

# HSC STUDENTS IN BUSINESS SERVICES

Can you offer students experiences in one or more of the following?

- |   |                                     |  |   |
|---|-------------------------------------|--|---|
| <input type="checkbox"/> Copying                      | <input type="checkbox"/> Faxing     | <input type="checkbox"/> Back up data          | <input type="checkbox"/> Filing hard copies         |
| <input type="checkbox"/> Emailing                     | <input type="checkbox"/> Mailing    | <input type="checkbox"/> Answering phones      | <input type="checkbox"/> Electronic filing          |
| <input type="checkbox"/> Scanning                     | <input type="checkbox"/> Banking    | <input type="checkbox"/> Taking phone messages | <input type="checkbox"/> Electronic funds transfers |
| <input type="checkbox"/> Replenish printers and faxes | <input type="checkbox"/> Petty cash | <input type="checkbox"/> Stationery inventory  | <input type="checkbox"/> Research and report        |
| <input type="checkbox"/> Update website               | <input type="checkbox"/> Data entry | <input type="checkbox"/> Updating documents    | <input type="checkbox"/> Payment requisition        |



## Keys to Success

- Call a staff meeting to brainstorm suitable tasks for your workplace
- What can you showcase to inspire students to pursue careers in your industry?
- What advice and expertise can you share to set a student on the path to success?
- Create a simple checklist or work plan to guide your placements

**1 WEEK of unpaid work placement for students**  
**FREE to all employers with ALL INSURANCES provided**  
**Assist Year 11 & 12 students in their education pathway**

For great work placement support contact Michael Everett

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