

MyWorkExperience A Student Guide

<https://myworkexperience.com.au/>

Stewart Robertson

Careers & Workplace Learning

Pathways & Transitions

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About MyWorkExperience

MyWorkExperience helps you prepare for your work experience. MyWorkExperience is a fun way to prepare for your work experience and can be completed as a class activity or in your own time.

Once you complete the MyWorkExperience modules you will obtain your own Ready For Work Experience Certificate.

The Certificate lets your host employer know that you are prepared for your work experience and have identified a set of skills and competencies to focus on during your time in the workplace.

STEP ONE: Create Your Account

<https://go2workplacement.com/auth/login/?returnUrl=%2F>

MyWorkExperience

Welcome!

Are you enrolled in a NSW High School and participating in work experience ? MyWorkExperience helps you prepare for your work experience. MyWorkExperience is a fun way to prepare for your placement and can be completed as a class activity or in your own time.

To get started complete the simple online registration using a valid email address. Your password must be a minimum of five characters, contain a capital letter and number.

Once you complete the MyWorkExperience modules you will obtain your own Ready For Work Experience Certificate.

The Certificate lets your host employer know that you are prepared for your placement and have identified a set of skills and competencies to focus on during your placement.

Tip: Make sure you have headphones if you don't want to disturb your classmates.

Follow this link for [Go2Workplace](#)

For Teachers

If you are a VET Teacher please register at.. teacher.go2workplacement.com

Teacher log in

If you are already registered, login here:

Teacher Login

Teacher registration

If you are a Teacher register for the Go2WorkPlacement below.

Teacher Registration

Login

Username

Password

[Forgot your password?](#)

[Create an account](#)

Login



Select the **Create an Account** button to register

STEP TWO: Enter Your Details

Ensure you complete all the fields and use your school email address (if you have one). You will not be able to receive your account notification if your email address is not correct.

Create an account

Create your account. Cannot find your school? Select "NSW Department of Education" in the drop down menu and type your school's name in the field below.

