368/ 3350 0333  
Ask to talk to Mrs Peinke, Mr Lee, Ms Sandor or  
any Management member of staff.**