

Work Experience Tech Tip



Introduction

The purpose of the Work Experience module is to record students work experience information. This includes Employer details, start and finish dates and comments / outcomes.

This module also allows the ability to print work experience agreements, placement forms and evaluation reports (these reports can be written specifically for your school, contact PCSchool for a quote).

Path: Administration – Other Modules – Work Experience

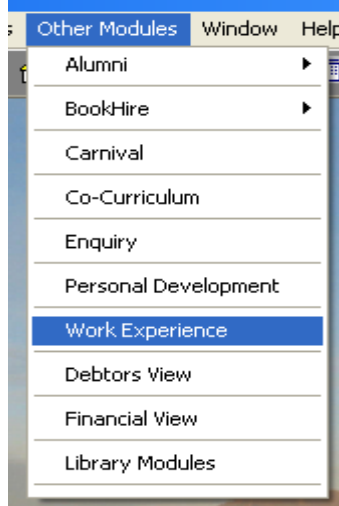


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Setting up the Employer File

The first step to using the Work Experience Module is to enter in details of those employers / companies who have agreed to take on a student for work experience purposes.

The employer details are entered through the Employer File tab.

Employer File Tab

Enter employer information as follows:

Code	Enter in the Company Name.
Employer Description	Short Detail of the employer (can be the same as company name).
Residential Address	Enter address details.
Residential Town	Enter address details.
PO Box	Enter address details.
Postal Town	Enter address details.
Phone	Enter phone number.
Contact	Enter company contact person.
Category	Enter in a free form category. Eg. ADMIN, INDUSTRY etc.
Date Last Student Taken	Will show last date the employer was allocated to a student for work experience.
Email	Enter contact email address.
Comment	Enter general comments relating the to employer.
Save	Click Save to save the employer record.

Entering Student Work Experience Placement Details

Once employers have been entered you will now be able to enter in individual student work experience information.

Student information is entered through the Work Experience Tab. Through this tab you can allocate the employer, start date and end date for the work experience.

Work Experience Tab

Enter student work experience information as follows:

Studkey	Click on the drop down list to select a student. This will bring up the students details (surname, year etc) from the student file.
Code	Select the work experience employer by clicking the column heading Code>>.
Date Start	Enter the date the work experience will begin.
Date End	Enter the date the work experience will finish.
Teacher	Select the teacher responsible for organising and following up on work experience for this student.
Transport	Enter the type of transportation the student will use to travel to and from work experience.
Bus No.	Enter Bus number if applicable.
Comment	Enter any free form comments regarding the work experience.
Employer Information Tab	Click on this tab to view information (phone number, contact name etc) of the employer allocated to this student.
Save	Click Save to save the student record.

Work Experience Reports

Information on Student Work Experience can be extracted using standard reports available from PCSchool. These reports can be modified / customised to suit individual schools upon request.

Reports are printed through the Reports tab and can be based on various criteria such as date of placement, employer code, student code and year level.

Reports Tab

Overview of the Reports tab:

1.	From Date: To Date:	If requiring information based on placement dates, enter in the date from and date to.
2.	From Employer Code: To Employer Code:	If requiring information based on a specific employer or range of employers, select the employer codes from and to.
3.	From Student Code: To Student Code:	If requiring information based on a specific student or range of students, select the student codes from and to.
4.	From Year Level: To Year Level:	If requiring information based on a specific year or range of year levels, select the year levels from and to.
5.	Report Style:	Select the report style you require.
6.	Output Destination	Select the report destination: Print to window to preview, export to file or print to printer.
7.	Export File Settings	If exporting the file, select the file name / destination and the file type.
8.	Print	Click Print to create the report.

NOTE: The following reports are standard reports and should already be available in your PCSchool\Reports or PCSchool\Reports\SQL folders. If you find you do not already have these reports please contact the PCSchool Support Desk and the reports will be emailed to you.

Work Experience Agreement Form

The Work Experience Agreement Form is a standard report that schools can use to send to employers to formalize the work experience placement.

If you do not already have this report set up in your system, you can do so as follows:

Path: Utilities → Report Alias Settings

Example of printed report:

Work Experience Agreement	
School: KATE'S COLLEGE Address: 2 Education Road TOWN Phone: (07) 4033 4455 Contact: Mr P Barker	Provider: Bridges Mechanical Engineering Address: 897 Perkins Road BRISBANE Phone: 54327890 Contact: Jeff Bridges
Student Name: Matthew Ahmed Gender: Male D.O.B. 25/10/1989 Emergency Contact: TERRY WOO 0412 210702 Year Level: 12	
Industry / Occupation Dates of Placement: Start: Monday, 6 October, 2008 End: Friday, 17 October, 2008	
Student's Responsibilities I will attend my placement for the full work experience period. I will ensure that both the school and the person/organisation providing the placement will be notified if I am unable to attend the workplace. My dress and behaviour will be in keeping with the accepted standards of my work experience provider. I will perform my duties to the best of my ability and comply with all reasonable directions given by work experience provider. I will promptly tell my supervisor of any personal injury or property damage which may involve me. Student Signature..... Date: __/__/____	
Parent / Guardian / Caregiver's Consent I consent to Matthew participating in work experience as stated. Signature..... Date: __/__/____	
Work Experience Provider's Agreement I enter into an arrangement for the student to be placed with me for the purpose of work experience. I understand my obligation of care for the student. I agree to inform the student of the particular safety requirements of this workplace. I agree to notify the school of any accidents involving the student whether personal or property. The student will work under my supervision or my nominee. The arrangement may be terminated at any time by the school principal or myself. Payment will not be made to the student participating in work experience. The hours worked will not exceed the normal hours worked in my industry. The student will not perform work prohibited by law. I will notify the school of any unexplained absences Signature..... Date: __/__/____	
Principal's Agreement I enter into an arrangement for Matthew Ahmed to be placed for the purpose of work experience with Bridges Mechanical Engineering. Signature..... Date: __/__/____	