First Name*

Last Name*

Email*

Re-enter email*

School*

School Name

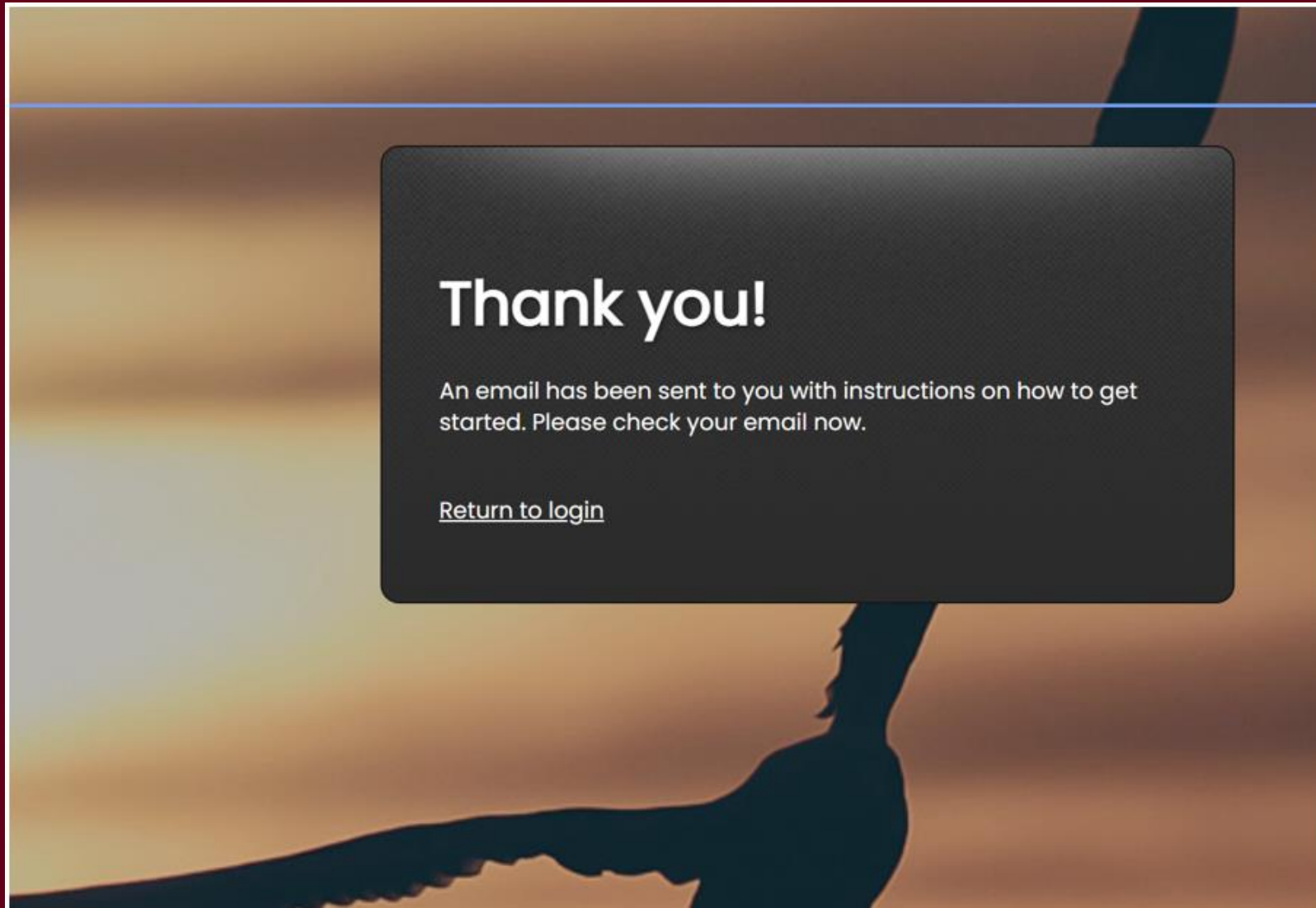
* denotes mandatory fields

Create an account

← Your school can be selected from the drop down menu. If you can't see it enter your school name in the school name box as free text.

STEP THREE: You Are Registered

Once your account has been created return to the login page. You will receive an email shortly to set up your password.



STEP FOUR: Confirm Your Registration

You will receive an email in the mailbox of the email account that you registered through MyWorkExperience. Follow the link (similar to what is seen below) to set up your password

Thank you for registering with Go2Workplacement! Please click the link below to get started. If the link does not activate, please copy and paste it into your browser.

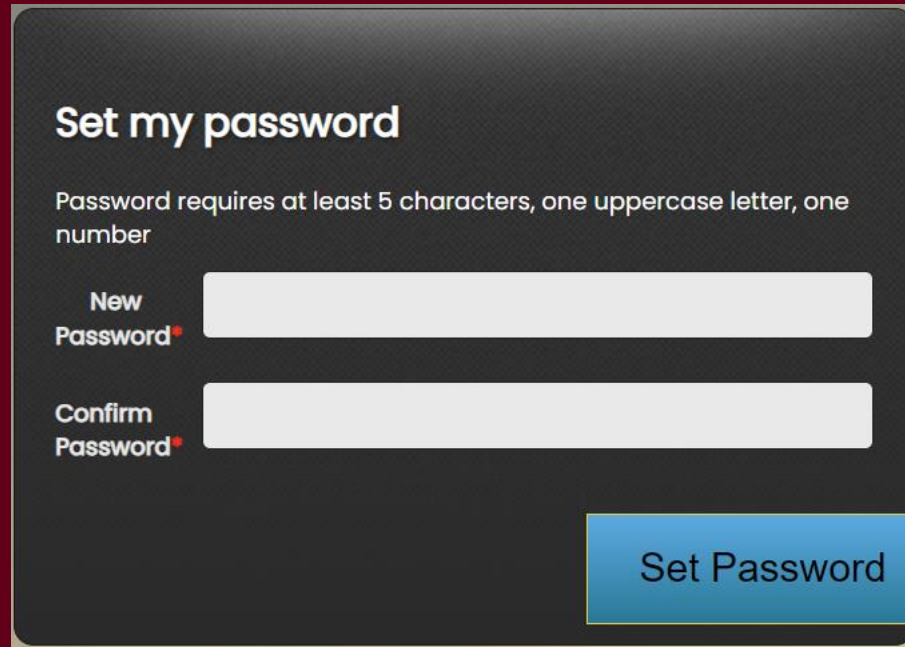
<https://go2workplacement.cls.janison.com/Auth/ResetPassword?nonceId=f86fe51a-8add-ed11-ba76-0003ff8cf6e5&nonce=3849de93-01cb-47fa-9acd-1bf7442a8665&userId=f16fe51a-8add-ed11-ba76-0003ff8cf6e5>

Regards,

The Workplacement Ready Team

STEP FIVE: Create Your Password

Now create a password that only you know and that you will be able to remember.



