

Guide To Requesting Work Experience

The below scripts are designed to assist students effectively seek out and secure work experience opportunities. This guide provides step-by-step instructions on how to communicate with potential employers.

By following this guide, students can enhance their chances of gaining valuable hands-on-experience in their chosen fields

Firstly, introduce yourself:

Hello, my name is

Script 1

I am a Year 10 student at Brisbane South State Secondary College. I am interested in undertaking work experience with your company/school/shop/oranisation/business. Is there someone I can speak to about work experience please?

Script 2

I am keen to find out if you offer work experience placement?

The work experience week for my college is for five days from to 2024. The work provider has flexibility in determining our work hours to align with your needs. During our work experience, we are covered by EQ Work Cover insurance.

If the work place advises no, then say the following:

Thank you for your time. Good bye.

If the work place advises yes, then say the following:

Thank you so much, that would be fantastic.

I have some details I need to collect for my College regarding work experience. Could you please assist me in providing this information for the Work Agreement Form.

Company Name	
Work placement contact person	
Workplace address	
Best contact telephone number	
Email address	

As the date approaches, I will schedule a visit so that the Work Agreement can be signed.

Thank you for your time and the chance to engage in work experience with you. Good bye.

We suggest students phone first then follow up with an email.