Work Experience Placement Form

The Work Experience Placement Form is a standard report that provides information on the student, emergency contact, employer and school contact person.

This form can be printed and copies sent to the employer and kept on file by the work experience teacher for when visiting the student at the workplace.

If you do not already have this report set up in your system, you can do so as follows:

Path: Utilities → Report Alias Settings

Example of printed report:

Work Experience Placement		
Student Details		
Student Name:	Matthew Ahmed	
Year Level:	12	D.O.B. 25/10/1989 Sex: M
Emergency Phone Number:	0412 210702	
Emergency Contact:	TERRY WOO	
Employer Details		
Employer's Name:	Bridges Mechanical Engineering	
Address:	897 Perkins Road	
	BRISBANE	
Phone:	54327890	Contact: Jeff Bridges
School Contact Person: Mr P Barker		
Dates of Placement:	Commence: 6/10/2008	Finish: 17/10/2008

Work Experience Evaluation / Visit Form

The Work Experience Evaluation Form is a standard report that can be used / filled out by work experience coordinators when visiting a student at the workplace.

If you do not already have this report set up in your system, you can do so as follows:

Path: Utilities → Report Alias Settings

Example of printed report:

YEAR 12 WORK EXPERIENCE	
6 October 2008 to 17 October 2008	
Date of Visit	
Student Name:	Matthew Ahmed
Name of Employer and Contact Details	Bridges Mechanical Engineering
Address:	897 Perkins Road BRISBANE
Type of Work Experience	
Comments:	Employer:
	Student:
Further Notes:	

Work Experience Mail Merge

You can extract the information in the Work Experience module to use in mail merge documents, labels etc through the Mail Merge tab.

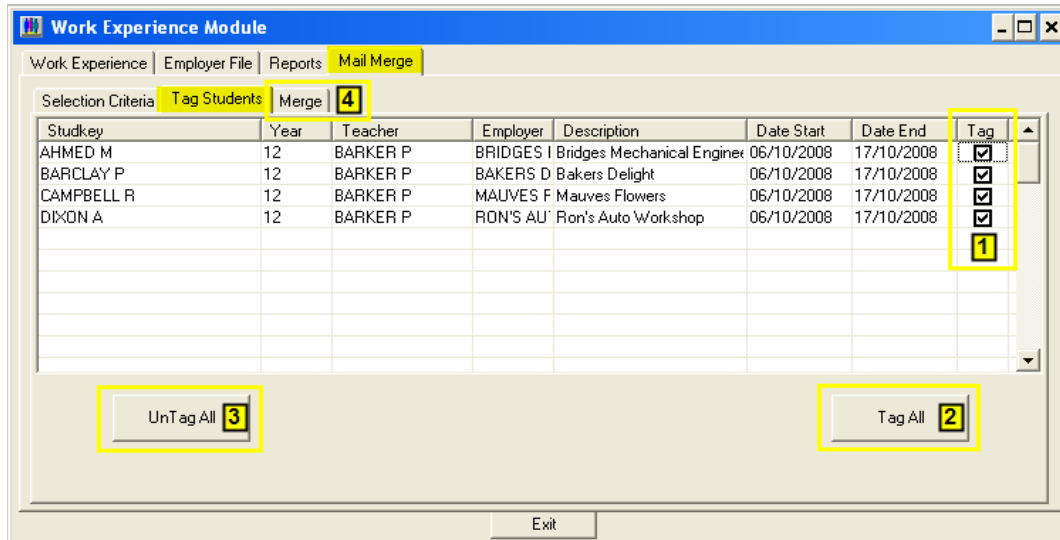
This allows you to extract certain fields as a *.doc or *.csv file. The types of fields available to be extracted through this process are limited and you may wish instead to use a VDF Query if more fields are required.

Mail Merge → Selection Criteria Tab

Selection Criteria tab:

1.	Year:	Select a Year if wanting to select students based on a specific year level.
2.	Teacher:	Select a Teacher if wanting to select students based on a specific teacher.
3.	Start at which student:	Select a Student to start at, or leave blank to select all on students.
4.	Employer:	Select an Employer if wanting to select based on a specific employer.
5.	Date From and To:	Enter in From and To dates if wanting to select students based on specific placement dates.
6.	Order Records By	Select which order you would like to sort the records by when exporting the file.
7.	Tag Students tab	Once you have made your selections move to the Tag Students tab to tag students.