Set my password

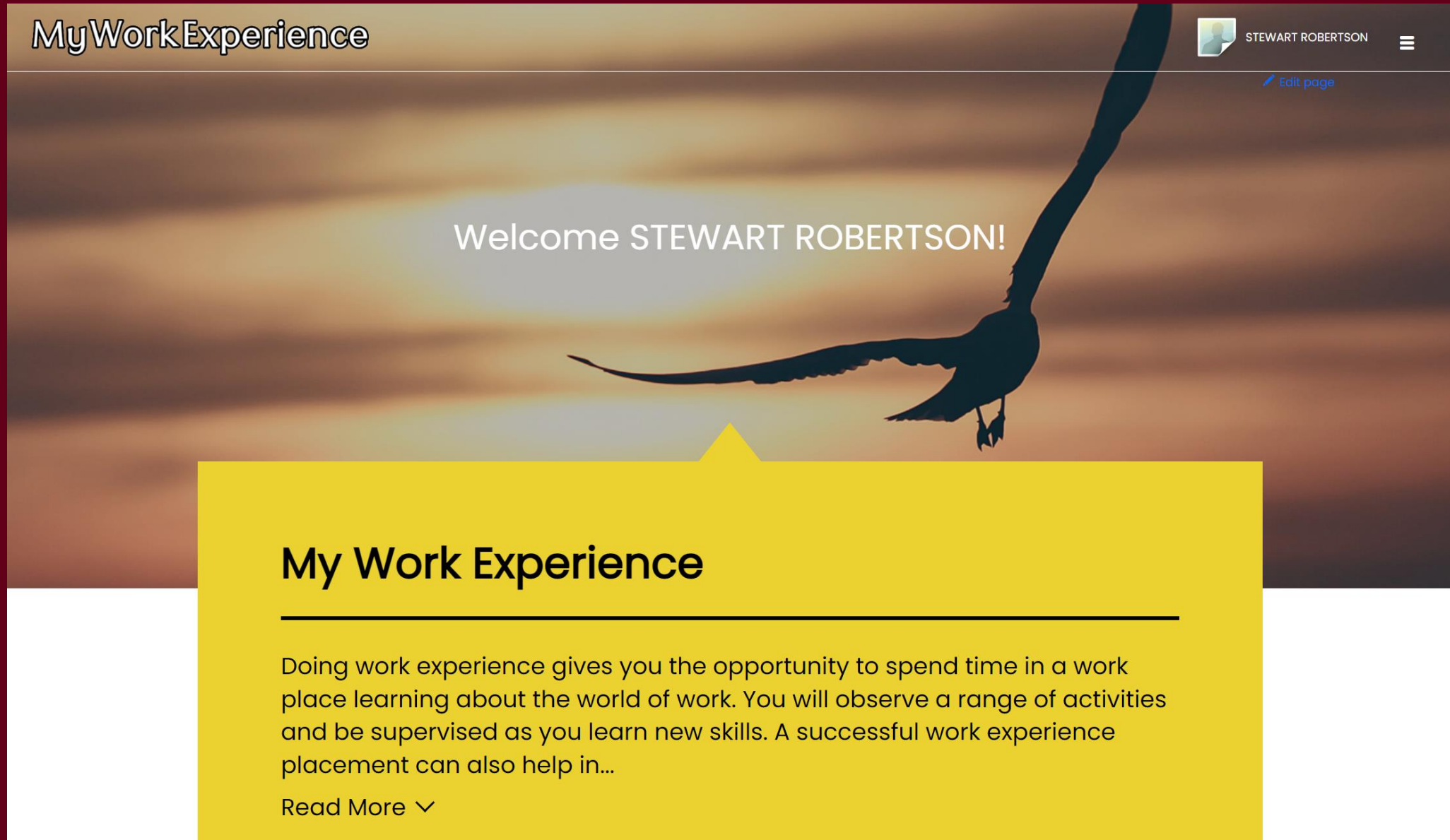
Password requires at least 5 characters, one uppercase letter, one number

