

FAN Planning Template

What do you want?¹				
Offer work-experience	Offer an internship	A project done	Research Conducted	Someone to do some one-off work
Regular part-time help at work	Cadet	Apprentice	Full-time employee	
Who do you want?²				
High School Student	Tertiary Student	Either High School or Tertiary Student	Not sure	
Qualifications, skills or knowledge <i>required</i> (e.g. certain Level of particular subjects studied or minimum capabilities required):				
Preferred interests of student (if any):				
Attributes required of student (e.g. communication skills, willingness to learn, outgoing, attention to detail etc.):				
What can you offer?				
Work experience	Internship	Paid ³	Unpaid	
Part-time work	Cadetship	Apprenticeship	Full-time work	
Once you have identified your needs and criteria for the opportunity you are offering, complete the offer form below then contact the appropriate school Gateway Coordinator/Career's Advisor, Tertiary Provider or Industry Training Organisation. A list of contacts is available online. Discuss your offer with them and how it would fit with their programme.				

¹ When deciding what type of opportunity you can offer, think about what *you* need. Depending on the complexity and size of a project or piece of research, some work may be more suited to an internship than work-experience. Consideration must also be taken for the tasks you may want done, amount of time anticipated to do the work, your project deadlines and students' other commitments. Unless part of a course requirement internships are usually conducted during school and tertiary holiday periods.

² When deciding who is most appropriate for the type of opportunity you can offer consider the level of expectation you have for the student and the (realistic) outcomes you are expecting. This will depend on the complexity of the tasks or project, maturity required, how autonomous they need to be etc.

³ Work experience is generally expected to be unpaid. Internships may be paid or unpaid and different institutions' workplace coordinators have different expectations. More senior tertiary students can be thought of as semi-skilled workers and can provide significant value to your business.

Youth Workplace Opportunity Offer	
Company Name:	
Address:	
Contact Name:	
Business Phone:	Mobile:
Email:	
Industry:	
Opportunity Title: <i>e.g. Plumbing Work Experience</i>	
Description: <i>Brief description of opportunity⁴ (e.g. tasks, project brief, requirements):</i>	
Duration:	
Start Date:	End Date:
Hours:	
Payment:	
Open To: <i>Brief description of who you want</i>	
Application Details: <i>How to apply – CV, portfolio etc; in what format – email, post etc; to whom – institution workplace coordinator, you etc.</i>	
APPLICATIONS CLOSE: <i>Date or open-ended offer</i>	

⁴ The higher level of the employer commitment to the opportunity the more robust the planning should be, to increase the probability of getting the right person to match your business needs. If you are considering entering an employment relationship with a (paid) intern, cadet, apprentice or employee it is recommended that you create a job description for the position before you do anything else (see the FAN Job Description_Sample available online) which will form the basis of your selection criteria and employment relationship.