

# **WorkExpo** Frequently Asked Questions

## **What is WorkExpo?**

WorkExpo is a work experience organizer, planner and record keeping system for busy teachers designed to run on PC's using Windows 98 or later.

## **What are the features?**

- Support for Managed Individual Pathways (MIPS)
- Follow up reminders
- Multiple teacher logins
- Safe-At-Work support
- New Arrangement forms for 2004
- Capture careers counselling history for students.
- Designed for use in Australian schools
- Track individual student progress through work exp.
- Use multiple data files. One for each term etc.
- Email students and employers directly from WorkExpo
- New "Smart" auto-archive feature
- Help file completely re-written
- Support for inkjet and deskjet printers
- Print individual student and employer details
- Teacher's signature and/or Principal's signature is optional in certificates and/or letters.
- Print preference lists of students for work exp.
- Turn borders on/off for certificates for students and employers
- Updated postcodes list
- Updated interface
- Work Experience Guidelines reference tool
- Much greater range of reports and lists
- New Wizards to guide you through complex tasks

## **How can it help me?**

It will save you a lot of time in preparing the heavy load of paperwork associated with work experience.

## **Won't it take me time to learn the program?**

The program has been designed to be user friendly and easy to learn. Most teachers will be using the program fluently within a few hours! It's a Windows program, just point and click!

## **What sorts of things can it help me with?**

You can organize and run your work experience program much more efficiently. Once all data has been entered you can print out:

- Work Experience Arrangement forms (New 2001 form)
- Edit criteria items in Employer evaluation form
- Lists of students on work experience for staff room
- Lists of students by form to give to form teachers
- Lists of all employers on record for students to browse

### **What do teachers think of WorkExpo?**

*"I've used several work experience software programs, but WorkExpo is definitely the best!"*

Jacquie Dods, Billanook College

*"WorkExpo prints out my arrangement forms in a snap!"*

John Frawley, Rowville SC

*"I've been using the WorkExpo software for some time now. I don't know how I managed without it"*

Lainie Carroll, Mount Waverley SC

*"Without WorkExpo there is no way in the world that I would have managed all the paperwork for sending 263 Year 10 students out on block release for two weeks."*

Judith Clarke, St. Monica's College, Epping