New Password

Confirm Password

Set Password

You will now have access to your Student Dashboard



The screenshot shows a web dashboard titled "MyWorkExperience". The header includes the title on the left, a user profile for "STEWART ROBERTSON" with a menu icon on the right, and an "Edit page" link below the profile. The main content area features a large background image of a bird in flight over a sunset. A yellow callout box contains the heading "My Work Experience", a paragraph about work experience, and a "Read More" link with a downward arrow.

MyWorkExperience

STEWART ROBERTSON

[Edit page](#)

Welcome STEWART ROBERTSON!

My Work Experience

Doing work experience gives you the opportunity to spend time in a work place learning about the world of work. You will observe a range of activities and be supervised as you learn new skills. A successful work experience placement can also help in...

[Read More](#) ▾

To obtain your Work Experience Ready Certificate You need to;

1. Launch and complete the 3 MyWorkExperience items
2. Download your completed Work Experience Ready certificate from your student dashboard

STEP SIX: Launch The 'MyWorkExperience' Module

1. MyWorkExperience - Work Health and Safety, Personal Attributes and Employment Related Skills

0%

Status: Incomplete

Launch

Click on the Launch Icon to begin your MyWorkExperience Modules

STEP SEVEN: Work Through The 'MyWorkExperience' Modules

Click on the 'Start the module' Icon to begin working through each of the 3 modules.



Workplace Health and Safety

Status: *Not Started*
Percent Completed: 0%

Start the module

Edit



Personal Attributes

Status: *Not Started*
Percent Completed: 0%

Start the module

Edit



Employment-Related Skills

Status: *Not Started*
Percent Completed: 0%

Start the module

Edit

STEP EIGHT: Health and Safety Module

Navigate and complete the Health and Safety Module

< BACK COURSE: MODULE:  WORKPLACE HEALTH AND SAFETY



Work Health and Safety module

The next screen has an easy to read version of your obligations under the Work Health and Safety Act for when you go on work placement.

Why is this important?

The Work Health and Safety Act sets out the laws that you, your employer and you co-workers must follow to make sure that your workplace is safe.

Simple questions

Before you can get your work ready certificate and begin your work placement, you must correctly answer the four simple questions in this module.

They are not difficult, and they will help you understand your obligations under the Act.



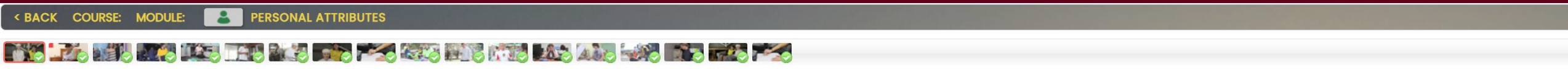
PREVIOUS

NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete

STEP NINE: Personal Attributes Module

Navigate and complete the Personal Attributes module



Introduction

Welcome to the Personal Attributes module.



PREVIOUS

NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete

STEP TEN: Employment Related Skills Module

Navigate and complete the Employment Related Skills module

< BACK COURSE: MODULE: EMPLOYMENT-RELATED SKILLS



Introduction

Welcome to the Employment-Related Skills module.



PREVIOUS

NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete

STEP ELEVEN: Your Work Placement Ready Certificate

Once you have completed the modules a link will appear to download your certificate.

[Congratulations, you have completed the course. Click here to get your certificate.](#)

