



# WorkExpo

Software for managing Work Experience programs in schools and colleges

Website: [www.infoplan.com.au/workexpo](http://www.infoplan.com.au/workexpo)

## Questions

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## Answers

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### What is WorkExpo?

WorkExpo is custom designed for work experience coordinators in Australian schools and colleges. WorkExpo offers features and management tools which provide teachers with efficient and effective ways to manage work experience and school to work programs.

### What are the features?

- Work Experience/Placement Arrangement forms.
- Track and record over time each student's counselling history.
- Keep track of each student's progress towards arranging work experience.
- Block list report. Provides an easy, single-click report detailing your entire nominated work experience block.
- 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 now an option to include in certificates.
- Print preference lists of students for work exp.
- Turn borders on/off for certificates for students and employers
- Updated postcodes, so no need to lookup postcodes
- Updated interface – simpler and easier to use.
- 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 administering the heavy load of paperwork associated with running a work experience program in your school.

### 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! Formal training is also available.

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

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

- Work Experience Arrangement forms
- 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
- ...and much more!

**What do other teachers think of WorkExpo software?**

*"I've found WorkExpo to be a lifesaver. Over 100 students took up optional work experience this year so it saved me lots of time. Very user friendly."*

**Julie Ripon Gippsland Grammar**

*"As a fairly ordinary computer user I found WorkExpo very easy to learn and use. It has the NSW forms and documents as an option. I highly recommend it! A lot of work has been done to make this software idiot-proof!"*

**Brian Dean, Eden-Marine College (NSW)**

*"WorkExpo is a must-have package for anyone responsible for organising school work experience!"*

**Nigel Murray, Dandenong SC (Clelland campus)**

*"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**

**How much does it cost?**

The single user licence is \$682. Multi-user licences are also available. All prices include software, manual, GST, licence and support for at least 12 months. An annual subscription is offered at the end of the first year.

Training sessions are held from time to time. Check website for more detail.

**What are your contact details?**

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Please tick box(s) below. Tax Invoice will be sent with goods. All prices include GST.

- WorkExpo – **New** single-user licence \$682
- WorkExpo – **New** two-user licence \$792
- WorkExpo – **New** five-user licence \$990
- In addition, please contact me to arrange a visit to my school. I'd like you to install the software and provide two hours training in WorkExpo at my school. Melbourne Metro only. \$250

- WorkExpo – **Upgrade** single-user licence \$275
- WorkExpo – **Upgrade** two-user licence \$319
- WorkExpo – **Upgrade** five-user licence \$418

NAME: .....SCHOOL: .....

ADDRESS: .....

PHONE: .....EMAIL.....

PURCHASE ORDER NO: (If necessary).....

Check the WorkExpo website for more up-to-date information on WorkExpo  
[www.infoplan.com.au/workexpo](http://www.infoplan.com.au/workexpo)