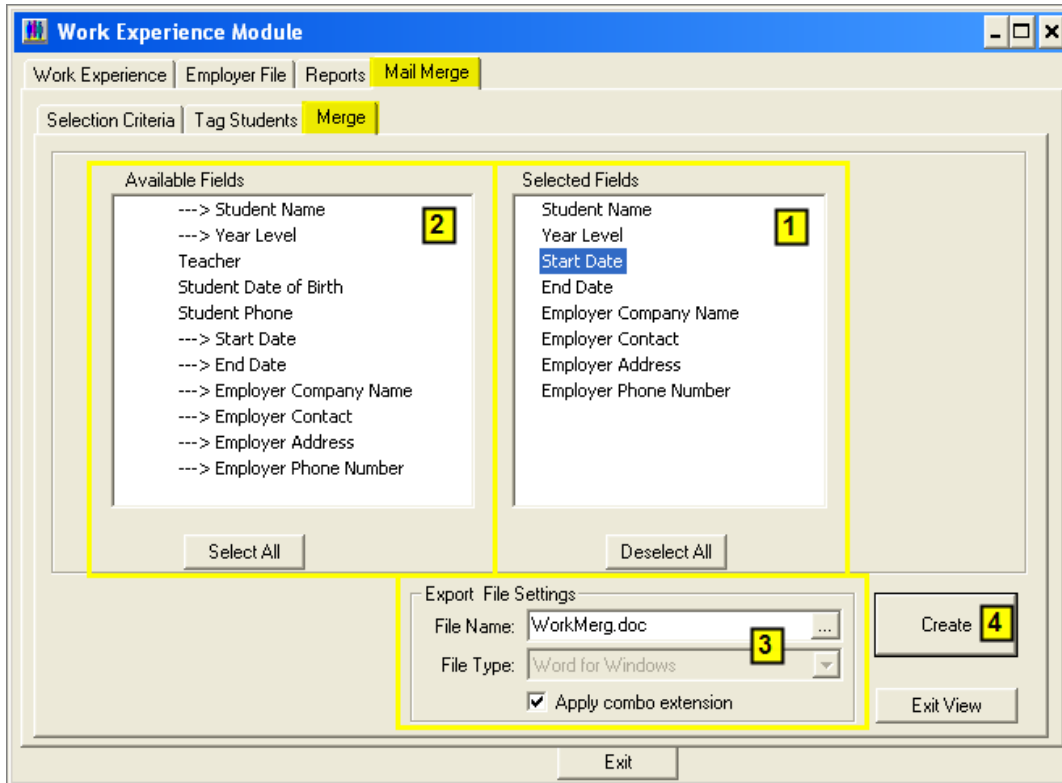
Tag Students Tab



Tag students using the following options:

1.	To manually select specific students, place a tick in the 'Tag' column to tag students to export.
2.	To select all students listed click to Tag All Students.
3.	To deselect all students listed click to UnTag All Students.
4.	Once you have selected the students you wish to export move to the Merge tab.

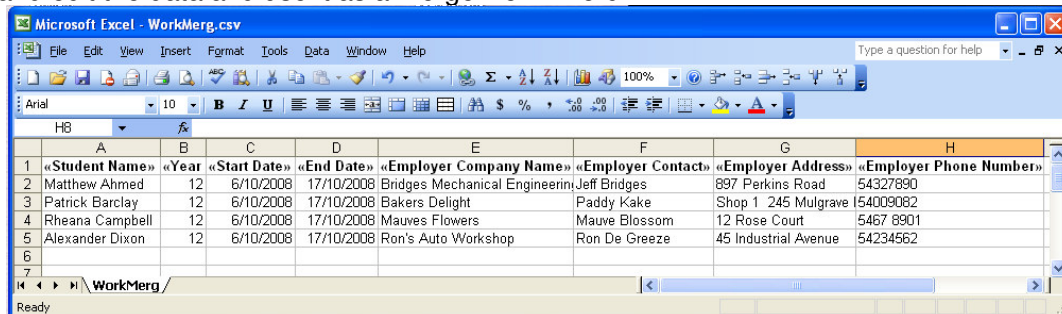
Merge Tab



Create the Merge file to export:

1.	When first entering the Merge tab all fields will appear as a default under Selected Fields . To deselect fields from here (those you do not wish to export) double click on the individual fields or click Deselect All to remove all fields.
2.	To add fields from the Available Fields area to the Select Fields double click on the individual fields or click Select All to add all fields.
3.	In Export File Settings enter a File Name and select where you wish to save the file.
4.	Once you have selected all your fields and entered your file settings, click Create to export the data.

If you selected to export your file as a CSV (Comma Separated Value) file you can open this file in Excel and edit the data and use it as a merge file in Word.



>>>>> **End of Work Experience Tech Tip** <<<<<<

Created September 2008