< BACK COURSE:  MWE MANDATORY MODULES



Workplace Health and Safety

Status: *Completed*
Percent Completed: *100%*

Start the module

Edit



Personal Attributes

Status: *Completed*
Percent Completed: *100%*

Start the module

Edit



Employment-Related Skills

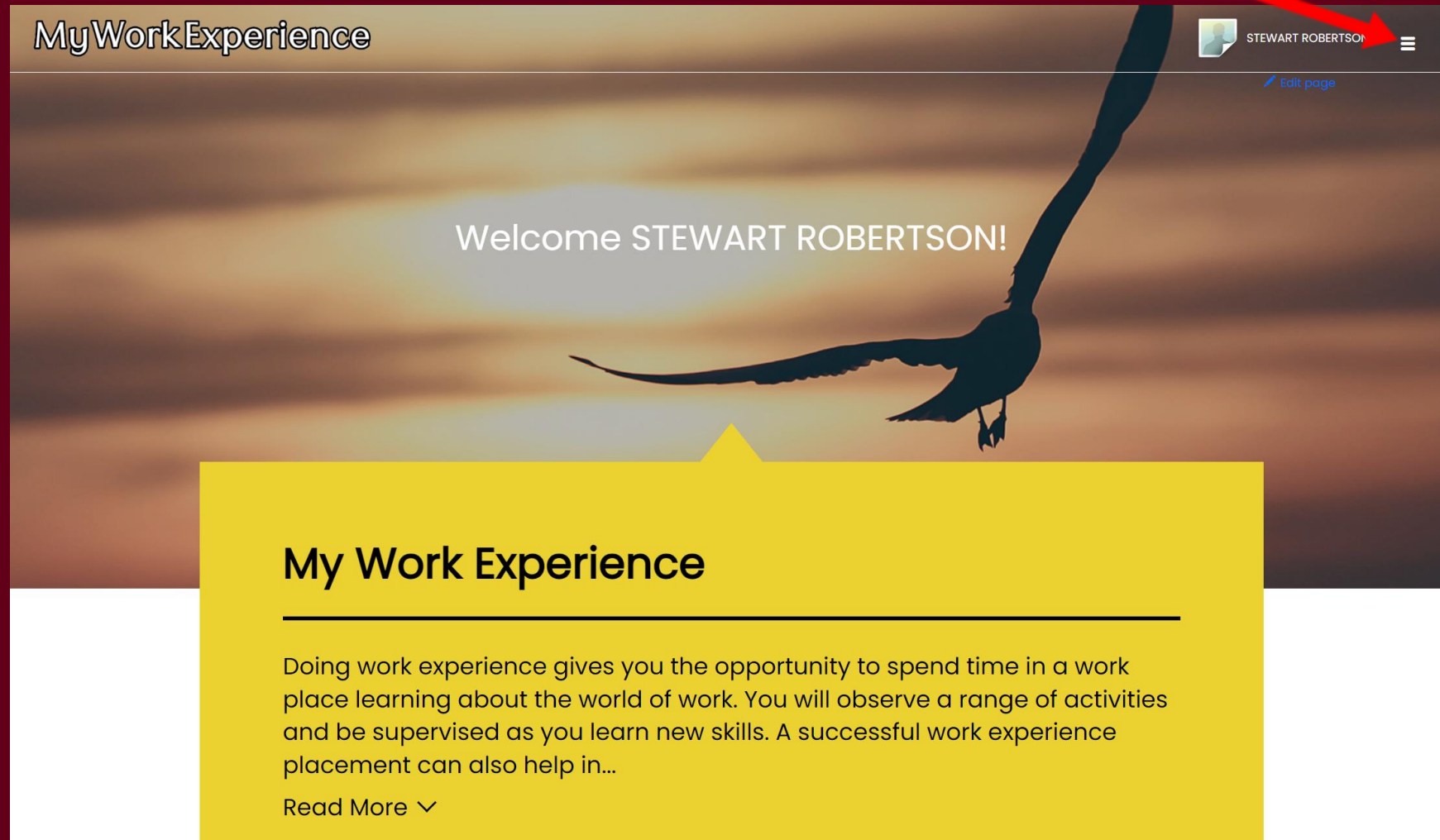
Status: *Completed*
Percent Completed: *100%*

