

# WORK EXPERIENCE Diary

This diary is designed to help you benefit from the time you spend doing work experience. It encourages you to talk to the people you are working with about what their job is about, how to end up working in the industry you've chosen to do work experience in, the pros and cons of working in the particular industry (pay rates and leave time), and the industry's involvement with unions.



## PROFILE

Name \_\_\_\_\_ School \_\_\_\_\_  
Employer \_\_\_\_\_ Hours required \_\_\_\_\_

### DAY ONE - YOUR WORK EXPERIENCE EMPLOYER

1) What type of work does the company do?  
\_\_\_\_\_  
\_\_\_\_\_

2) What are the two or three major job titles? (e.g. administration, sales, machine operator, driver.)  
\_\_\_\_\_  
\_\_\_\_\_

3) Do they work full-time, part-time or casually? \_\_\_\_\_

4) What industry is the employer part of? (eg, retail, construction, financial) \_\_\_\_\_

5) Identify the area in the company you might like to work in. What attracts you to this area/position?  
\_\_\_\_\_  
\_\_\_\_\_



Fact Sheet - What is work?

### DAY TWO - SKILLS AND CAREER PATHS

1) What educational level is required for entry level employees? Would you need to complete Year 10 or Year 12? Would you need to go to university or TAFE? Or could you undertake an Australian Apprenticeship?  
\_\_\_\_\_  
\_\_\_\_\_

2) What personal qualities and skills are best for this type of work?  
\_\_\_\_\_  
\_\_\_\_\_

3) What type of training is offered? Is it on-the-job or off-site (such as at TAFE or training college)?  
\_\_\_\_\_  
\_\_\_\_\_



Fact Sheet - Apprenticeships

### DAY THREE - WORKING CONDITIONS AND PAY

1) What is the rate of pay for a full time entry level employee? \_\_\_\_\_

2) What is the name of the employment award or agreement that sets out the pay and conditions? \_\_\_\_\_

3) Find out the following conditions of pay, leave and entitlements.

- Holiday pay: how many days paid holiday after one year?
- Sick pay: how many sick days are allowed in the first year?
- Overtime: are there higher rates paid for 'overtime' hours?
- Penalty rates: are there different rates of pay for weekends or public holidays?
- Superannuation: how much superannuation is paid?
- Notice periods for resignation: how much notice do you need to give if you are going to resign?



Glossary – Awards  
Quiz Page - Superannuation Quiz

Fact Sheet - Back Pay  
Fact Sheet - All about leave

## DAY FOUR - UNIONS AND SAFETY

1) What unions cover employees in this type of work? (There may be more than one)

2) Is there a union representative or delegate in the workplace? If possible, find them and ask them what they do.

3) What are some of the things the employer does to make the workplace safe?

4) Are there any safety procedures specific to this industry?

5) How does the company deal with the following?

- Safety training
- Fire safety
- Workers compensation insurance



Fact Sheet – Which union for my job?

Fact Sheet – Safety a matter of life and death

## DAY FIVE - GETTING YOUR FIRST JOB

1) What was the highlight of your work experience?

2) What did you not like about work experience?

3) Is this the type of job for you? Explain your answer.

4) What is your advice to other students doing work experience?



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