

Attention: Workplace Supervisor

Senior high school students attend a business for a week to gain practical experience, skills and knowledge about the industry.

They learn to communicate with the staff and supervisors. Employers offer students a range of industry activities that suit their resources and their business.

Benefits for Business

You can:

- Raise your profile within the community
- Access potential part-time & full-time employees
- Develop training programs and supervisory skills
- Participate in special events and receive media coverage

• • • Below are tasks that your workplace student may be able to do in the workplace. They are designed to assist you with planning your student's workplace learning.

- ♦ Compiling and sorting documents, like invoices and cheques;
- ♦ Verifying, tracking and posting details of business transactions;
- ♦ Reviewing and maintaining account records;
- ♦ Entering balances and calculating interests on loans, bank accounts and credit accounts;
- ♦ Typing vouchers, cheques, account statements, reports and other documents;
- ♦ Using accounting software like MYOB, QuickBooks or another type;
- ♦ Handling accounts payable and accounts receivable;
- ♦ Completing general bookkeeping and accounting tasks; and
- ♦ Post cash receipts, expenses, and other transactions to journals or ledgers and verify accuracy.
- ♦ Produce spreadsheets
- ♦ Customer Service
- ♦ Assist staff with general office duties including filing, record keeping and file maintenance.
- ♦ Observe and document the WHS measures in the workplace.