Start the module

Edit

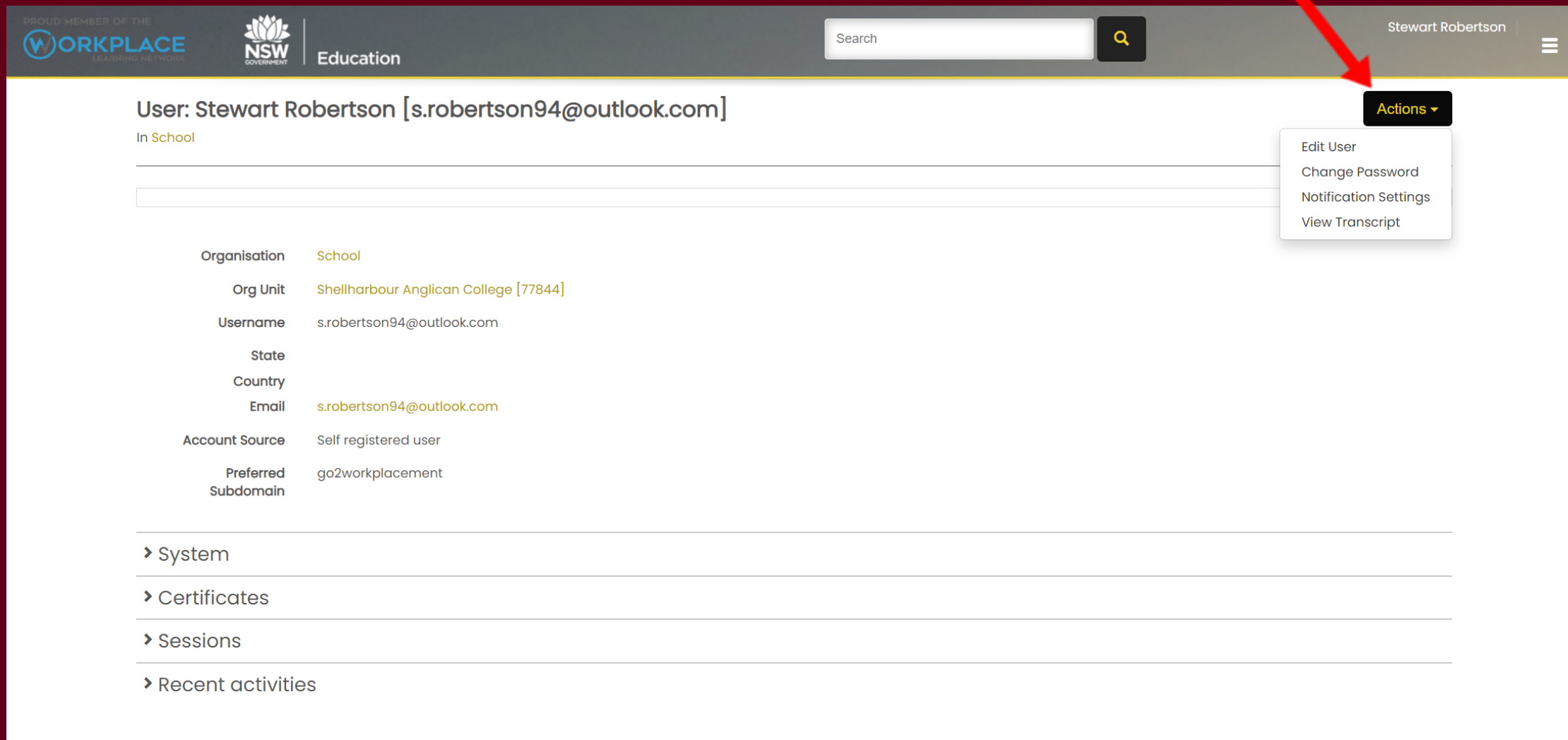
Keeping Your Account Secure

It is recommended that you change your password regularly to keep your account secure. To do this you must access your account by selecting the three bars at the top right of your student dashboard and selecting 'My Account'.



Keeping Your Account Secure

Change the password for your account by selecting 'Actions' and then 'Change Password'



The screenshot shows the user profile page for Stewart Robertson. The header includes the NSW Government logo, the 'Education' label, a search bar, and the user's name 'Stewart Robertson' with a menu icon. Below the header, the user's name and email are displayed. A red arrow points from the instruction text to the 'Actions' dropdown menu, which is open and shows options: 'Edit User', 'Change Password', 'Notification Settings', and 'View Transcript'. Below the user information, there is a table of user details and a list of system-related items.

