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|  | https://docs.google.com/a/appiwork.com/uc?id=0B2kXqRFFF6OjT2xzcnQ4eU44VEk&export=download |

*Appiwork, creates simple, elegant solutions for complicated problems, by developing mobile apps, websites and online systems that are custom-made to perfectly meet business needs.*

**Work Placement / Work Experience Opportunities**

Appiwork provides an online system that allows students to complete a 35 hour (1 week) work placement / work experience opportunity.

**See the 35-hour program schedule below**.

This is a great way to get young people out talking to local businesses, learning about the importance of accessibility, practice venue photography and create useful online content.

They also learn some of the soft skills essential to running their own app start-ups.

**Who can be involved?**

Work Experience: Year 10 students interested in improving their Information Technology and/or Business skills

Work Placement: VET Business Services and VET Information & Digital Technology students.

**What to do if interested?**

* Talk to your Careers Adviser, VET Teacher or VET Coordinator
* For VET Work Placement students, register for the placement by going to [www.studentrego.com](http://www.studentrego.com) and entering your class code

**35-hour Work Placement**

Expected milestones

These expected milestones provide a rough guideline of the types and volume of results you are likely to achieve during your placement. You may achieve greater results than what is listed below, or you may find it challenging to achieve these milestones. Please keep clear records of your activities and keep in touch with your supervisor so that we can support you to practice the key competencies.

* Contact list with 30 or more venues managers – all to be contacted via phone/visit and email
* 5 or more appointments to be set with venue managers that agree to list their venues on the platform
* 3 or more venue assessments and venue photoshoots to occur
* 2 or more venues to have their accounts set up with venue profiles
* 1 or more venues published

35-hour placement schedule

**Hours 1-2**

* Email contact@everywherevenues.com to arrange a welcome call with your supervisor
* Sign up to the affiliate program using the form on this page
* Create a visitor account
* Visit the Everywhere Venues social media channels
* Watch our how-to videos
* Read the Simple steps for affiliates, Resources for affiliates, About us, Accessibility, and List Venues pages in the main menu of our homepage.

 **Hours 3-4**

* Start preparing your list of venues
* Have a welcome call with your supervisor and discuss your list of venues and the scripts
* Arrange a second call with your supervisor to check in with you after you contacting venue managers

**Hours 5-10**

* Continue working on your list
* Start contacting venues on your list
* Have your second call with your supervisor to share your progress and ask for advice

 **Hours 11-16**

* Continue contact venues on your list and start arranging appointments for venue assessments and photography
* Contact your supervisor as needed

 **Hours 17-25**

* Conduct venue assessments and venue photography
* Arrange a call with your supervisor to get some training on setting up the accounts
* Contact your supervisor as needed

 **Hours 25-33**

* Continue setting up venue profiles
* Arrange appointments to hand over accounts to venue managers
* Send emails venue managers who have taken over their accounts cc’d to contact@everywherevenues.com
* Contact your supervisor as needed

 **Hours 34-35**

* Complete EV work placement report
* Send your report, timesheet and updated contact list to contact@everywherevenues.com