

## Year 10

For you to attend work experience you need to complete a number of activities, these are compulsory.

### Task 1

- Go to <https://myworkexperience.com.au/auth/login>
- If you have never been to this site, please create an account and log in
- You will need to complete 3 mandatory modules and print your certificate.
- Email certificate to [peter.cattle@det.nsw.edu.au](mailto:peter.cattle@det.nsw.edu.au)
- You cannot go on work experience without completing this.

### Task 2

- If students have internet and access – please do the following.
- Go to website - <https://www.warrawonghighcareers.com/>
- Go to the TAB - For students
- Select Students secure area
- Log in – If forgotten Password follow instructions – DO NOT make a new account if you already have one. We did this first week of term!
- A number of students have the following Password – try it – Password1
- Last resort email Mr Cattle at [peter.cattle@det.nsw.edu.au](mailto:peter.cattle@det.nsw.edu.au) and I will help you log in.

### Task 3

- Once logged in - go down left hand side to nearly the bottom and click on and complete “Workplace Safety” and “Safe at Work”
- Click on “Workplace Safety” and then “Get Started”
- Work your way through each of the 9 modules on workplace safety
- Complete the final quiz and then download your certificate of completion
- Complete both activities and print both certificates.
- Email certificates to [peter.cattle@det.nsw.edu.au](mailto:peter.cattle@det.nsw.edu.au)

### Task 4

- Most of you have started your resume. Please complete – for help follow these instructions.
- Once logged in - click on the **Green Tab** on the home page – that says “ACTIVITIES”

- Go to Preparing for work section and complete activity 1.
- This is about completing your resume.