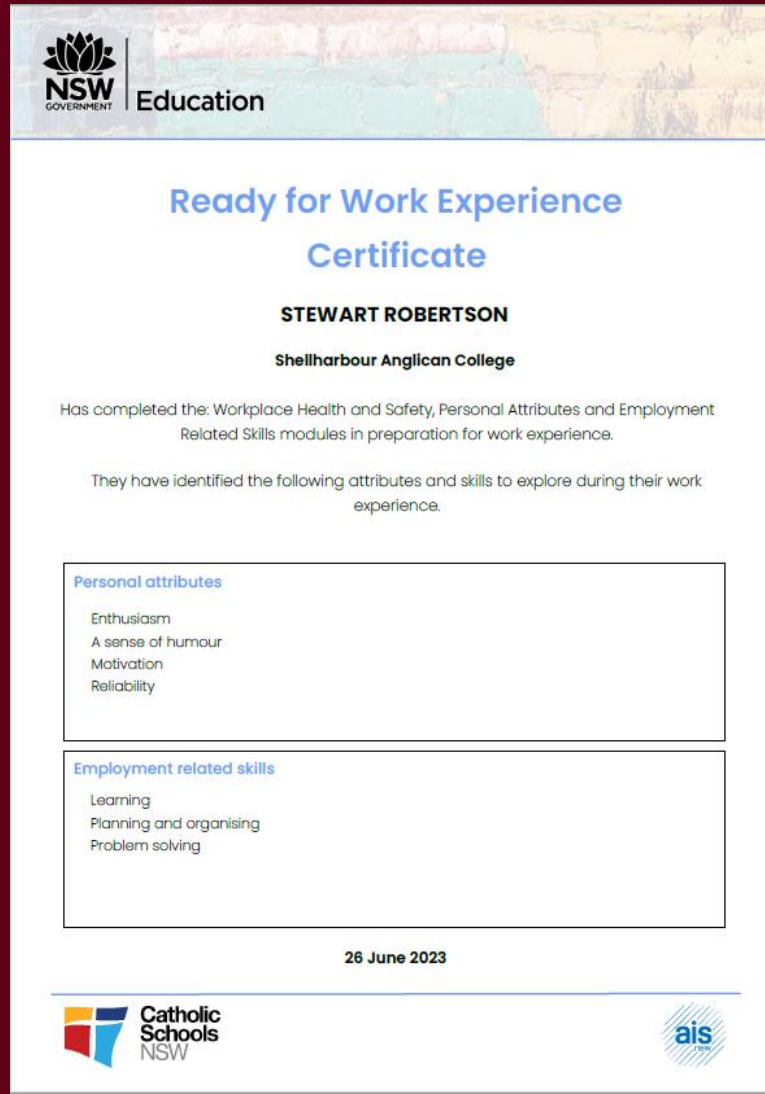
User: Stewart Robertson [s.robertson94@outlook.com]	
In School	
Organisation	School
Org Unit	Shellharbour Anglican College [77844]
Username	s.robertson94@outlook.com
State	
Country	
Email	s.robertson94@outlook.com
Account Source	Self registered user
Preferred Subdomain	go2workplacement

- › System
- › Certificates
- › Sessions
- › Recent activities

Congratulations! Print or Save Your Certificate

Congratulations you have completed your Work Experience Ready Certificate. Remember to let your teacher know that you have now obtained your certificate and ensure you take it to show your host employer

If you have any issues, please contact
support@workplacement.nsw.edu.au



The certificate is a white document with a blue header and footer. The header features the NSW Government Education logo and a decorative background image of a field. The title 'Ready for Work Experience Certificate' is in blue. The recipient's name 'STEWART ROBERTSON' and school 'Shellharbour Anglican College' are in black. The text states that the student has completed Workplace Health and Safety, Personal Attributes and Employment Related Skills modules. It lists personal attributes (Enthusiasm, A sense of humour, Motivation, Reliability) and employment related skills (Learning, Planning and organising, Problem solving). The date '26 June 2023' is at the bottom. Logos for Catholic Schools NSW and AIS are in the footer.

NSW GOVERNMENT Education

**Ready for Work Experience
Certificate**

STEWART ROBERTSON
Shellharbour Anglican College

Has completed the: Workplace Health and Safety, Personal Attributes and Employment
Related Skills modules in preparation for work experience.

They have identified the following attributes and skills to explore during their work
experience.

Personal attributes

- Enthusiasm
- A sense of humour
- Motivation
- Reliability

Employment related skills

- Learning
- Planning and organising
- Problem solving

26 June 2023

Catholic Schools NSW

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